DEVA MATHA COLLEGE KURAVILANGAD
KOTTAYAM (DT.), KERALA.
(Affiliated to M.G. University, Kottayam)

REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT
DATE OF AUDIT: March 18-19, 2021

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AUDIT TEAM:

1. Rev. Dr. Augustine Koottiyaniyil (Manager)
2. Prof. Harry Cleetus (Former Principal, St. Alberts College, Ernakulam)
3. Dr. Binu Thomas (IQAC Co-ordinator, Marian College (Autonomous), Kuttikkanam)
4. Dr. Jojo K. Joseph (Principal & NAAC Peer Team Member)
5. Mr. Anish Thomas (Co-ordinator, IQAC)
6. Dr. Tina Sebastian (Joint Co-ordinator, IQAC)

Audit schedule

SCHEDULE OF PRESENTATION OF DEPARTMENTS & CLUBS/ASSOCIATIONS
Day 1

Sl. No.	Departments	Time of Presentation
1.	IQAC	9.45 a.m.
2.	English	10.00 a. m.
3.	Malayalam	10.10 a. m.
4.	Mathematics	10.20 a. m.
5.	Mathematics (S. F.)	10.30 a. m.
6.	Statistics	10.45 a. m.
7.	Physics	10.55 a. m.
8.	Physics (S. F.)	11.05 a. m.
9.	Chemistry	11.15 a. m.
10.	Chemistry (S. F.)	11.30 a. m.
11.	Botany	11.40 a. m.
12.	Botany (S. F.)	11.50 a. m.
13.	Zoology	12.00 Noon
14.	Zoology (S. F.)	12.15 p. m.
15.	Economics	12.25 p. m.
16.	Politics	12.35 p. m.
17.	Commerce	12.45 p. m.
18.	Physical Education & Deva Matha Sports Academy	01.45 p. m.
19.	Commerce (S. F.)	01.55 p. m.
20.	English (S. F.)	02.05 p. m.
21.	Library	02.15 p. m.
22.	College Office & Administrative Department	02.25 p. m.
Clubs & Associations (Presentation & File Verification)		
1.	NCC	02.35 p. m.

2.	NSS	02.45 p. m.
3.	Career and Placement Cell & Centre for Competitive Exams	02.55 p. m.
4.	Arts Club & College Union	03.05 p. m.
5.	Oratory Club	03.25 p. m.
6.	ALAG: Drama Club	03.35 p. m.
7.	Quiz Club	03.45 p. m.
8.	Anti-Narcotic Club	03.55 p. m.
9.	Women's Forum	04.05 p. m.
10.	Love Your Neighbour Programme/Miss a Meal Programme	04.15 p. m.
11.	Entrepreneurship Development Club	04.25 p. m.
12.	Yoga Club	04.35 p. m.
13.	Nature Club	04.45 p. m.
14.	Film Club	04.55 p. m.
15.	Electoral Literacy Club	05.05 p. m.
16.	Research Forum	05.15 p. m.
17.	Alumni Association	05.25 p. m.

SCHEDULE OF VISIT TO DEPARTMENTS
Day 2

TEAM I		
Sl. No.	Departments	Time of Arrival
1.	Malayalam	10.00 a. m.
2.	Physics	10.25 a. m.
3.	Physics (S. F.)	10.50 a. m.
4.	Botany	11.15 a. m.
5.	Mathematics	11.40 a. m.
6.	Statistics	12.05 p. m.
7.	English	12.30 p. m.
8.	Economics	01.50 p. m.
9.	Politics	02.15 p. m.
TEAM II		
1.	Commerce (S. F.)	10.00 a. m.
2.	English (S. F.)	10.25 a. m.
3.	Commerce	10.50 a. m.
4.	Mathematics (S. F.)	11.15 a. m.
5.	Botany (S. F.)	11.40 a. m.
6.	Chemistry	12.05 p. m.
7.	Chemistry (S. F.)	12.30 p. m.
8.	Zoology	01.50 p. m.
9.	Zoology (S. F.)	02.15 p. m.
10.	Physical Education & Deva Matha Sports Academy	02.40 p. m.
COMBINED VISIT		
1.	Library	03.00 p. m.
2.	College Office & Administrative Department	03.25 p. m.
3.	Infrastructure Facility	03.50 p. m.
Clubs & Associations (File Verification) (4 p.m. – 5 p.m.)		

