



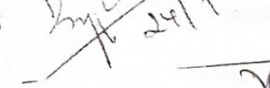
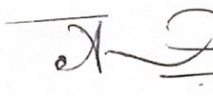





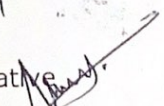
Academic Audit Report of Holy Grace Academy of Management Studies (HGAMS), Mala, Thrissur Dist.

Academic Year 2021-2022

Abstract of the Report:

Institutions undertake Academic Audit in order to produce, ensure, and continuously improve the quality of the entire system in place, including curricular and co-curricular activities, infrastructure and support services. Academic Audit is intended to encourage programmes, departments, and the institution to evaluate their quality processes and standards based on predetermined benchmarks. On the basis of the Self-study Report and related information and explanations provided to the Internal Audit team by the Faculty members as of July 31, 2022, the following Academic Audit Report for the Academic Year 2021-2022 is prepared and submitted before the Management on 30 August 2022 for further approval and to take necessary action to improve the institutional and program activities.

An academic Audit was conducted by IQAC covering all academic activities of Holy Grace Academy of Management Studies, Mala, Thrissur. The members of the Internal Audit Team were:

- 1 Dr. Roy John, Director, HGAMS 
- 2 Dr. Antony Kolenchery, IQAC Coordinator 
- 3 Dr. Salini B. Nair, MBA Coordinator 
- 4 Sri. Benny John Aynikkal, Secretary, Holy Grace Institutions 
- 5 Sri. Vackachan Thakkolkaran, Chairman, HGAMS 
- 6 Dr. E. Benjamin, Professor, HGAMS 
- 7 Mr. Jomy P. L., Industry Expert 
- 8 Sri. Nirmal Vackachan, Alumni Representative 





**ACADEMIC AUDIT REPORT OF HOLY GRACE ACADEMY OF
MANAGEMENT STUDIES (HGAMS), MALA FOR THE YEAR 2021 - 2022**

INSTITUTION PROFILE		
1	Name of Institution:	Holy Grace Academy of Management Studies, Mala
2	Affiliated to:	University of Calicut
3	Approved by:	AICTE, New Delhi
4	No. of Full Time Permanent Faculty:	2021-2022 : 17
5	No. of Adjunct Faculty:	2021-2022 : 1
6	No. of Contract Faculty:	Nil
7	No. of Guest Faculty:	Nil
8	No. of Ph. D. Holders	6

ASSESSMENT REPORT – 2021-2022				
	Criteria Evaluated		Observations of the Experts	Suggestions for Improvement
1	Coverage of Syllabus		Good	
2	Information on Curriculum Revisions		Last revised in 2016	Conduct academic activities to cover content beyond syllabus
3	Add- on courses / skill development courses conducted		Satisfactory	
4	Students' Feedback on Curriculum		Good	Appreciated. Industry feedback also may be taken
TEACHING, LEARNING & EVALUATION				
1	Innovations in Teaching introduced		Minimum	Can include more student centric methods





2	Remedial classes / courses conducted		Satisfactory	
3	Use of supplementary teaching tools and application of ICT		Smart class rooms are available and level of utilization is satisfactory	Use innovative pedagogy
4	Conduct of Internal Examinations		Excellent	
5	Result Analysis		Regularly done	
6	No. of faculty with Ph. D	5	Satisfactory	Focus on improving the status
7	Faculty development initiatives, if any	3	Satisfactory	Improvement needed
8	Students' Feedback on Teaching, Learning & Evaluation		Good	
STUDENT PERFORMANCE AND LEARNING OUTCOMES				
1	Student's seminars and workshops		Satisfactory	Improvement needed
2	Orientation and bridge courses		Satisfactory	
3	Club Activities		Excellent	
4	Organizing management activities		Satisfactory	Improvement needed
5	Participation in Management Fests		Excellent	
6	Group Discussions, Role Plays and Debates		Satisfactory	Need to keep progress
7	Mentoring and counselling		Satisfactory	
8	Arts & Sports		Excellent	
RESEARCH, CONSULTANCY AND EXTENSION				
1	No. of Research Guides in the Department	3	Good	
2	No. of Ph D s Produced	Nil		All are pursuing Ph. D.
3	No. of Ph D Scholars	9		



