

DEVASWOM BOARD COLLEGE

THALAYOLAPARAMBU

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2018 - 2019



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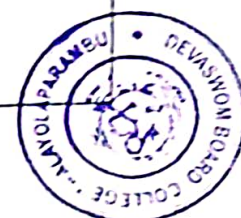
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**Academic Audit Report of Devaswom Board College
Thalayolaparambu
2018-19**

An academic Audit was conducted based on the criterion of the NAAC covering all academic activities of the College. The observations made by the internal audit team comprising of Principal and IQAC members are mentioned below.

Academic Audit Report – Criteria wise	
1. CURRICULAR ASPECTS	
1.1.1 Curricular Planning and Implementation:	<p style="text-align: center;">CURRICULUM AND SYLLABUS</p> <p>The college is affiliated to Mahatma Gandhi University Kottayam. Hence follows the curriculum mandated by the University's Board of Studies which is framed by the active involvement of academic experts, ensuring consistency across all affiliated institutions. Through collective analysis, department heads, ensure effective curriculum delivery and monitor the academic progress.</p> <p>Methods of curriculum delivery: Lectures Power Point Presentation Case Study Peer teaching Group discussions Flipped class rooms Green/ white Boards etc.</p> <p>PRACTICES:</p> <ol style="list-style-type: none"> a. Flipped class room. Course material – given to students for “self-study” in advance and later discussed in the class. This is a time saving method for faculty. b. Participatory learning methods employed <p>COURSES OFFERED:</p> <ol style="list-style-type: none"> 1. B Sc Botany (Model-I) 2. B Sc Chemistry (Model-I). 3. B Sc Physics (Model-I) 4. B Sc Mathematics (Model-I). 5. B. Com – Marketing. 6. B. A English (Model-I) 7. B. A Hindi (Model-I)



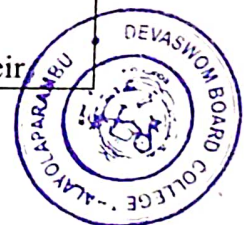
	<p>8. B. A Political Science (Model-I) 9. M. A Malayalam 10. M Sc Chemistry 11. M Sc Physics 12. M Sc Mathematics</p> <p>The features of the Programmes are:</p> <ol style="list-style-type: none"> a. Continuous evaluation b. Learning materials given by faculties c. Walk with the Scholar d. Scholar Support Programme e. Field visits f. Library with wide range of books pertaining to UG and PG courses g. Use of ICT facilities like sharing the notes through whatsapp, use of projectors and computers h. Bridge courses i. Remedial classes j. Mentoring & Counselling k. Recognizing achievements l. Scholarships provided m. Guidance & Support for higher studies n. Encourages students who take up competitive exams o. Parent Teachers Association meetings held
<p>1.1.2 and 1.2.3 Certificate/Diploma Courses</p>	<p>No Certificate and Diploma Courses</p>
<p>1.2 Academic Flexibility & 1.2.2</p>	<ol style="list-style-type: none"> 1. CBCS system provides choice of taking credits in a year across the semesters 2. No new programmes were introduced during the academic year 3. Faculty members plan and execute the curriculum at their own pace. They complete assigned portions within the semester and utilize engaging methods like lectures, flipped class rooms, seminars and class tests. Additionally centralized internal examinations are conducted for core/common subjects as per council guidelines
<p>1.3 Curriculum Enrichment: 1.3.1 Value added courses 1.3.2 Field trips</p>	<ul style="list-style-type: none"> • Value added course in Yoga • Value added course on soft skills <p>Department of Botany organized field trips as a part of their study trip.</p>



