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**OFFICE OF THE PRINCIPAL**  
**VTM NSS COLLEGE**  
Dhanuvachapuram, Neyyattinkara  
Thiruvananthapuram- 695 503  
Kerala, India

No. P/887/23

Date: 21/7/2023

**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT**

**(2020-21 to 2022-23)**

The Academic Audit of VTM NSS College, Dhanuvachapuram for the year 2020-21, 2021-22 and 2022-23 was conducted on 20/02/2023 and 21/02/2023

The Audit Team comprised of following members:

1. Dr. Remesh Kumar  
HoD, Department of Botany  
VTM NSS College, Dhanuvachapuram
2. Sri. Gopalakrishna Paniker  
Administrative Officer (Retd.)  
MG College, Thiruvananthapuram
3. Sri Chandrasekharan Nair V  
Administrative Officer (Retd.)  
Kerala State Transport Corporation
4. Dr. Sanal Kumaran Nair  
Associate Professor in Physics (Retd.) & Alumnus

**OVERALL ASSESSMENT AND COMMENTS**

Prior to the visit, a self evaluation report was provided to the entire department which was analyzed by the Audit Team. The Audit Team visited all the departments and interacted with the faculty members, students as well as non-teaching staffs. The year 2020-21 and 2021-22 was

- Tap alumni/ae to generate resources.
- Introduce more Masters programs.
- Tie up with other bodies, like NGOs or corporate to provide training and employment opportunities for students.

#### Challenges

- To get state government to sanction few more teaching and non-teaching posts.
- To build on the progress already made and improve NAAC grade.
- Create more funds to improve infrastructure.

#### RECOMMENDATIONS

- Importance to be given to the generation of e-content and online resources.
- An e-learning platform to be adopted
- More faculty members to be encouraged to secure Ph.D.
- Continuous evaluation pattern to be strengthened.
- Research Output and number and quality of publications to be improved.
- MoUs with other institutions and collaborative works be encouraged.
- Academy and Industrial linkages for research and education should be promoted.
- Classroom and ICT facilities to be improved.
- Seed funding to be acquired for research and consultancy.



  
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❖ **Library Audit**

Following documents were checked:

- List of books purchased
- Accession Register
- Book Issue and Return Register

It was suggested to start some student support activities and training programs.

❖ **Administrative Audit**

All records of following sections were checked

- Accounts section
- Students section

**CURRICULAR AND TEACHING LEARNING ASPECTS**

- ❖ The evaluation report indicates a well-conceived, adopted and implemented Outcome Based Education (OBE) through a moderately flexible CBCSS across all UG programmes and PG programs
- ❖ The CBCSS curriculum framework for all programs has included several scopes of learning through Core, Complementary and Language Courses; Open Courses, Elective Courses and Add-On Courses.
- ❖ The syllabus has been revised in the year 2018, 2019 and 2020 as per the directions of Board of Studies, University of Kerala.
- ❖ All teachers conducted online classes during COVID times through various platforms like, G-meet, Google Classroom, Telegram, Whats app etc.
- ❖ Communication went well throughout the teaching – nonteaching staff as well as students through various media platforms.
- ❖ Students who could not afford to have a mobile handset was provided with the same through alumni contribution for seamless learning.
- ❖ Add-on Courses continued to cater to the needs of the students. These classes were conducted through online mode, regular class mode and well as hybrid mode.

2020-21: 16

2021-22: 17

  
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2022-23: 18

- ❖ The college facilitates student-centric learning with initiatives such as remedial coaching, peer teaching, quiz programs, research methodology courses etc. However such programs got hit during COVID times. Once the students were back, all classes were restored.
- ❖ Feedback on curriculum, teaching and infrastructure is taken annually from students, parents and alumni.
- ❖ The performance of faculty is assessed by the Principal and the IQAC through evaluation by the students and self appraisal.
- ❖ The teaching-learning pedagogy involves experiential learning such as projects, assignments and group discussions. The pedagogy included online mode too.
- ❖ ICT enabled teaching pedagogy is meticulously followed.
- ❖ Regular monitoring of syllabus completion and its fair delivery was done.