4	Research Papers Published in Peer Reviewed Journals	8	Minimum	Need to improve research activities
5	No. of Papers Presented in Seminars during the assessment period	4	Minimum	Need Improvement
6	Seminars / Workshops / Training Programme Conducted	4	Satisfactory	Improve the range
7	Student and Faculty Exchange Programmes		No programs	Must take initiatives to explore
8	Research / Academic Collaborations and its outcome		Availability of KUFOS research centre	Efforts are to be taken for collaborative research
9	Awards /Achievements / Recognitions received by students and teachers		Satisfactory	
10	Consultancy Services		Minimum	Improve status
	Areas of Consultancy		Production, Legal, HR	Explore opportunities
INFRASTRUCTURE AND LEARNING RESOURCES				
1	New Equipment and Infrastructure Added	3	1.Business Studio 2.E-Library 3.Learning Management System	Well Utilized

2	Justification for the use of these equipment's		To enhance employability skills	Well executed
3	Details of outcomes after the institution of these equipment's		Satisfactory	Maintain records
4	e-class rooms (Number& Usage)	4	Well utilized	
5	Computer lab	1	Satisfactory	
6	Regular Timing: 9.30 am to 4.30 pm Evening 4.30 pm to 6.30 pm		Satisfactory	Can improve





	(Reference) Holidays - Normal working			
7	No. of Printed Books / No. of Printed Books Added during the assessment period	1,925 titles / 100 titles added every year	Satisfactory	
8	Resources & e- Journals available		Satisfactory	Improve collection of e-journals
9	Facilities for disabled students	Yes	Wheel chair & lift	Need to provide
10	Maintenance of drinking water	Yes	Satisfactory	
11	Maintenance of Sanitation	Yes	Satisfactory	
12	Rest room for women students	Yes	Satisfactory	
STUDENT SUPPORT AND PROGRESSION				
1	Availability of a system for student support and mentoring		Satisfactory	
2	Student Aid Fund / Endowments etc.		Nil	Need to initiate
3	Placement Details		Satisfactory	Improve quality of placements
4	No. of students applied	119		
5	No. of students placed	65	Good	



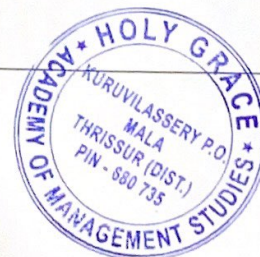


CURRICULAM DESIGN AND DEVELOPMENT		
<ol style="list-style-type: none">1. Syllabus last revised in 2016 with minor revisions every year.2. Inputs on curriculum gaps are identified by way of Faculty Feedback, Alumni feedback and Industry Feedback.3. Remedial measures were undertaken to bridge the gap between syllabus and industry expectations.4. Corporate internships were encouraged5. Skill based add-on courses introduced – Tally, SPSS, Microsoft Excel, Business Analytics.6. Course Tutors identify the industry needs while preparing lesson plans.7. Case studies developed by faculty members and conducted presentations using Business Studio.	Satisfactory	Need to initiate activities to cover curriculum gap
<p>ACADEMIC FLEXIBILITY</p> <ol style="list-style-type: none">1. Faculty members were flexible in handling number of subjects and participating in value added courses and extracurricular activities2. Faculty members were given authority to plan and execute events to cover topics beyond the syllabus	Satisfactory	





<p>CURRICULUM ENRICHMENT:</p> <ol style="list-style-type: none">1. Learning management system developed by "Codespace Technologies" introduced and used to manage office, staff and students.2. Licensed Moodle and Zoom platforms were introduced to offer online classes to students.3. Student Faculty interaction through online platforms used effectively.4. Corporate internship was organised for final semester students, along with their project work for a period of 56 days.5. Bridge courses organized<ol style="list-style-type: none">a. Before and after regular classesb. Mentoring done on a regular basis.c. Soft skills development programmes planned.6. Various clubs viz., Entrepreneurship Club, Management Club, Nature Club, Literary Club, Quiz Club, Research Club were formed to develop conceptual and organizational skills7. SPSS Training undertaken to help understand research tools.	Excellent	
<p>TEACHING- LEARNING PROCESS:</p> <ol style="list-style-type: none">1. Pedagogy adopted; lectures, case studies, class room participation, assignments, debates and group discussions among teams on subjects, e-source of information (digital library) and knowledge, Student presentations.	Satisfactory	Need to introduce innovative pedagogical methods





