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

No. P/847 /2020

Date: 11.11.2020

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

(2018-19 to 2019-2020)

The Academic Audit of VTM NSS College, Dhanuvachapuram for the year 2018-19 and 2019-20 was conducted on 05/02/2020 and 06/02/2020.

The Audit Team comprised of following members:

1. Dr. Remesh Kumar, HoD, Department of Botany, VTM NSS College.
2. Sri. Gopalakrishna Paniker, Administrative Officer (Retd.), MG College, Tvpm
3. Dr. K Anitha, Associate Professor in Commerce (Retd.) & Alumnus

Prof
Gopalakrishna
Anitha

OVERALL ASSESSMENT AND COMMENTS

Prior to the visit, a self-evaluation report was provided to all the department which was analysed by the Audit Team. The Audit Team visited all the departments and interacted with the faculty members, students as well as non-teaching staffs. Accordingly, the Audit report was compiled.

INTERNAL AUDIT

- ❖ Internal Academic and Administrative Audits conducted for the year 2018-19 and 2019-20 by IQAC and the Principal.
- ❖ **Department Audit:**
Following documents of the departments were audited:
 - 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.

❖ 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


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- ❖ 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 programmes.
- ❖ 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.
- ❖ Value-Added and Add-on Courses have been included to cater to the needs of the students.
2018-19: 9 Add-on and Value-Added Courses
2019-20: 7 Add-on and Value-Added Courses
- ❖ The college facilitates student-centric learning with initiatives such as remedial coaching, peer teaching, quiz programs, research methodology courses etc.
- ❖ 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.
- ❖ 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 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.


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- ❖ Internal exams are conducted in a centralized way, valued on time and results published. Students are given appropriate chance to scrutinize the valuation as well as appear for improvement/ supplementary exam.

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.
- ❖ The college has 8 research guides.
- ❖ 33 Research papers have been published during the academic year 2018-19 and 2019-20.
- ❖ 2 Major and 1 Minor Research Projects have been awarded by KSCSTE worth 8,92750 lakhs during the tenure.
- ❖ The college has conducted consultancy and has mobilized fund through it during the tenure

INFRASTRUCTURE

- ❖ The college library is partially automated with Grandha 2.0 software. The library has purchased the following learning resources:
Text Books - 212
Reference Books - 50
e-Books - 700000+
Journals - 36
e-Journals - 6000+
CDs and Videos - 39
- ❖ Bandwidth available of internet connection in the institution (Leased Line): 50 Mbps

IQAC

- ❖ A proactive IQAC organizes various development programs for teaching and non-teaching staff.


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- ❖ 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.

OVERALL ANALYSIS

Strengths

- Qualified, motivated and dedicated teachers and non-teaching staff.
- Imparts higher education to a group of students of which a significant number constitutes first generation learners, coming from socially and economically backward classes and marginal communities.
- Has spacious grounds for students to involve in sports activities
- Auditorium and seminar hall to conduct cultural and extra-curricular programs.
- Good library with trained and dedicated UGC Librarian - use of Grandha 2.0 software
- Committed to use ICT in all aspects of the college's academic and administrative functioning.

Weaknesses

- Insufficient number of teachers with doctoral degree.
- Lack of research projects and research funds.
- Inadequate number of non-teaching/supporting staff.
- Lack of transportation facility for students
- Lack of hostel for students

Opportunities

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


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- Tap alumni/ae to generate resources and assist in placements, remedial classes etc.
- 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.
- To contribute more, and more directly, to its immediate locality, in terms of increasing outreach programs.

RECOMMENDATIONS

- Importance to be given to the generation of e-content and online resources.
- An e-learning platform to be developed.
- More faculty members to be encouraged to secure Ph.D.
- Continuous evaluation pattern to be strengthened.
- Question Banks can be set up by each department and updated annually.
- 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.
- Library infrastructure and reading facilities for students may be enhanced.
- Local out-reach programs to be strengthened.


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Action Taken Report as per Academic and Administrative Audit 2018-19 to 2019-20

Suggestion given by the Audit Committee	Action Taken
Importance to be given to the generation of e-content and online resources.	Teachers were encouraged to develop e-content. Many teachers provided reference materials to students through email and google classrooms. Many teachers prepared written as well as video contents related to syllabus and beyond and was shared among the students.
An e-learning platform to be developed.	The administration allocated funds towards beginning of an e-learning platform. Efforts were made to start an LMS system, however, the work was hampered by the due to COVID times by the beginning of 2020
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.	Each semester followed special timetable for internal exams. Exams were conducted in centralized manner and result was published within a week. Other assessments like qiz, seminars, assignments, field visits were conducted the faculty members of the respective departments.
Question Banks can be set up by each department and updated annually.	Topic wise, Chapter wise, Module wise questions banks were prepared by faculty members and provided to students online. Previous University Question Papers were also compiles and provided to students
Research Output and number and quality of publications to be improved.	Research work by UG final year and PG students stated by the month of December 2019, however it was hampered and suffered a stand still due to COVID restrictions
MoUs with other institutions and collaborative works be	The institution took initiatives to get MoUs and collaborations with other institutions, however it failed to

encouraged.	reach a conclusion in the year 2019
Academy and Industrial linkages for research and education should be promoted.	The institution failed to make linkages with other academic bodies and industries due to COVID restrictions by 2020
Library infrastructure and reading facilities for students may be enhanced.	A new building was proposed for the Library with more space and better infrastructure. Financial paper works regarding the same were started.
Local out-reach programs to be strengthened.	The NSS and NCC participated in various outreach programs in the beginning of the next session.

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