**EXAMINATION AND EVALUATION SYSTEM**

- ❖ False numbering system and barcoding is implemented for transparency and confidentiality of examinations
- ❖ External (80%) and Internal (20%) comprise the final marks.
- ❖ The final exams are conducted and valued as per regulations and instructions by University of Kerala.
- ❖ Internal exams are conducted in a centralized way, valued on time and result published. Students are given appropriate chance to scrutinize the valuation as well as appear for improvement exam.
- ❖ During COVID times internal exams were conducted through online mode.

**RESEARCH PROMOTION AND DEVELOPMENT**

- ❖ All UG students prepare a project/research report under the guidance of faculty advisor.
- ❖ PG students of four PG departments (English, History, Economics, Commerce) conduct research projects under the guidance of faculty advisors.
- ❖ COVID times interfered with the research work.
- ❖ College has 11 research guides
- ❖ 47 research papers have been published in the last two years

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- ❖ Grants of Rs 220,000 has been received from Government and Non-government agencies for research and endowments by the institution during the tenure
- ❖ The college has conducted consultancy and has mobilized fund through it during the tenure

## INFRASTRUCTURE

- ❖ A new well-ventilated and well lighted building built for library
- ❖ Shifting of library could bring 4 new classrooms
- ❖ The college library is automated with Integrated Library Management System (ILMS)- KOHA version 16.05. The library has following learning resources:  
Text Books - 40592  
Reference Books - 63 purchased  
e-Books - 799500+ 19000 (Brit Lib)  
Journals - 20  
e-Journals - 6000+
- ❖ Bandwidth available of internet connection in the institution (Leased Line): 200 Mbps
- ❖ LMS platform was introduced
- ❖ MIS introduced
- ❖ Old furniture was repaired and few new benches and desks were purchased
- ❖ White boards and green boards were installed/fixed in classrooms
- ❖ New Projectors were installed and existing ones were repaired

## IQAC

- ❖ A proactive IQAC organizes various development programs for teaching and non-teaching staff.
- ❖ Policy documents were enhanced and revised by incorporating new policies as per the requirements of management, government, affiliating university and other statutory bodies.
- ❖ Feedback on curriculum and infrastructure was collected from stakeholders and faculty evaluation by students were conducted, analyzed and necessary action taken by IQAC.
- ❖ Participation in NIRF and data submission for AQAR and AISHE was carried out.
- ❖ Gender sensitisation programmes were introduced

  
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❖ *Naipunya* – One Skill One Student - Skill Development programme was started

## REPORT

The Academic calendar and adherence to the same is maintained to a large extent by all departments. All faculty members successfully conducted online classes and supported students during COVID times. Departments were successful in completion of the syllabus well in time and provide remedial coaching and peer teaching to the students. Many teachers developed e-content during COVID times.

Add on courses are arranged by college free of cost. Participation of students in cultural activities is noteworthy. All departments involve students in skill development programs. Students get to meet distinguished alumni through a program called Distinguished Alumni Lecture. E-learning platform introduced.

College seeks feedbacks from stake holders annually. Feedback is analyzed and uploaded on the website.

Result analysis and progression is maintained by all departments. Teachers encourage students to participate in quiz, seminars etc. Question Banks are prepared and provided to the students. However, more needs to be done to improve the results of the students.

IQAC arranges many training activities including seminars on IPR and research methodology, office automation is arranged. College conducts activities in collaboration with other institutions. Established in the Institution Innovation Council.

Day to day record keeping accounts section, students section maintained well by the office staff.

New library building caters to the needs of the students as well as teachers. This has brought 4 more classrooms to the main building. However, these classrooms need more maintenance work to convert them to fully fledged working rooms.