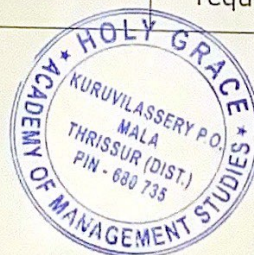
<p>BEST PRACTICES:</p> <ul style="list-style-type: none">a. Course reference material given to students for "self-study" in advance and discussed in the class. This is a time saving method for faculty members.b. Participatory and peer learning methods employedc. Interactive class room sessions to clarify conceptsd. Business News Analysis is included in daily Time Table to create current business awareness.e. Group discussions, Debates and Presentation are a part of activities conducted at Business Studio.	Satisfactory	
<p>TEACHER QUALITY:</p> <ul style="list-style-type: none">1. Subject knowledge of the teacher is sound as per the opinion of the students2. Faculty are engaged in research and to publish papers and books3. Faculty evaluation is done periodically4. Monitoring of discipline and classroom participation of students5. Use of Power Point presentations.6. Faculty feedback taken every semester<ul style="list-style-type: none">a. Benefit of research / book writing-incentives, non-monetary recognition.b. Choice to faculty to get involved in non- academic activities7. Infrastructure - adequate classrooms and other facilities8. Programmes are conducted for faculty members both in-house and outside with duty leave to support faculty development.	Satisfactory	Continuous improvement is essential





<p>EVALUATION PROCESS AND REFORMS:</p> <p>Evaluation process.</p> <ol style="list-style-type: none"> Class room interactions Tests and exams Assignments & presentations <p>Internal assessment</p> <ol style="list-style-type: none"> 10 marks for first internal test, 10 marks for second internal and 30 marks for model examination 20 marks for Assignments 20 marks for Seminar 10 marks for Class Participation Question papers are set based on Blooms Taxonomy and CO, PO & PSO mapping Rubrics used for evaluation of seminar, assignment and project work 	<p>Satisfactory</p>	
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<p>PROMOTION OF RESEARCH:</p> <p>Holy Grace Centre for Research and Development is affiliated to Kerala University of Fisheries and Ocean Studies, Kochi and offers doctoral programme in 'Management'</p> <p>No. of Ph. D. Scholars Registered: 9</p>	<p>Good</p>	
<p>a) Research Facilities:</p> <ul style="list-style-type: none"> Institute has a well-planned library and internet facility to cater to the needs of research scholars. Online journal / E-content available Extended library timings 	<p>Good</p>	<p>Need to encourage research and extension activities</p>
<p>b) Extension Activities and Institutional Social responsibility:</p> <p>In 2022, students have undertaken a Social Project related to Social problems at Mala Grama Panchayath, Funded by</p>	<p>Good</p>	<p>Improvement is required</p>





Mala Grama Panchayath, Thrissur, Kerala.		
Library as a Learning Resource: Library with latest editions of books, e-journals and reading materials. Digital library with Delnet.	Satisfactory	
IT Infrastructure Wi-Fi campus, provides free access to faculty and students. Well-equipped computer lab with latest software installed.	Satisfactory	
Hygienically maintained environmental friendly campus.	Good	
STUDENT MENTORING AND SUPPORT:		
1. SWOT analysis at entry level 2. Identification of slow learning students <ul style="list-style-type: none"> • Remedial measures taken, suggests remedies for non-performers. • Observation • Regular progress evaluation • Work on weaknesses 3. PTA – Parent Teacher Association meetings and review of progress 4. Leadership & outbound Camps conducted for students 5. Association with Business and Management organizations <ul style="list-style-type: none"> a. Chapter of Thrissur Management Association TMA (wing of AIMA) b. Entrepreneurship Development Cell c. Management Club d. Finance Club e. Quiz Club f. Nature Club g. Research Club h. Arts & Sports Clubs 6. Women Development Cell 7. FM Radio telecast (FIKA) by Student Groups	Satisfactory	





