DEVASWOM BOARD COLLEGE

THALAYOLAPARAMBU

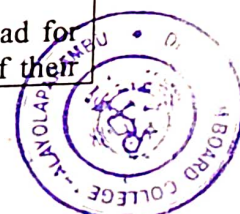# ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2019 - 2020
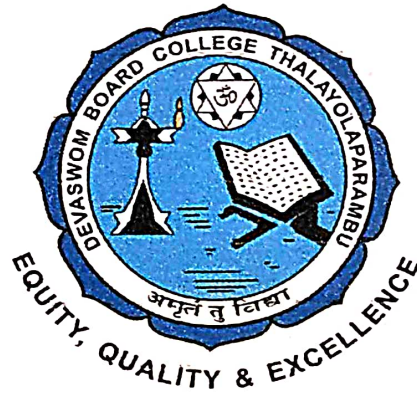
Academic Audit Report of Devaswom Board College, Thalayolaparambu

2019-2020

An academic Audit was conducted based on the criterion of the NAAC covering all academic activities of the College. The observations made by the team are mentioned below.
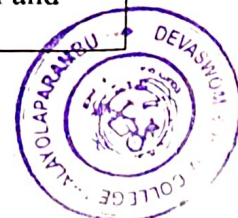
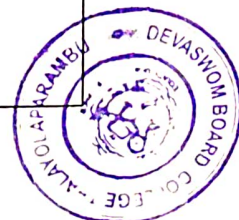| Academic Audit Report – Criteria wise	
1 **CURRICULAR ASPECTS**	

1.1.1 Curricular Planning and Implementation:	**CURICULUM AND SYLLABUS**
	
	 The college adheres to 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. To ensure effective curriculum delivery, department heads convene regular reviews to analyse the academic progress.
	
	 Methods of curriculum delivery:
	 Lectures
	 Chalk &
	 Talk
	 Power Point Presentation
	 Case Study
	 Peer teaching
	 Class room participation
	 Group discussions etc
	 PRACTICES:
	    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
	 COURSES OFFERED:
	    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)

	8. B.A Political Science (Model-I)
	9. M. A Malayalam
	10. M Sc Chemistry
	11. M Sc Physics
	12. M Sc Mathematics
	13. Ph D in Chemistry
	The features of the Programmes are:
	  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 for each subjects.
	  g. Use of google classroom, Google meet and other ICT facilities.
	  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

1.1.2 and 1.2.3 Certificate/Diploma Courses	No certificate and diploma courses
1.2 AcademicFlexibility & 1.2.2	1. CBCS system provides choice of taking creditsin a year across the semesters 2. No new programmes were introduced during the academic year 3. Faculty has full freedom to plan and execute the curriculum delivery

1.3 CurriculumEnrichment:
1.3.1 Value added courses
1.3.2 Field trips
	• Value added course in Yoga
	• 'Add on course on 'GST Tax Practitioner'
	Department of Botany organized two field trips.
	  a. Field trip to Vaikom, Thannermukkam and Ullala in a campaign named "Bio diversity and Environmental issues". This field trip gave an insight about the biodiversity of these areas.
	  b. Field trip to Ooty and Wayanad for sample collection (as a part of their

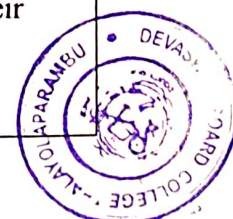|	study tour)
1.1.4 Feedback System:	a. Students feed back were collected b. Feedback from teachers were collected. c. Feedback from placement is obtained. d. Feedback from alumni is obtained. e. Feedback from Parents collected f. Students feedback comprises of queries on course content, continuous evaluation, regularity and clarity of the topics covered etc g. The parents feedback covered curricular, co-curricular and infrastructural facilities. h. Feed back of faculties were based on equal opportunities, academic demands including infrastructure facilities, academic flexibility etc. Feed back obtained were analysed by IQAC and action taken report was published
2 TEACHING-LEARNING & EVALUATION	
2.1 Student enrollment and profile & 2.2 Catering student diversity 2.1.1 Demand Ratio 2.2.1 Student -Full time teacher Ratio	a. The students were admitted to the college through the centralized admission portal allotment by Mahatma Gandhi university. The allotment strictly follows the Governmental rules for caste reservation. 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.
2.3 Teaching-Learning process 2.3.1 Percentage of teachers using ICT facilities and e-resources available	1. The college has five LCD projectors 2. Internet facility in two departments 3. Photo copiers in the store 4. N-List in library 5. Students can access e-books and journals 6. Faculties use power point presentations 7. Shares videos, voice notes and e resources through whatsapp, telegram, Moodle (gnomio site) 8. Classes were conducted through Zoom, google meet, skype etc
2.3.2 Students mentoring system	Students mentoring system of the college is robust and is aimed at fostering the students. The mentors interact with the students and identify the academic, emotional and financial difficulties face by the mentee.