1.	Anti – Ragging and Ethical Committee	
2.	Anti – Harassment Cell/Students Grievance Cell	
3.	Remedial Coaching	
4.	WWS	
5.	SSP	
6.	PG Students Association	
7.	Counselling Centre	
8.	YIP	
9.	RUSA	
10.	UBA	
11	Multidisciplinary Add-on Courses	

Basic Information

1. Total Departments : UG (Aided only): 4
   PG (SF only): 5
   UG (SF only): 2
   UG + PG (Aided): 5
   RC: 2

2. Total Permanent Teaching Staff : On Contract: 20,   Permanent: 87
   Male 42,   Female: 65

3. Total Sanctioned Posts : 87 + 1 Principal + 6 Part Time
   Research Guides: 21

4. Total Staff with Ph.D : 27

5. Total Programs Offered: UG: 12,   PG: 10,
   PG Diploma : Nil, Diploma : 2
   Doctoral : 2,

6. Total Value added/
   Certificate Courses Offered : 17 (3 of them UGC Aided

7. Total Students   (2019-20) : 1739
   Male: 606   Female: 1133
   Ph.D.: 31

8. Whether College has ISO Certification : No

9. College Working Hours : 9.00 am to 4.00 pm

10. Do the Institution has a strategic Plan : No

11. How Many Teachers are trained Mentors?
    (Mentoring skills session attended) : 70

12. Total Welfare Schemes for Staff : For Teaching: 8 (Last Year)
    : For Administrative/Support Staff :8 (Last Year)

13. Average result % : 80%

14. Average Enrollment Percentage for
    the last Three Years: : 100%

15. Student Teacher Ratio: : 1:17

4

16. Mentor Student Ratio: :   1:20
17. Total Number as per 3.3.2 Seminars: Seminars attended: 115
                                           Papers presented: 49
                                           Served as Resource persons: 4

General observations

1. The location and campus ambiance are Ideal for Teaching, Learning and overall performance
2. Progressive vision of the Management & Principal with a definite plan of action following a decentralized administrative network
3. Qualified and a committed mix of experienced and new faculty members
4. A well maintained and efficient College office
5. As an affiliated college the syllabus of Mahatma Gandhi University is followed
6. The College is DST-FIST funded
7. Hindi & Malayalam are offered as second language.
8. Teachers resort to innovative methods of teaching
9. Sufficient infrastructure is provided for academic & extra academic support
10. Departmental documentation is fragmented without a common pattern
11. Required number of staff members exists as per norms
12. Student enrollment number is acceptable
13. Library support is good. Departments are also provided with a collection of books
14. Fully ICT enabled campus
15. An active IQAC exists
16. Satisfactory results are maintained
17. UGC /NET outcome is good
18. Physical education, NSS, and NCC are active
19. Preparations for next assessment is well on

Findings based on Audit format

Audit area	Observation	Audit note
Curricular Aspects		
Curriculum design and curriculum delivery	Follows University syllabus Some certificate courses are designed by the staff	1. Need analysis may be carried out for new programmes / Certificate 2. Teachers may be given training on curriculum design

5

		3. More methods of curriculum delivery may be adopted 4. Feedback on curriculum has to be collected from all stakeholders
CIE	Although all departments perform internal evaluations, CIE is followed only in a few	1. A CIE monitoring committee may be constituted for coordination
CBCS	100 %	1. Selective courses are decided by the Departments
Cross cutting issues	All departments have courses addressing cross cutting issues mentioned in the syllabus	1. How far these issues are addressed and objectives realized by the students through such courses may be monitored
Value addition courses	Most of the departments offer value addition courses	1. No department has kept feedback on the impact of such courses
Field projects and Internships	Some of the departments encourage field projects or internship	1. Only three departments could show such requirements in the syllabus 2. Internships if required may be included in the syllabus
Feedback on curriculum	All the departments have taken feedback from stake holders	1. Proper mechanism should evolve to analyze the data, make corrective actions and to publish in the web site 2. IQAC has to provide guideline
Teaching Learning &Evaluation		
% seats filled - Gen	Acceptable limits	
% seats filled - Resv		1. Can be improved in some departments

		2. College can extend more free ships to attract students from reserved groups. This is also an indication of inclusive approach of the Management
Identifying slow learners and advanced learners	Most of the departments follow their own methods	1. A unified system should be devised for listing students 2. Remedial measures extended should also be under specified regulations especially for advanced learners
Remedial measures / Bridge courses	All the departments extend remedial activities by their own mechanism.	1. Proper guidance may be given to all departments on Remedial and support measures with student centric approach under a unified documentation system 2. Remedial and Bridge courses should not be confused with each other
Student profile	Physically challenged students are enrolled in a few departments	1. Support systems for Physically challenged students are to be installed in departments and library as per NAAC requirements 2. Provisions for transgenders are also to be taken care of
Faculty profile	Nearly forty percent of the teachers are with PhD	1. All teachers should be motivated to register for PhD 2. College policy should be having a clause on PhD of faculty members