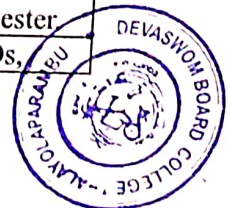
	<p>a. Field trip to Wayanad for sample collection (as a part of their study tour)</p>
1.1.4 Feedback System:	<p>a. Students feed back were collected b. Feedback from teachers were collected. c. Feedback from alumni is obtained. d. Feedback from Parents collected e. Student feedback centres on questions regarding the consistency and understanding of course topics, content relevance, assessment methods, evaluation fairness, and inclusivity practices f. Parents feedback focus on various aspects including the academic curriculum (coursework, teacher effectiveness), extracurricular activities and infrastructure g. Faculty feedback based on academic demands, specifically regarding infrastructure facilities, flexibility in academic offerings. The questionnaire also explored questions on management involvement and the promotion of equal opportunities.</p> <p>Feed backs obtained were analysed by IQAC and action taken report was published</p>
2.TEACHING-LEARNING & EVALUATION:	
<p>2.1 Student enrollment and profile & 2.2 Catering student diversity 2.1.1 Demand Ratio 2.2.1 Student -Full time teacher Ratio</p>	<p>a. Students in our college are admitted through a transparent and impartial process. Mahatma Gandhi University's centralized admission portal allocates seats, strictly adhering to government-mandated caste reservation policies to ensure equal access to deserving students. This guarantees equal access to a quality education for all deserving students, regardless of background. b. College can admit 10% students for each Programme through community quota for which college calls for application. In the case also students are admitted strictly on merit basis. c. 10% of seats allotted for management quota is filled by the management.</p> <p>Students to full time teacher ratio is 18 : 1</p>
2.3 Teaching-Learning process	<p>1. The college has five LCD projectors which facilitate dynamic curriculum delivery. 2. Internet facility in two departments enables access</p>



<p>2.3.1 Percentage of teachers using ICT facilities and e-resources available</p>	<p>to online learning materials.</p> <ol style="list-style-type: none"> 3. Photo copiers in the employees store helps in document copying services 4. N-List in library 5. Access to Periodicals and news papers 6. Students can access e-books and journals 7. Faculties use power point presentations and shares videos, voice notes and e resources through whatsapp.
<p>2.3.2 Students mentoring system</p>	<p>Devaswom Board College, maintains a robust and individualized mentoring programme. Each student is paired with a mentor who serves as a guide and confidante, fostering the academic, emotional, and social well-being of their mentee.</p> <p>Mentor to mentee ratio is 1 : 17</p> <p>Advantages of mentoring are:</p> <ul style="list-style-type: none"> • Bridges the gap between students and faculty, providing readily accessible support and guidance. • Addresses academic challenges, emotional concerns, and even financial difficulties of the mentee, creating an ambient support system. • Individualized guidance and encouragement, helping students to identify and achieve their goals • Fosters a stronger curricular and co-curricular experience. • Effective communication between students and faculties which enrich students' learning experience and broaden their knowledge base. • Enhancement of knowledge base of the students • Mentors encourages students to pursue higher studies and future aspirations.
<p>2.4 Teacher profile and quality</p> <p>2.4.1 Number of full time teachers appointed during the year</p> <p>2.4.2 Honours and recognitions received by teachers</p>	<p>The college has 57 government sanctioned faculty positions and from these 32 faculty positions are filled. The faculty positions are filled as per the UGC rules and Mahatma Gandhi. Statutes. 19 of the faculty members hold PhDs.</p> <ul style="list-style-type: none"> • Student feedback were sought during each semester's end, allowing us to gauge both analyse areas for improvement in the academic matters. • Based on this feedback, faculty members readily adapt their teaching methods, ensuring an engaging and effective learning experience for the students. • Faculty continuously update their



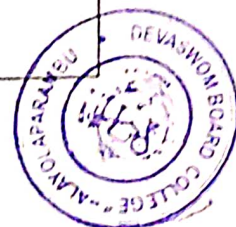
	<p>knowledge base by attending faculty development programmes.</p> <ul style="list-style-type: none"> • The college offers on duty leave for the faculties to attend orientation programmes/ refresher courses/faculty development programmes abiding to the service rules of Kerala Government. • Faculties can also avail ten duty leaves per academic year to attend seminars and workshops. <p>Honours received by faculties : Nil</p>
<p>2.5 Evaluation Process and reforms 2.5.1 Conduct of University Examinations 2.5.2 Reforms for continuous internal evaluation 2.5.3 Academic calendar</p>	<p>College adheres to the rules of Mahatma Gandhi university in the evaluation process</p> <ul style="list-style-type: none"> • The sixth semester examination of UG final year students were on 22/03/2019 and result was declared on 29/04/2019. • PG fourth semester exams concluded on 21/05//2019 and results were during the first week of October 2019 <p>Evaluation process.</p> <ol style="list-style-type: none"> a) Class room interactions b) Conduct of continuous evaluation through short test papers c) Internal exams and model exams. d) Assignments and seminars <p>Internal assessment UG :</p> <ol style="list-style-type: none"> a). 15 marks for papers with practical <ul style="list-style-type: none"> • 5 marks for attendance • 2 for assignment/seminar • 8 marks through internal assessment b). 20 marks for papers without practical <ul style="list-style-type: none"> • 5 marks for attendance • 5for assignment/seminar • 10 marks through internal assessment <p>PG internals are based on four point grading system</p> <ul style="list-style-type: none"> • One weight for seminars • Assignment one weight • One weight for attendance • Two weight each for test papers <p>As per the university's academic calendar, the IQAC creates a detailed schedule for the semester. This includes planning for two internal assessments conducted by individual departments and model exams coordinated by the college council, which align with the university's final exam schedule released towards the end of the semester.</p>
<p>2.6 Students performance and</p>	<p>Students are briefed about course outcomes and POs.</p>



