



SREEKRISHNAPURAM V.T. BHATTATHIRIPAD COLLEGE

Aided and Affiliated to University of Calicut, NAAC Accredited with B+ Grade

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CRITERION – VI GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.5 Internal Quality Assurance System

6.5.2. Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes.





**SREEKRISHNAPURAM V. T. BHATTATHIRIPAD
COLLEGE**

MANNAMPATTA, PALAKKAD – 678633
(NAAC Reaccredited with B+)

Report on

ACADEMIC AND ADMINISTRATIVE AUDIT

2021-22

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2021-22

| | |
|---|--|
| Name of the Institution | Sreekrishnapuram V T Bhattathiripad College |
| Total No. of Students | 989 |
| Total No. of Faculty | 35 |
| Total No. of Non-teaching Staff | 9 |
| Academic year in which the Audit is conducting | 2021-22 |
| Nature of Audit | External |
| Date of Audit | Jan 16-21, 2023 |

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Schedule of Visit

Academic and Administrative Audit – Schedule of Department Visits 2021-22

| Date | Department | Time |
|------------|---|------------------------|
| 16-01-2023 | Economics | 10.30 am to 12.30 pm |
| 16-01-2023 | History | 1.30 pm to 3.30 pm |
| 17-01-2023 | Mathematics | 10.30 am to 12.30 pm |
| 17-01-2023 | Sanskrit | 1.30 pm to 3.30 pm |
| 18-01-2023 | V. T. Pathanakendram | 10.30 am to 11.30 pm |
| 18-01-2023 | Vaikhari Centre for Research in Kerala Heritage | 11.30 pm to 12.30 pm |
| 18-01-2023 | Administrative Staff and Exam Office | 1.30 pm to 3.30 pm |
| 19-01-2023 | Commerce and Management Studies | 10.00 am to 12.30 noon |
| 19-01-2023 | Computer Science | 2.30 pm to 3.30 pm |
| 20-01-2023 | NSS | 10.00 am to 12.00 noon |
| 20-01-2023 | Student Representatives | 12.05 pm to 1.30 pm |
| 21-01-2023 | IQAC and HoDs | 2.30 pm to 3.00 pm |
| 21-01-2023 | Exit Meeting | 3.00 pm to 3.30 pm |

Members

Dr. Sony Kuriakose
IQAC Co-ordinator, Nirmala College, Muvattupuzha

Mr. Nikhil N K, Audit Committee Member, Rajagiri College of Social Sciences,
Kalamassery

Dr. Jayan Erancheri Illam
Principal, Sreekrishnapuram V T Bhattathiripad College
Mannampatta

M. K. Narayanan Namboothiri
Secretary, North Zone, Sreesankara Trust

Dr. Saritha Namboodiri
IQAC Coordinator, Sreekrishnapuram V T Bhattathiripad College, Mannampatta



Profile of the College

Sreekrishnapuram V T Bhattathiripad College is situated in the idyllic village of Mannampatta, Sreekrishnapuram of Palakkad District of Kerala. The college is named after V.T. Bhattathiripad, who is acknowledged as one of the pioneers of the social revolution in Kerala. The college is under the management of Sree Sankara Trust, which was founded in 1965 at Peringara, Kerala State, by a few well-wishers of Namboothiri Community. The objective of the trust centers around the ideals and doctrine of Advaita Vedanta, as expounded by Jagad Guru Sri Adi Sankara, the great saint of India. It seeks to realign education and social welfare activities and bring the students and the youth of the country with a value-based and progressive attitude that may help enrich human life. Sreekrishnapuram V T Bhattathiripad College is the second college of the trust and is established in memory of the revolutionist and progressive writer, late V. T. Bhattathiripad.

Vision:

The vision of our college is based on the Upanishad Mantra "TamasōmaJyotiṛGamaya ", which means – Lead me from darkness to light - From Ignorance to knowledge/Wisdom.

Mission:

- Provide students in rural areas access to higher education opportunities.
- Propagate and inculcate value education based on Indian culture and heritage to the student community and thereby to the society at large.
- To update society with modern technological innovations and provide knowledge and personnel for developmental needs.
- Protect our environment and ecology for the generations to come.
- The leadership and governance of the institution are consistent with its vision and mission.



Student Profile

| No. of Students enrolled | | | | No. of discontinued students | | | Actual No of students | Total |
|--------------------------|-----|----|-------|------------------------------|----|-------|-----------------------|-------|
| Year | UG | PG | Total | UG | PG | Total | | |
| 1 st year | 305 | 58 | 363 | | 1 | 1 | 362 | 989 |
| 2 nd year | 318 | 43 | 361 | 2 | 0 | 2 | 359 | |
| 3 rd year | 270 | 0 | 270 | 2 | | 2 | 268 | |

Teacher Profile

| | Male | Female | Total |
|---------------------|------|--------|-------|
| Professor | 0 | 0 | 0 |
| Associate Professor | 2 | 1 | 3 |
| Assistant Professor | 7 | 25 | 28 |

Non-Teaching Staff Profile

| | Male | Female | Total |
|---|------|--------|-------|
| Junior Superintendent | 0 | 0 | 0 |
| Head Accountant | 1 | 0 | 1 |
| Clerk | 2 | 2 | 2 |
| Library Assistant | 1 | 0 | 0 |
| Office Attendant | 0 | 0 | 0 |
| UGC Librarian | 0 | 1 | 1 |
| Technical Assistant | 0 | 1 | 1 |
| Assistant Professor in Physical Education | 1 | 0 | 1 |