	Advantages of mentoring • Helps in bridging the gap between the faculties and the students • Addresses the emotional, academic and financial need of the students • Personal guidance to the students • Creates a better curricular and co-curricular environment in the institution • Effective communication between students and faculties • Enhancement of knowledge base of the students • Motivation for higher studies
2.4 Teacher profile and quality 2.4.1 Number of full time teachers appointed during the year 2.4.2 Honours and recognitions received by teachers	The college has 57 sanctioned post and 30 faculty positions are filled. Number of faculties with Ph D is 19. 1. Subject knowledge of the teacher is sound as perthe opinion of the students 2. Student feed back on Faculty is done during end of odd semester. 3. Faculties make suitable change in the mode of their curriculum delivery based on the feed back from the students. 4. Faculty members are encouraged to attend faculty development programmes by availing on duty leave Faculties can also avail ten duty leaves per academic year to attend seminars and workshops. This will enhance the knowledge base of the faculties. Honours received by faculties : Nil

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
	During 2019-20 the end semester examination of III year UG and II year PG students were postponed due to the outbreak of covid-19.
	• The last examination of UG final year students were on 8/06/2020 and result was declared on 14/08/2020.
	• PG fourth semester exams concluded on 10/07/2020 and results were during the third week of January 2021
	Evaluation process.
	    a) Class room interactions
	    b) Conduct of continuous evaluation through short test papers
	    c) Internal exams and model exams.
	    d) Assignments and seminars
	Internal assessment UG :
	a). 15 marks for papers with practical
	• 5 marks for attendance

	- 2 for assignment/seminar
	- 8 marks through internal assessment
	b). 20 marks for papers without practical
	  - 5 marks for attendance
	  - 5for assignment/seminar
	  - 10 marks through internal assessment
	
	PG internals are based on five point grading system
	  - Four weight for seminars
	  - Assignment 2 weight
	  - Two weight each for test papers
	The college IQAC prepares an academic calendar based on the academic calendar released by the Mahatma Gandhi University. The departments conducts two internal examinations during the semester and Model exams are scheduled by the college council when the university releases the exam notification during end semester

2.6 Students performance and learning outcomes	Students are briefed about course outcomes and POs, PSOs etc.
2.6.2 Pass percentage	Most departments have pass percentage of about 65%
2.7 Students satisfaction Survey	SSS was collected in online 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
3.2 Innovation Ecosystem 3.2.1 Seminars/ workshops conducted 3.2.2 Awards for innovation 3.2.3 Incubation centres and start ups	Departments conducts seminars / orientation classes for students to enhance their academic knowledge beyond the syllabus. Awards for innovation: Nil Incubation centres : 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	Incentives Given to teachers: Nil Ph D awarded during the year : Nil Research publications: International-2 National-2 Books/Edited chapters : 4 3.3.5 and 3.3.6 : Nil 3.3.7 : 20% faculties attended seminars

seminars	No of papers presented : 2
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 • Blood donation • Post flood cleaning • Evisceration of Appanchira Railway station • Cleaning of Thalayolaparambu Health Centre • Plogging 3.4.2 : one 3.4.3 : Sasthrapadham :Residential science camp for plus one students
3.5 Collaborations Faculty exchange/ Linkages with institutions and industries/ MoU's	Faculty exchange : 2 Linkages : Nil MoU's :1
4.INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 Physical Facilities 4.1.1 & 4.1.2 Budget allocation Augmentation of Infrastructure	Facilities available • Classrooms with LCD facilities • Seminar halls • Laboratories • Seminar halls with ICT facilities • Gymnasium Solar panel was installed during the year 2019-20.
4.2 Library as learning resource 4.2.1 Library is automated 4.2.2 Library Services 4.2.3 e- content developed by facultie- . MOOC /NPTEL/e-Pathshala	Library is partially automated using Grandha 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: 59 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	• Campus is maintained twice or thrice a year • 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 financially support students by paying their examination fees & 75% of students avail E-grants and scholarships instituted by state and central Govt.