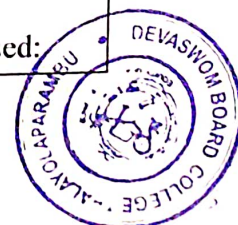
learning outcomes	PSOs etc.
2.6.2 Pass percentage	Most departments have pass percentage of about 60%
2.7 Students satisfaction Survey	SSS was collected in offline mode based on the questionnaire by NAAC and was analysed.
3.RESEARCH, CONSULTANCY & EXTENSION:	
3.1 Resource mobilization for research	No sanctioned minor and major research projects. DST fund was sanctioned.
3.2 Innovation Ecosystem 3.2.1 Seminars/ workshops conducted 3.2.2 Awards for innovation 3.2.3 Incubation centres and start ups	To enrich students academic experience beyond the curriculum, departments offer seminars and orientation classes which explore beyond the curriculum and equip students with valuable knowledge and skill development. IQAC conducted a seminar on the topic ' IPR : A perspective on its relevance to nation building'. IPR cell of the college was also inaugurated. Awards for innovation: Nil Incubation centers : Nil
3.3 Research publications and awards 3.3.1 Incentive given for teachers 3.3.2 Ph D's awarded during the year 3.3.3 Research publications in UGC 3.3.4 Books/ Edited chapters/ Conference papers 3.3.5 Bibliometrics of publication Scopus/ Web of Science etc. 3.3.6 h-index of institutional publications 3.3.7 Faculty participation in seminars	Incentives given to teachers: Nil Ph D awarded during the year : Nil Research publications: International-1 Books/Edited chapters : 12 3.3.5 and 3.3.6 : Nil 3.3.7 : 15% faculties attended seminars No of papers presented : 9 Resource persons - 5
3.4 Extension activities 3.4.2 Awards received for extension activities 3.4.3 Students participation in extension activities by Governmental agencies	NSS and NCC students actively participated in extension activities like <ul style="list-style-type: none"> • Blood donation • Post flood cleaning • Flood relief camp in college • Organic farming • Segregation of paper waste • Paper bag distribution 3.4.2 : Nil 3.4.3 : Sashtra Jalakam : Residential Science camp for High school students Sasthrapadham :Residential science camp for plus one students Biodiversity Audit : Students of biodiversity club



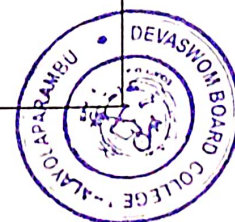
	Post flood survey: Selected students from Botany Department
3.5 Collaborations Faculty exchange/ Linkages with institutions and industries/ MoU's	Faculty exchange : Nil Linkages : Nil MoU's :2 MoU between Commerce Department and creative tax solutions Ernakulam MoU between Kshetra Kalapeedhom Vaikom and Dept of Malayalam
4. INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 Physical Facilities 4.1.1 & 4.1.2 Budget allocation Augmentation of Infrastructure	Facilities available <ul style="list-style-type: none"> • Classrooms with LCD facilities • Seminar halls • Laboratories • Seminar halls with ICT facilities • Gymnasium • Purchase of books
4.2 Library as learning resource 4.2.1 Library is automated 4.2.2 Library Services 4.2.3 e- content developed by faculty- . MOOC /NPTEL/e-Pathshala	Library is partially automated using Grandha 2.5 software Library has enough volumes of text books, e journals, reference books, e-books etc 4.2.3 : Nil
4.3 IT infrastructure 4.3.1 Technology upgradation 4.3.2 Wi Fi 4.3.3 Facility for content	Computers existing: 65 Computer purchased : Nil Lan facility in two departments Computer Labs-3 Campus is not Wi Fi enabled Facility for e content development : Nil
4.4 Maintenance of campus infrastructure 4.4.1 Expenditure for campus maintenance 4.4.2	<ul style="list-style-type: none"> • Campus maintenance, like replacement of electrical accessories, deep cleaning etc is monitored by PTA . • Water coolers are maintained annually • Nature club and Bhoomithrasena is actively involved in the beautification of campus. • Laboratory chemicals and instruments are purchased using PD fund.
5. STUDENT SUPPORT AND PROGRESSION	
5.1 Student Support 5.1.1 Scholarships and Financial support 5.1.2 Capacity building	Faculties offer financially support to students in case of emergencies & 75% of students avail E-grants and scholarships instituted by state and central Govt. Capacity Building Programmes