<p>Arts & Sports Clubs</p> <p>Indoor games area - Chess, Table tennis, Carom and others.</p> <p>Outdoor Games – Football, Volleyball, Cricket, Swimming etc</p> <p>Business Studio – To sharpen business and professional skills – Conduct GD, debate, Role Plays, Mock Interviews etc</p> <ul style="list-style-type: none">• Seminars, lectures, workshops on social issues• Blood donation camps• Cleanliness drives, awareness campaigns & recycling projects• Reaching out to communities in distress and at times of emergencies• Crowd funding for medical assistance of poor families.	<p>Satisfactory</p>	
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<p>INSTITUTIONAL VISION AND LEADERSHIP</p> <p>1. Vision, Mission statement and Programme Educational Objectives</p> <p>2. Investment on faculty:</p> <ol style="list-style-type: none">a) Conduct faculty development programmes in line with the industry demandb) Faculty hiring policy is strictly followed based on workload, and in consultation with external subject experts.c) Deputation to national seminars, workshops by universities and educational institutions encouraged.d) Encourage Faculty publications and research by providing special concessions.	<p>Clear and realisable.</p> <p>Satisfactory</p>	
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<p>Admission policy:</p> <ul style="list-style-type: none">i. Admission Committee approved by the Management looks into the admission policyii. A valid score in the entrance examination (CAT, K-MAT etc) and 50% marks in the qualifying examination is a must.iii. Concessions are applicable based on the prevailing reservation System.	Clear and Transparent	Improve quality of student intake
<p>FACULTY EMPOWERMENT</p> <ul style="list-style-type: none">a) Autonomy to HODs.b) Faculty encouraged to attend external developmental programmesc) HODs prepare budget for academic expenses pertaining to the department.d) Industry – institute interface programmes were organized	Satisfactory	
<p>FINANCIAL MANAGEMENT AND RESOURCES</p> <ul style="list-style-type: none">1. Finance Director looks into the financial operations2. Budgeting	Transparent. Satisfactory	





<p>Internal Quality Assurance System:</p> <p>Have a structured system to monitor outcome of courses, value added courses.</p> <ul style="list-style-type: none">• IQAC is proactive in innovating curriculum on a regular basis.• Faculty performance is evaluated effectively• Student performance is evaluated effectively• Collaboration with foreign institutions to be explored.• Remedial classes for weak students• Bright Students are offered with research and add-on certificate programmes such as Business Analytics, SPSS, Excel etc.	Satisfactory	
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- 1 Dr. Roy John, Director, HGAMS *D. Roy John 24/7/23*
- 2 Dr. Antony Kolenchery, IQAC Coordinator *[Signature]*
- 3 Dr. Salini B. Nair, MBA Coordinator *[Signature]*
- 4 Sri. Benny John Aynikkal, Secretary, Holy Grace Institutions *[Signature]*
- 5 Sri. Vackachan Thakkolkaran, Chairman, HGAMS *V. Thakkolkaran*
- 6 Dr. E. Benjamin, Professor, HGAMS *[Signature]*
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OVER ALL ANALYSIS AND OBSERVATIONS

