

# **BASELIUS COLLEGE**

**KOTTAYAM**



## **REPORT OF THE ACADEMIC AND ADMINISTRATIVE AUDIT**

**FOR THE YEAR 2019-20**

**DATE OF AUDIT: 21<sup>st</sup> April 2021**

**by**

**Dr Jojo K Joseph**

**Principal -Deva Matha College Kuravilangad**

## **Introduction**

The Academic and Administrative Audit [AAA] of Baselius College Kottayam, the prestigious higher education institution in the heart of Kottayam, the land of letters, lakes and latex, for the academic year 2019-20 was conducted on 21.04.2021. This report of the AAA is prepared based on the presentations made before the audit team, by the IQAC of the college, various academic departments, documents produced, and the clarifications obtained on the queries raised.

The process began by the invitation of the respected Principal Dr Biju Thomas a couple of weeks back. Afterwards several rounds of interactions took place between the audit team and Dr Manoj Narayanan K S, the vibrant IQAC coordinator of the institution for finalizing the date and mode of operation of the process, especially in the context of strict restrictions and protocols associated with the second wave of Covid 19 pandemic. Besides the Principal and IQAC Coordinator, the Vice Principal of the College Dr Jyothimol P, also was actively involved in the whole audit process.

The audit took place as per the following schedule.

### **SCHEDULE OF AUDIT – WEDNESDAY - 21 APRIL 2021**

<b>Sl. No.</b>	<b>Activities</b>	<b>Time</b>
<b>1.</b>	<b>Initial interaction in the office of the Principal</b>	<b>9.30 a m.</b>
<b>2.</b>	<b>Document verification in the IQAC office</b>	<b>9.45 a m.</b>
<b>---</b>	<b>PPT presentations and discussions</b>	<b>-----</b>
<b>3.</b>	<b>IQAC</b>	<b>10.20 a m.</b>
<b>4.</b>	<b>Chemistry</b>	<b>11.00 a m.</b>
<b>5.</b>	<b>Physics</b>	<b>11.30 a m.</b>
<b>6.</b>	<b>Mathematics</b>	<b>12.00 noon</b>

7.	<b>Botany</b>	<b>12.20 p m.</b>
8.	<b>Zoology</b>	<b>12.40 p m.</b>
9.	<b>Malayalam</b>	<b>1.00 p m.</b>
10.	<b>Commerce (S. F.)</b>	<b>1.20 p m.</b>
---	<b>Lunch Break</b>	<b>1.40 p m.</b>
11.	<b>English</b>	<b>2.20 p m.</b>
12.	<b>Political Science</b>	<b>2.50 p m.</b>
13.	<b>Economics</b>	<b>3.10 p m.</b>
14.	<b>Management [BBA]</b>	<b>3.40 p m.</b>
15.	<b>Commerce [Aided]</b>	<b>3.50 p m.</b>
16.	<b>Physical Education</b>	<b>4.20 p m.</b>
17.	<b>General remarks and winding-up</b>	<b>4.35 p m.</b>

### **General Observations**

1. Located at the heart of the city, the campus is easily accessible by all the stakeholders.
2. The general ambiance prevailing in the campus are conducive for curricular transactions and overall performance of the institutions as a higher education centre.
3. Progressive vision of the Management & Principal with a plan of action which follows a decentralized administrative network is appreciable.
4. Qualified and a committed mix of experienced and new faculty members.
5. A well designed and furnished administrative office exists in the college.
6. An active IQAC exists, and their earnest efforts are visible in the functioning of the college. Enthusiastic preparations for next NAAC assessment and accreditation are well on.

7. Teachers resort to different methods like power point presentations, group discussions, peer teaching, industrial visits, field trips, online classes, and similar methodologies for teaching besides the traditional chalk and talk method.
8. Sufficient infrastructure facilities are provided for academic & extra academic support. At the same time, considering the present-day shift in the curriculum delivery process more technology based classrooms could be provided.
9. Required number of staff members exists as per norms.
10. Student enrollment number is acceptable. Girls outnumber boys.
11. The college bagged the Best NSS Unit and related awards in the year under consideration. It is a praiseworthy achievement.
12. Focus given by the college management for sports field and the students achievement in the sports arena are good.
13. UGC NET outcome is good.
14. Various policies framed and exhibited through the college website are good.
15. The College Web Site should be having all mandatory requirements, including that of UGC and NAAC requirements.
16. 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.
17. Institution should be having a long-term development plan and policies.
18. In almost all departments, there exist the department library. But the books and periodicals in these department libraries are not forming part of the general library. Moreover, whether this practice is really helpful to the students or keeps them away from the main library is debatable.
19. The academic results [students pass percentage] exhibited by several departments is an area with scope for improvement. Proper steps are to be adopted for addressing the issue.
20. The number of teachers with doctoral degree and the effort of the remaining to acquire Ph D is appreciable. At the same time a proportionate effort in publishing research articles, sourcing project funding and acquiring research guideship is to be fostered.