College website is well designed and easy to navigate.

  
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IQAC supports all programs organized by all departments. Reports of all programs, IQAC records are stored digitally as well as physically. Annual Internal Academic and Administrative Audit is conducted by the IQAC under the leadership of the Principal.

NSS and NCC are involved in various social/extension outreach activities in the nearby localities in association with other departments and IQAC.

## OVERALL ANALYSIS

### Strengths

- Qualified, motivated and dedicated teachers and non-teaching staff.
- Dynamic website, all activities posted on the website.
- Strong and active IQAC and IIC
- Imparts higher education to a group of students of which a significant number constitutes first generation learners.
- Online classes conducted successfully.
- Has spacious grounds for students to involve in sports activities
- Auditorium and seminar hall to conduct cultural and extra-curricular programs.
- Very good library with trained and dedicated Librarian, use of ICT (KOHA)
- Committed to use ICT in all aspects of the college's functioning.
- Publication in CARE list journals.
- Extension activities.

### Weaknesses

- Alumni Association not registered
- Low number of sanctioned non-teaching posts.
- Not running enough research projects.
- Not enough non-teaching/supporting staff.

### Opportunities

- Apply for funds from various State and Central schemes to improve infrastructure and teaching facilities.

  
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partly marked by the COVID restrictions which affected the regular functioning of the college. Accordingly the Audit report was compiled.

### INTERNAL AUDIT


❖ Internal Academic and Administrative Audits conducted for the year 2021-22 and 2022-23 by IQAC and the Principal. Internal audit of the year 2020-21 was interrupted due to COVID.

❖ **Department Audit:**

Following documents of the departments audited were:

- Online classes conducted during COVUD restriction times.
- Department Academic Audit Register
- Academic Calendar
- Admission Register
- Result Analysis
- Department Stock Register
- DLMC meeting minutes
- Department Time Table
- Tutorial Register
- PTS meeting minutes
- Add-on Courses
- Bridge Courses
- Remedial Teaching
- Seminars/workshops/programs organized
- Research publications
- PBAS
- Peer teaching
- Skill Development Program
- Club Activities

Documents were checked and necessary suggestions were put forward.

  
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## VTM NSS College, Dhanuvachapuram

### Action Taken Report as per Academic and Administrative Audit 2020-21 to 2022-23

Suggestion given by the Audit Committee	Action Taken
Importance to be given to the generation of e-content and online resources.	Majority of the faculty members prepared e-learning content for students in the form of minimum learning material as well as videos and YouTube channels. Many Add-on courses were run on online as well as hybrid mode The institution successfully started its on LMS platform.
An e-learning platform to be adopted in actual fact.	LMS platform started
More faculty members to be encouraged to secure Ph.D.	Faculty members were encouraged to join Ph.D. Teachers from Science and Arts faculty were encouraged towards effective completion of the research work already started.
Continuous evaluation pattern to be strengthened.	Special care was taken to continue the process of continuous evaluation during the COVID times. Students were evaluation through online mode with quiz, Google forms, online presentations. Many students who faced financial difficulty during the period were helped to continue their studies as wells as evaluation. Once the regular classes commenced, each semester followed special timetable for internal exams. Exams were conducted in centralized manner and result was published within a week. Other assessments like quiz, seminars, assignments, field visits were conducted the faculty members of the respective departments.
Research Output and number and quality of publications to be improved.	The research output was hampered for the year 2020-21 and almost half of the 2021-22 session due to COVID-19 restrictions. However, once the restrictions were relieved, the PG students as well as the UG final year students started their research works.
MoUs with other institutions and collaborative works be	As compared to previous audit, the institution was successful in creating 16 collaborations/linkages with other institutions.

encouraged. Academy and Industrial linkages for research and education should be promoted.	
Classroom and ICT facilities to be improved.	Repair works of ICT tools of all departments was done. New PowerPoint projectors were purchased.



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