<p>Institutional Strengths:</p>	<ul style="list-style-type: none">• Supportive management & committed leadership• Qualified faculty (NET, PH. D) with industry experience• Consistent growth, strong legacy spanning more than 17 years• Sister concerns (colleges) covering all disciplines• Adequate (information & communications technology) ICT infrastructure• Increasing number of student enrolments• Pollution free, environment friendly serene campus• Adequate area available for expansion• Students with enthusiasm and creative ideas• Alumni in influential positions• Active in professional bodies such as TMA• Proximity to Cochin international airport• Well-maintained fleet of college buses• Well-structured calendar of activities• Effective and engaging staff and faculty development programs• Hygienic food served free/nominal rate to all staff• Responsible and dedicated faculty• Student centric approach• Healthy communication with parents• Providing good opportunities to students to participate in management fests of other colleges• Friendly communication between teachers and students• Responsive to student needs• Capacity building programs as per industry standards• Dual specialization for MBA• Good training for organizing seminars and making presentations• Updated pedagogy• Emphasis on academic excellence and
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Institutional Strengths:	<p>extracurricular activities</p> <ul style="list-style-type: none">• Individual mentoring helps in career and personal development of students• Exposure to qualified resource persons from academia and industry• Intensive placement training• Well organized orientation classes
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Institutional Weakness	<ul style="list-style-type: none">• Limited access by public transport• Failure of students in university examinations (average results only)• Low Faculty retention• Insufficient recreational amenities• More focus needed on mental health of students• More training on soft skills needed• No of placements and quality of recruiting companies to be improved• Lack of research culture and journal publications among faculty and students• Lack of exchange programs with reputed foreign universities / institutes of national importance• Poor industry/academic interaction• Shortage of effective continuing education program• Inadequacy of consultancy works• Inadequate placement in core areas• Lack of communication skills of students• Dearth of supporting and technical staff
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Institutional Opportunities:	<ul style="list-style-type: none">• Programmes for International collaborations per the New Education Policy (NEP) 2020• Foreign language courses on campus• Stronger focus on research and global conferences• Greater collaboration with the Kerala University of Fisheries & Ocean Studies (KUFOS) for research-based programs• Greater interaction with industrial experts
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Institutional Opportunities:

- Focusing on total quality management
- Greater student engagement in activities
- International industrial visits
- Cent percent campus placements, providing knowledge on the business environment
- Debates, discussions on current affairs to improve communication
- Greater participation in management fests
- Opportunities for internship
- World class training centre for stakeholders using serenity of location, Mala.
- Create centre of excellence in core areas
- Consultancy
- Government policy to promote entrepreneurship
- Collaborative research programs
- Add on Courses like Business Analytics, SPSS, Excel, Digital Marketing, Stock Market Trading, Entrepreneurship etc.
- Organising national and international expos
- Real life experience sharing sessions of corporate world

Institutional Challenges:

- Offering a residential, global MBA program through foreign collaborations
- Poor performance in exams
- Competition from other management institutes
- Constant updates about the business world
- Increasing number of MBA colleges
- Deteriorating quality of graduates
- Average admission statistics
- Inadequate job opportunities
- Entry of foreign university campuses
- Decline in financial support to students by financial institutions





RECOMMENDATIONS FOR QUALITY ENHANCEMENT OF THE INSTITUTION AND PROGRAM:

- **Enrich the curriculum, academics and pedagogy:** Innovative methods of teaching, brainstorming, case discussion, case development, experience-sharing, presentations, feedback sharing sessions, group discussions, mock interviews, debates are to organized regularly. Students to organize management programs such as management games, simulation of real life situations, exercises on business negotiations, role plays on managerial decision-making. The institute is equipped with a "Business Studio" and the possibilities of it should be adequately and appropriately explored.
- **Quality of students:** Improve the intake of meritorious students by preparing admission rank list based on the scores of qualifying examination, group discussion and viva. Institute must provide hard skill and soft skills training for students and to arrange add-on courses for students as per the requirements of industry/entrepreneurship/research. There should be customized initiatives in place for weakly performing students and assistance to be given for internships, incubation programs, and entrepreneurial activities.
- **Faculty development:** Enhance the competencies / KSA's (knowledge, skills, abilities) of faculty members by way of Faculty Development Programs (FDPs) on outcome-based education, hybrid learning, etc. Institute must engage faculty members in research and consultancy and must improve their exposure to industry and professional associations. More specialized classes for students can be arranged by inviting adjunct / visiting faculty from the pool of industrial experts / eminent personalities.
- **Associations with institutions of excellence:** Collaboration with reputed national and international academic institutions may enhance the overall quality of professional learning. The Department must improve institute-industry interaction and explore possibilities to establish Memoranda of Understanding (MoUs) with premier Research institutions and initiate student and faculty exchange programmes.





- **Enrich alumni connect:** Alumni relations is an important part of an institution's advancement activities for many reasons. Alumni are an institution's most loyal supporters and by engaging alumni, an institution can continue to benefit from their skills and experience. Maintaining a positive relationship with alumni means that the messages they share about the institution will also be positive – and current. Besides this, the alumni work as a support network that can benefit the current MBA students with job openings, social opportunities and can offer industry support.
- **Placement:** Institute must take necessary measures to increase placements and to improve the quality / range of recruiting firms. It is noticed that most of the students are placed with service firms. Institution must take serious efforts to improve the range. It would be better to create a student progression dairy to include student transformational index and student competency mapping after placement trainings and coaching.