programmes/ language lab/yoga/bridge course etc 5.1.3 Students benefited by guidance for competitive Examinations. 5.1.4 Grievance Redressal Mechanism	Capacity Building Programmes • Remedial coaching (SSP) • Learning skills (SSP) • Yoga • Personal Counselling • External mentoring(WWS) • Bridge course • Remedial coaching (College) • Soft skill development programme (WWS) 5.1.3 : Net Coaching : 20 students 5.1.4 : Grievance redressal cell addresses the grievance of the students No. of grievance received during 2019-20: zero
5.2 Students Progression 5.2.1 Details of campus placement 5.2.2 Student Progression for higher studies 5.2.3 NET/SET/GATE etc 5.2.4 Sports and cultural activities	Campus placement nil 79 students progressed to higher studies NET-1 Arts festival Sports week
5.3 Students Participation and Activities 5.3.1 Awards/medals for students 5.3.2 Activity of student council	5.3.1 : Nil College has aan elected student council as per the notifications of Mahatma Gandhi University Student council organises • Arts festival • Freshers day • Farewell • Cultural fests • Annual day • Christmas • Onam • Holi
5.4 Alumni 5.4.1 Registered Alumni	College has a registered Alumni " FORERUNNERS" with registration No: IV/2013/56 Departmental Alumnae are functional along with college Alumni. Departmental alumni of some departments organised • orientation programmes • Awareness programmes • 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 level

6.2 Strategy Deployment and Development 6.2.2 e - governance	Participation in collaborations, curriculum development, teaching learning. • 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 Govt funds through PFMS • Students internal Mark entry through internal mark entry portal of MG university
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 faculties 6.3.4 Faculty and staff recruitment 6.3.5 Welfare Schemes	6.3.1 : Nil 6.3.2 : 1 6.3.3 : 31 6.3.4 : Nil 6.3.5 Chitty, FD schemes and loan facility for all staff members of the college through Devaswom Board College Employees cooperative society
6.4 Financial Management and Resource Mobilization 6.4.1 Internal and External audits 6.4.2 Funds/ Grants received from management	• 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 6.4.2 Nil
6.5 IQAC 6.5.1 Academic Audits 6.5.2 PTA 6.5.3 Support for staff	6.5.1 : • AAA: IQAC • Financial Audit : DD Ernakulam, TDB 6.5.2 • PTA handles the maintenance work in the campus • Installation of water filters • Maintenance of Ladies Rest rooms • Cash awards to students who excel in academics and co-curricular activities • Installation of solar panel 6.5.3 Support for staff

6.5.4 Post accreditation initiative 6.5.5 AISHE participation 6.5.6 Quality initiatives	• Financial support in medical emergencies • Financial aid for office staff to attend training programmes 6.5.4 • Implementation of health check up for students • Construction of cricket NET • Furnishing of new seminar hall • Purchase of library books 6.5.5 AISHE participation -yes ISO – No NBA-No 6.5.6 Quality initiatives -10
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 -4 7.1.2 : Percentage of total power met from renewable sources: 10 % 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 – seven initiatives 7.1.7 – • Celebration of special days • Provide Food and water for birds during summer • Talk on waste management • Cleaning of campus by nature club
7.2 Best Practices **7.3 Institutional Distinctivenes**	Health screening for students Distribution of study material to LP School students Distribution of Food packets

OVERALL OBSERVATIONS AND SUGGESTIONS:

- Sound and value based Management,
- Efficient Administration,
- reasonably good infrastructure,
- Committed Faculty,
- Equity for students and staffs
- Renewable energy source like solar panel installed
- Library not fully automated

- Alumni involvement should be enhanced
- Skill base courses should be introduced
- Campus should be Wi -fi
- Infrastructure maintenance should be done regularly
- Lack of fund for infrastructure development
- Disable friendly campus
- Placement cell must be more active

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