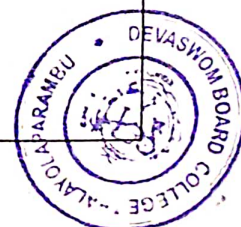
<p>programmes/ language lab/yoga/bridge course etc</p> <p>5.1.3 Students benefited by guidance for competitive Examinations.</p> <p>5.1.4 Grievance Redressal Mechanism</p>	<ul style="list-style-type: none"> • Remedial coaching (SSP) • Learning skills (SSP) • Yoga • Personal Counselling • Bridge course • Remedial coaching (College) <p>5.1.3 : NIL</p> <p>5.1.4 : College has an active grievance redressal mechanism. The students can report their grievance on internal examinations and other departmental matters to their tutor and Head of the department. These grievances will addressed and solved within the departments. Grievance redressal regarding infrastructure and other matters will be resolved by the grievance redressal cell of the college, within the stipulated time.</p> <p>No. of grievance received by the grievance redressal cell during 2018-19 : 3</p>
<p>5.2 Students Progression</p> <p>5.2.1 Details of campus placement</p> <p>5.2.2 Student Progression for higher studies</p> <p>5.2.3 NET/SET/GATE etc</p> <p>5.2.4 Sports and cultural activities</p>	<p>Campus placement- nil</p> <p>79 students progressed to higher studies</p> <p>NET-4</p> <p>Arts festival</p> <p>Sports week</p> <p>Freedom Fest</p>
<p>5.3 Students Participation and Activities</p> <p>5.3.1 Awards/medals for students</p> <p>5.3.2 Activity of student council</p>	<p>5.3.1 : Nil</p> <p>Students activity of Devaswom Board College is spearheaded by an elected college union. The college union election is conducted following the bye laws of Mahatma Gandhi University. Elected students council organises arts festival and other co-curricular activities under the patronage of the Union advisor.</p> <p>Student council organises</p> <ul style="list-style-type: none"> • Arts festival • Freshers day • Sports week • Farewell • Cultural fests • Annual day • Christmas • Onam • Holi
<p>5.4 Alumni</p> <p>5.4.1 Registered Alumni</p>	<p>College has a registered Alumni “FORERUNNERS” with registration No: IV/2013/56</p> <p>Departmental Alumni are functional along with college Alumni.</p> <p>Departmental alumni of some departments organised:</p>



	<ul style="list-style-type: none"> • Orientation programmes • Awareness programmes • Retirement functions of their beloved teachers • Quiz etc.
6. GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 Institutional Vision and Leadership 6.1.1 Two practices of decentralisation	Decentralisation through head of the departments Decentralisation through department level quality assurance
6.2 Strategy Deployment and Development 6.2.2 e - governance	Participation in collaborations, curriculum development, teaching learning. <ul style="list-style-type: none"> • Admissions through M G university admission portal • Digital circulation of reports, communications between administrative wing and faculties etc • Salary of the employees is processed through SPARK • Bills of NCC, NSS etc are processed through BIMS • Disbursements of Government funds through PFMS • Students internal Mark entry through internal mark entry portal of MG university • Department of English conducted programmes in collaboration with Nehru Yuva Kendra • PG department of Chemistry was upgraded to research department. • Four research guides • Published multidisciplinary biannual journal named 'Journal of DBCT'. • Seminars by industrial experts were conducted • 95% of seats in reserved categories were filled during 2018 admissions. • Botany department is equipped with UV-Vis spectrophotometer, autoclave, laminar flow chamber and orbital shaker. • About 90% percentage of the students admitted belong to OBC/SC/ST category
6.3 Faculty Empowerment strategies 6.3.1 Teachers provided with financial assistance to attend conferences 6.3.2 Professional Development programmes for staff 6.3.3 FDP's attended by	6.3.1 : Financial assistance provided to teachers for attending seminars 6.3.2 : 2 6.3.3 : 8 6.3.4 : Nil