21. There are 8 MoUs at present. If properly attempted the number of functional MoUs can be increased, which is a must.
22. More attention is needed on the systematic implementation of mentoring by the departments and its proper documentation.
23. Initiatives to ensure Gender equity, Grievance redressal, extending maximum possible scholarships and freeships from the government to the students etc. need more attention and follow up.
24. Green protocol should be made known to the students with proper audits. College can also look for regular Green Certifications.
25. Consultation expertise of the faculty members shall be encouraged according to institutional policies.

### **Review of the Presentations**

In general majority of the presentations were of good standard. Such presentations clearly demonstrated the sincerity and involvement of the faculty team behind it. A few presentations lacked professionalism, resources, and zeal. At the same time, there are enough scope for improvement in all the presentations. That means, each presentation shall be brief, highlighting the peculiarities, uniqueness, achievements of the department, without editing mistakes / omissions, made appealing with appropriate supporting visuals, avoiding repetitions and the like. Similarly, departments should ensure the existence of appropriate proof at the back end [eg. Mentoring] while making claims in the presentation. It seems to be a matter of introspection whether the presentation would have been more attractive, attention capturing and less of avoidable contents, if a uniform pattern was not suggested. None of the presentations mentioned about the existence of wi-fi facility, if any, in the campus as well as about WWS & SSP initiatives. A short presentation from the part of the Administrative Staff members would have enhanced the inputs for the audit.

### **IQAC**

- Efforts are in the proper direction for undergoing the next accreditation process.

- Attempts for proper documentation is evident. The system of maintaining Feedback on curriculum from various stakeholders and Student satisfaction survey, Feedback on faculty by students, Monthly compilation of work done by faculty etc. are acceptable.
- Each document needs to be authenticated by the seal and signatures of people responsible.
- Special efforts shall be ensured to support all claims that would be made in the final SSR, with appropriate supporting documents. Awareness shall be created among all stakeholders, especially the staff and students, regarding the contents and claims made in the SSR.
- SWOC analysis presented by IQAC needs critical revision.
- A strategy for properly addressing the ‘Programme Outcome, Course Outcome issue’ in the criteria at the institutional level may be thought of.
- An awareness about NAAC process and its criteria [SOP] shall be imparted to the student community too, if not already given.

### **Research and P G Department of Chemistry**

- Elevated to the status of Research Centre in 2019. Very good achievement. But should have more research scholars, research publications, earnest attempts for funded research projects, and subscription of Chemistry related research journals in the library.
- B Sc pass percentage is good, that of M Sc needs introspection. Securing first rank in U G is an indication of the potential of the department.
- Good energy conservation practices like switching off lights when not in use exists.

### **Research and P G Department of Physics**

- Became Research Centre in 2015. Very good. It is worth mentioning that 7 out of the 8 faculty members are Ph D holders and all the research papers are in UGC listed journals. At the same time, more research guides shall sprout from the

department accommodating more scholars, attempts to source funding through research projects, subscribing more Physics related journals in the library etc.

- Giving advanced type of projects to U G students [mobile sensor related] is good. U G pass percentage is acceptable, but that of P G needs remedial measures. Student achievement in the form of NPTEL star is worthy.
- Existence of two MoUs, good. Will be valuable contribution to the institution if the number is increased by a few more.

### **Department of Mathematics**

- The existence of two useful certificate programmes, one MoU, the practice of peer teaching, the extension programme, student achievement in campus selection, numerical ability coaching to school students etc. are noteworthy.
- Low pass percentage in the final year result is an area of concern. Only one paper publication.

### **Department of Botany**

- Faculty members in BoS, three Ph D holders, three publications, discharging significant roles in the college etc. and many other positives are observed.
- It is high time that the department become a research centre. [If lack of an aided P G is the limiting factor, explore the possibility of obtaining research guideship for qualified U G teachers by giving a well drafted representation to the University].