Innovative teaching	Innovative mode on teaching is resorted in or two Departments	1. IQAC can guide the teachers on the use on innovative mode of teaching 2. Innovative teaching should not be confused with student centric learning and ICT
Use of ICT	Although teachers have used ICT for the Pandemic period its extensive application is not observe in the campus Smart boards are very few in number	1. Technology upgradation is suggested. Smart boards, Information screens, Touch screen Enquiry systems etc. 2. Proper documentation is necessary
Mentoring	A standardized procedure is not followed	1. The ratio of 1:20 is acceptable 2. It is recommended to extend training on mentoring to all teachers proper guidelines on documentation 3. Teachers have to prepare mentoring report
Teaching plan	Exists	1. HOD's may monitor the adherence to teaching plan
Student centric methods	Not effectively implemented	1. Effective documentation should be kept in the departments to substantiate resorting to student centric methods
Teacher evaluation		1. Follow up of evaluation should be kept by the HOD's
Evaluation process		1. A continuous evaluation process is also suggested
Examination results	Some departments with 100% results are commendable	1. Has to be improved

		2. A unified result analysis system should be introduced by IQAC with guidelines on follow up process 3. Few department's results have to be improved and it shows a declining tendency
Research Innovation & Research		
Teachers received awards		1. Teachers should be motivated for such awards
Research facilities	Adequate facilities are available	1. Overall Research outcome has to be as assessed
Research centres and Research guides		1. Advisable that more departments to be Research Centres 2. A Research culture should develop in the campus
Total Res. Scholars	is	146
Research output Books published	Publications are low in number	1. Proper research policies may be framed for publications by the staff members
Startups / Innovation centre		1. A centralized incubation centre / knowledge centre should be established
Number of patents	4 patents in physics department	1. Industry oriented research should be promoted leading to Patents
Consultancy		1. Has to be improved based on institutional policies

		2. College has the potential to develop consultancies
Collaborations	Only a very few	Refer to recommendations
Extension activities	A good number from all departments	1. Listed documentation should be in place in all departments 2. Details of student involvement with attendance is required 3. Periodic verification by IQAC is suggested
Faculty as resource persons		1. Fairly good
Seminars organized		1. Fairly good in number 2. NAAC requirements may be considered
Infrastructure and learning resources		
Stock register	Could not be verified	
Library issue register / foot falls	No consolidated data	1. It is suggested that book issue to be digitalized with net working to departments
Staff meeting minutes	No unified system exists	1. Registering minutes in many departments are not satisfactory 2. Proper guidelines may be given on entering minutes
Student support and progression		
Students benefitted by scholarships	Only very few free ships. More consolidation of data is required	1. It is advisable to keep a consolidated record in IQAC 2. Specific free ships can also be extended from departments
Student Progression	Student progression records are also to be perfected	1. A good percentage moves into Higher Education

	Direct placements are low in number	2. Placement support services may be improved 3. Documents should be perfect according to assessment requirements 4. A streamlined system has to be evolved to track student progression
Student awards and achievements		1. Apart from awards offered by outside agencies, motivational awards to students and staff should also be encouraged
Departmental competitions	Interdepartmental competitions are confined to a few events	1. All departmental competitions may be brought under one College coordinator for better consolidation
Alumnae	College Alumni association is not Registered Most of the departmental alumnae groups are active and involving	1. All departmental alumni activities can be in association and consolidated with the registered Alumni association of the College
PTA	PTA meeting are held	1. Departmental Open House' may be organized for direct feed back
Departmental prize incentives for students		1. Should be encouraged
Departmental logistics		
Action plan	All the departments have an action plan for the future	1. College should be having a long-term Development plan based on NEP

		integrating all inputs from the Departments and stake holders
Fund mobilization and utilization	Comparatively low in departments	1. A centralized system should function with a coordinator
Green Protocol		1. The message of Green Protocol including social needs and values are to be informed and demonstrated to the students
SWOC analysis	All Departments have carried out SWOC analysis	1. Mostly ambiguous 2. Proper understanding on identifying attributes should be given

Departmental observations

It is observed that all the departments function in a need based and with a classical approach, but the following may be taken into account.

English

Considering the low efficiency in the communication level, in general, more proficiency enhancing activities may be devised. Specific training modules may also be introduced for the Staff members in communication.