1 Dr. Roy John, Director, HGAMS

D. Roy John
24/7/23

2 Dr. Antony Kolenchery, IQAC Coordinator

Antony Kolenchery

3 Dr. Salini B. Nair, MBA Coordinator

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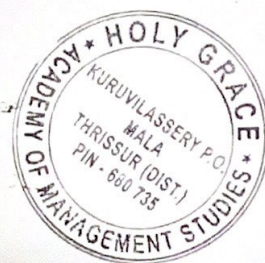
E. Benjamin

7 Mr. Jomy P. L., Industry Expert

Jomy P. L.

8 Sri. Nirmal Vackachan, Alumni Representative

Nirmal Vackachan





ACADEMIC & ADMINISTRATIVE AUDIT 2021-22

Action Plan for Implementation

The institution conducted an Academic Audit in 2021-2022 covering academic, administrative and student centric activities of the College. Below mentioned Action Plan is prepared for execution to enhance the quality of the Institution and program.

Sl. No	Suggestions	Action Plan
1.	Enrich the curriculum, academics and pedagogy	Institution is taking sincere measures to impart contents beyond the syllabus by way of external seminars, expert talks, interactive sessions with industry professional etc. Innovative methods of teaching and learning such as brainstorming, case discussion, case development, experience-sharing with entrepreneurs and alumni, class presentations, business news analysis, business studio scripts, group discussions, mock interviews, debates are organized on a regular basis. Already started a regular session namely, Business News Analysis, to impart contemporary business knowledge among students. Initiated the formation of various clubs to offer real time managerial experience to the students. Remedial and bridge courses are arranged to cover curriculum deficiencies.
2.	Improve Quality of students	Admission policy is strictly followed for the selection of students by preparing admission rank list, offering weightage to the scores of qualifying examination, group discussion and viva. Special care has taken to improve the hard skills and soft skills of the admitted students. Mentoring activities help recognizing the weak and bright students and to provide them with customized training based on their individual needs. Planning to implement incentive and scholarship schemes for the meritorious students.
3.	Faculty development	Faculty Development Programs (FDPs) on outcome-based education, hybrid learning, and student centric teaching / learning are organized by the department based on assessment training needs / performance of faculty members. Institute is encouraging faculty members to engage in research and consultancy programmes and offers incentives / duty concessions





		for interested candidates. Dr. E. Benjamin, Head of Research Center is in charge of coordinating the faculty development and research programs.
4.	Associations with institutions of excellence	Institution is exploring possible academic associations / collaborations with premier institutes and foreign universities based on the new UGC guidelines and NEP. Possibilities of Collaborative research and research publication is also initiated. Student and Faculty exchange programmes, student internships in foreign countries are also progressing, positively. Dr. Jomon Jose, Faculty Member, is entrusted with the responsibility of improving the industry and international connect.
5	Enrich alumni connect	In order to gear up the activities of Alumni Association, decided to officially register an Alumni society namely "Gracian Alumni Connect". Ms. Aparna Swaminathan, Faculty Member is entrusted with the responsibility to form Alumni chapters in countries where HGAMS Alumni present. Also decided to improve the presence of Alumni interactions in the social media communities such as whatsapp, facebook, LinkedIn, Instagram and also through Alumni News Letter.
6	Placement	The Placement Officer is directed to organize student competency mapping sessions to identify the capability and interest levels of individual students. Based on the mapping appropriate placement training / employability skill trainings are arranged. Placement cell is also actively working to improve the quality and range of recruiters.

Prepared on the basis of the suggestions given by the Academic Audit Team.

Thus, the above plan of action has been initiated on the basis of the suggestions given by the Academic Audit team for quality enhancement of the Institution.

[Signature]
20/08/2022

IQAC Coordinator

Director

Holy Grace Academy of Management Studies
P. O. Kuruvilassery, Mala, Thrissur Dist.

[Signature]
20/08/2022
HOLY GRACE ACADEMY OF
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