<p>faculties</p> <p>6.3.4 Faculty and staff recruitment</p> <p>6.3.5 Welfare Schemes</p>	<p>6.3.5 Chitty, FD schemes and loan facility for all staff members of the college through Devaswom Board College Employees Cooperative Society.</p>
<p>6.4 Financial Management and Resource Mobilization</p> <p>6.4.1 Internal and External audits</p> <p>6.4.2 Funds/ Grants received from management</p>	<ul style="list-style-type: none"> • College conducts regular audit for PTA fund. • Funds received from Travancore Devaswom Board is Audited by Audit team from TDB • PD funds and other Governments Funds are audited By Deputy director of Collegiate Education <p>6.4.2 Nil</p>
<p>6.5 IQAC</p> <p>6.5.1 Academic Audits</p> <p>6.5.2 PTA</p> <p>6.5.3 Support for staff</p> <p>6.5.4 Post accreditation initiative</p> <p>6.5.5 AISHE participation</p> <p>6.5.6 Quality initiatives</p>	<p>6.5.1 :</p> <ul style="list-style-type: none"> • AAA: IQAC • Financial Audit : DD Ernakulam, TDB <p>6.5.2</p> <ul style="list-style-type: none"> • PTA handles the maintenance work in the campus • Installation of water filters • Refundable advance to NSS, NCC etc. • Cash awards to students who excel in academics and co-curricular activities • PTA provided financial support for the flood relief camp in the college <p>6.5.3 Support for staff</p> <ul style="list-style-type: none"> • Financial support in medical emergencies • Financial aid for office stall to attend training programmes <p>6.5.4</p> <ul style="list-style-type: none"> • RUSA fund • DST Fund • Yoga classes for students • Maintenance of ladies rest rooms • Maintenance of gents toilet • Purchase of reference books • Furnishing of new seminar hall • Purchase of library books <p>6.5.5 AISHE participation -yes ISO – No</p> <p>NBA-No</p> <p>6.5.6 Quality initiatives -6</p>



7. INSTITUTIONAL VALUES AND BEST PRACTICES	
7.1 Institutional Values and Social responsibilities 7.1.1 Gender Equality 7.1.2 Environmental Consciousness 7.1.3 Divyangjan Facilities 7.1.4 Inclusion 7.1.5 Human Values and ethics 7.1.6 Promotion of Universal values and ethics 7.1.7 Initiatives for ecofriendly campus	7.1.1 :No of Programmes -3 7.1.2 : Percentage of total power met from renewable sources: Nil 7.1.3 Divyangjan Facilities Ramps-Yes Scribes for Examination-Yes 7.1.4 : 8 initiatives 7.1.5 Hand book with code of conduct published in website 7.1.6 – Ten initiatives 7.1.7 – <ul style="list-style-type: none"> • Observance of special days like environmental day, wetland day, ozone day etc • Organic farming • Mushroom cultivation by NSS • Distribution of paper bag • Provide Food and water for birds during summer • Campus cleaning by NSS • Talk on threat by plastic pollution.
7.2 Best Practices 7.3 Institutional Distinctiveness	Distribution of study material to LP School students Distribution of Food packets Women empowerment

OVERALL OBSERVATIONS AND SUGGESTIONS:

- Sound and value based Management,
 - Efficient Administration,
 - Reasonably good infrastructure,
 - Committed Faculty,
 - Equity for students and staffs
 - No renewable energy sources in campus
 - Library not fully automated
 - Alumni involvement should be enhanced
 - Placement cell should organize programmes based on soft skill development
 - Skill based courses should be introduced
 - Campus should be Wi -fi enabled
 - Infrastructure maintenance should be done regularly
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- Lack of fund for infrastructure development
 - Facilities for divyangan should be improved
 - Placement cell should organize placement drives



- Vacancies of permanent faculties should be filled
- Feedback and SSS should be conducted through online mode
- UG Chemistry lab should be renovated
- Faculties must attend FDPs and other short term courses to enhance their knowledge base

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