Languages

Additional certificate courses could be introduced in required foreign languages

Mathematics

The department can form an Institutional Data Analysis Committee

Botany

The new laboratory facilities are to be functional. Digitalization of Herbarium is suggested. Community sensitization on organic farming is a good outreach venture.

Zoology

Explore possibilities of accreditation from other bodies than NAAC, including International accreditation. Use of ICT is appreciated. Monitoring student progression can be taken as a model for other depts. under guidelines for documentation from IQAC

Physics

The Department resorts to multi evaluation approaches such as open book exams. Evaluation reforms can be explored by all departments

Chemistry

The Department has to install a chemical waste management system.

Politics

Has a crucial role to play especially in the Cr.7 of assessment process, extension, and supporting student council activities.

Office

Although excellent ambience is provided, Touch screen / online enquiry systems integrating technology may also be implemented

IQAC·

The following initiatives are suggested
1. Awareness on NEP to the staff
2. Training on data compilation based on new NAAC format
3. Training on a common documentation system
4. Training on OBE Implementation
5. Use of Moodle in all departments have to be promoted
6. Training on Curriculum development
7. Training on Mentoring
8. Training for NTS for the use of new technology
9. Finishing school for students
10. NAAC awareness among students and their participation
11. Preparations for Autonomous status
12. PBAS, Feedback consolidation, etc.
13. Designing work diary and all formats
14. IQAC has to develop a separate web page with all mandatory links

General recommendations by the Audit Team

1. Web site should be having all mandatory requirements
2. All staff members should be appraised on the new NAAC assessment process and its SOP. Awareness sessions may be arranged for criteria wise document requirements.
3. A Unified Departmental Documentation system has to be introduced. Recording of minutes, feedback formats and all other general requirements should be institutionalized with common formats
4. IQAC should establish a Central Photo documentation facility
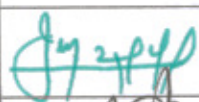
5. Recording minutes in departments has to be modified to required formats
6. Present documentation in departments need more quality specifications and clarity on the type of documents required.
7. The work diary is necessary and the Teaching plan of teachers are to be verified by HOD's and Principal periodically
8. A quality benchmark should be drawn by IQAC on all activities (such as seminars, extension, Cr.7 requirements, etc.) proposed by the departments with a professional acceptance.
9. Technology (ICT) and infrastructure upgradation seems to be necessary especially in many class rooms
10. All staff members should be encouraged to have a higher degree of professionalism involving Academics and student support services
11. Staff empowerment should be a priority, especially on curriculum design, Outcome analysis, Mentoring, Extension etc.
12. A well-defined structured induction programme should be arranged for the students and faculty members at the beginning of every academic year
13. More MOU's with Industrial establishments is suggested
14. Consultation expertise of staff members shall be encouraged according to Institutional policies
15. Collaborations with National and International institutions for quality enhancement and exchange have to be formed
16. Institution should be having a long-term development plan and policies
17. New programs and Faculties can be introduced based on the NEP
18. Single faculty departments can be upgraded
19. Technology based library up gradation should be a priority
20. Library usage and digital repository should be monitored. Teachers are to be trained for content development
21. More need based, certificate courses can be started
22. A common system for registering student attendance has to be devised for all teaching, learning and for all other activities
23. A committee for OBE analysis can be constituted
24. An examination centre with a COE as a proactive approach for autonomous status may be considered
25. Effective support programmes can be extended to advance learners
26. Placement support programs such as finishing school and the placement drive has to be improved
27. Training in communication skills should be a priority. English department can initiate such programs for staff & students
28. Soft skill training activities should also be enhanced
29. All extension activities should be coordinated under a committee
30. More support for competitive exams can be taken up

31. Considering the present-day shift in the curriculum delivery process more technology-based class rooms could be provided
32. Research output and publications are to be improved
33. A separate cell for innovations and entrepreneurship may be constituted.
34. Institution should look into more effective faculty and student exchange programs and exposure
35. More industrial linkages are advised for PG departments
36. The number of sports and cultural activities / competitions organized at the institutional level are to be diversified and enhanced further
37. Future plans should include the start of new faculties and programs of national importance based on NEP
38. IQAC may look into coordinating Departmental alumnae activities with Institutional focus. It is recommended to Register the association
39. Green protocol should be made known to the students with proper audits. College can also look into Green Certification
40. Apart from yearly AAA an effective monitoring system should be evolved
41. The Institution may look into the prospects of ISO certification
42. It was noted a large number of staff members are involved in extra academic activities. A certificate to this effect can be issued by the Principal every year.
43. Preparations may also be started for Autonomous status.

Audit Team

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