### **Department of Zoology**

- The skill development projects for the students, field visits, MoU with TIES, attempt to use Moodle platform, butterfly garden and other similar initiatives are all constructive.

- Mentoring ratio of 1: 40 is too big and may become a reason for ineffectiveness of the process. U G result 69 percentage shall be looked into for improvement. Shall give bit more focus on research related aspects.

### **Department of Malayalam**

- Having U G projects on field study mode, inclusion of innovative items in teaching methodology, one faculty being co-investigator for a major project, good number of seminars and cultural events hosted and participated, books authored, and other publications are all commendable.
- Lack of functional MoUs, bit low pass percentage despite being the regional language, state of students' progression is some of the areas to be addressed.

### **P G Department of Commerce [SF]**

- Stated in 1996. Has good infrastructure with the financial support from the institutional Management. The practice of giving OJT for students in CA firms is also good.
- The low academic pass percentage for both U G and P G should be areas of real concern.
- The high tendency of faculty drop out shall be properly addressed, to make them remain committed to the organization for longer duration.

### **Research and P G Department of English**

- Started in 1996 and became research centre is appreciable. Seemingly the biggest department with 12 permanent teachers. Giving research facility to 14 scholars including own faculty members, 11 publications, 5 aspire scholarship winners, organizing gender sensitization and similar other programmes, offering internships, extending English support programmes to the students of the college and nearby schools etc. are all admirable. Good U G and P G pass percentages are noticeable.



- Focused efforts to achieve University Rank positions, special efforts to effectively support those students of other departments with learning difficulties for English, trying for research projects, tie-ups and MoUs with reputed institutions, offering short term courses / add-ons in Communications Skills etc. could make the contributions of the department invaluable for the institution.

### **Department of Political Science**

- Facts like, all the three faculty members are in BoS, consistently achieving few positions in the top five ranks among the passing-out students of UG, providing legal awareness classes etc. are very good.
- The input-output ratio of [70% to 56.8%] and U G pass percentage are areas of worries. Research contributions including publications and students' progression are the other aspects to be attended.

### **P G Department of Economics**

- Aspects like having visiting faculty members, BoS member, special care extended to Divyangjan students, three functional MoUs, obtaining University ranks, extension activity which supported the auto rickshaw drivers, extended working hours of the department library, involvement in the automation efforts of the institutions, the number of scholarships obtained by the students etc. are all laudable.
- U G and P G pass percentages could be made more impressive. Definitely should become Research Centre at the earliest. More contributions in the field of research publication are possible.

### **Department of Management [BBA]**

- Department at its infancy. Still trying to nurture the students by offering personality development programmes, ensuring the participation of students in NSS, NCC and department association. Student's activities are documented fairly well.

- Recruitment of permanent faculty members as early as possible is a must. Pass percentage can be improved, if given a focused attempt.

### **P G Department of Commerce [Aided]**

- Features like certificate programmes, add-on course on GST, two members in the BoS, obtaining Best Department Award from an external agency, inclusion of case studies and management games in the pedagogy, UGC listed publications, books authored by faculty members, 10 NET qualified alumni, first rank for M Com, having a good corpus as department fund etc. are all admirable.
- U G pass percentage is satisfactory whereas P G percentage needs the immediate attention for improvement. Number of scholarships /freeships availed by the students are to be properly followed up for increasing the number of beneficiaries.

### **Department of Physical Education**

- Students' achievements in the field of sports are admirable. Existence of sports hostel, support of the college management for advancement in sports are significant value additions.
- Faculty achievements in academics like research publications, serving as resource persons etc. were not found included in the presentation.
- It would be easy to arrange MoUs with nearby schools / clubs for extending coaching. Proper documentation of all events organized participation and achievements by students etc. shall be taken care of with due seriousness.

## **Limitations of the Audit Process**

Due to paucity of time available the audit has suffered the following limitations.

1. Actual visit to the various departments, library, administrative office, and other physical facilities could not be undertaken.
2. Physical verification of documentation at the department level could not be undertaken. However, it is understood that an internal team constituted by the IQAC has made a verification of the documentation.
3. Several mentionings were made in the presentations of the departments, about the activities of various clubs, associations and forums like NSS, NCC, Women Cell, and Department Associations. But a separate evaluation of the functioning of these entities and their documentation could not be made.

## **Report Prepared by**

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