Programmes Offered

| Sl. No. | Title of Programmes | Level Level (UG/PG) | Duration (Years) | Year of Starting | Sanctioned Annual Intake |
|---------|------------------------------------|---------------------|------------------|------------------|--------------------------|
| 1 | B.A. History | U.G. | 3 Years | 1993-94 | 40 |
| 2 | B.A. Sanskrit | U.G. | 3 years | 1991-92 | 24 |
| 3 | B.A. Economics | U.G. | 3 years | 1999-2000 | 40 |
| 4 | B. Com Finance | UG | 3 years | 1998-99 | 40 |
| 5 | B. Sc Mathematics | U.G. | 3 years | 1995-96 | 24 |
| 6 | BBA Finance | UG | 3 years | 2014-15 | 40 |
| 7 | M.Sc Computer Science | P.G. | 2 years | 2001-02 | 10 |
| 8 | M. Com Finance | PG | 2 years | 2014-15 | 20 |
| 9. | M.Sc Mathematics with Data Science | P.G. | 2 Years | 2021-22 | 15 |

Methodology of the Audit

A questionnaire is prepared for verification as per the current NAAC manual for assessment and accreditation framework. Data were collected from all teaching departments, the administrative office, the NSS office, student representatives from different clubs and college unions, the Vaikhari Centre, and V. T. Pathanakendram. After that, a meeting with IQAC and the heads of all departments was held, and the observation was finalized.



Observation

1. Department of Commerce and Management Studies

M. Com Finance

| Total | | SC | | ST | | Gen | | Others | |
|------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Sanctioned | Admitted | Reserved | Admitted | Reserved | Admitted | Reserved | Admitted | Reserved | Admitted |
| 31 | 27 | 4 | 5 | 1 | 0 | 14 | 14 | 12 | 8 |

B. Com Finance

| Total | | SC | | ST | | Gen | | Others | |
|------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Sanctioned | Admitted | Reserved | Admitted | Reserved | Admitted | Reserved | Admitted | Reserved | Admitted |
| 67 | 64 | 9 | 12 | 3 | 0 | 30 | 30 | 25 | 22 |

BBA Finance

| Total | | SC | | ST | | Gen | | Others | |
|------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Sanctioned | Admitted | Reserved | Admitted | Reserved | Admitted | Reserved | Admitted | Reserved | Admitted |
| 57 | 53 | 8 | 11 | 3 | 0 | 24 | 24 | 22 | 18 |

Add-on Courses

- Certificate Course in Service Marketing
- Value Added Course in Digital Marketing
- Value Added Course in Business Environmental Values
- Certificate Course in Labour Laws related to MSME
- Value Added Course on EXCEL
- Certificate Course in Financial Modelling
- Value Added Course in Business Ethics and Environmental Values
- Certificate Course in Strategic Management
- Certificate Course in Financial Risk Management

Findings

1. Feedback file is partially completed
2. Adhar number is not included in student enrolment list
3. Student signature is missing in internal mark file
4. Add activities in collaboration file
5. List of students in Placement and Progression is not included the Identity card
6. Keep the BBA student profile in department of Management Studies



2. Department of Computer Science

M. Sc. Computer Science

| Total | | SC | | ST | | Gen | | Others | |
|----------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Sanctio ned | Admitt ed | Reserv ed | Admitt ed | Reserv ed | Admitt ed | Reserv ed | Admitt ed | Reserv ed | Admitt ed |
| 20 | 16 | 3 | 4 | 1 | 0 | 8 | 8 | 8 | 4 |

Add-on Courses

- Certificate Course in Full Stack Development
- Certificate Course in Computer Hardware Assembly

Findings

1. Feedback file is partially completed
2. Student profile is not complete
3. Add activities in collaboration file
4. Student grievances on internal mark file is incomplete
5. Alumni file not included the financial details

3. Department of Economics

BA Economics with Foreign Trade

| Total | | SC | | ST | | Gen | | Others | |
|----------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Sanctio ned | Admitt ed | Reserv ed | Admitt ed | Reserv ed | Admitt ed | Reserv ed | Admitt ed | Reserv ed | Admitt ed |
| 69 | 60 | 9 | 11 | 3 | 0 | 30 | 29 | 27 | 20 |

Add-on Courses

- Certificate Course in Goods and Service Tax
- Certificate Course in Credit Risk Measurement and Management

Findings

1. Feedback for Certificate course is not analyzed
2. No proof from University regarding omission of Project in 2021-22
3. Budget is not included in Seminar Report
4. List of students in scholarship file is not complete



4. Department of History

| Total | | SC | | ST | | Gen | | Others | |
|------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Sanctioned | Admitted | Reserved | Admitted | Reserved | Admitted | Reserved | Admitted | Reserved | Admitted |
| 48 | 35 | 6 | 5 | 2 | 0 | 20 | 20 | 20 | 10 |

Add-on Courses

- Certificate course in Tribal Ethnography

Findings

1. No certificate course file
2. Faculty attended valuation camps not filed the attendance certificate
3. Update the BoS meeting attended
4. Details of online class not included in timetable
5. Result analysis to be discussed

5. Department of Mathematics

M. Sc. Mathematics with Data Science

| Total | | SC | | ST | | Gen | | Others | |
|------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Sanctioned | Admitted | Reserved | Admitted | Reserved | Admitted | Reserved | Admitted | Reserved | Admitted |
| 18 | 15 | 2 | 3 | 1 | 0 | 7 | 7 | 8 | 5 |

B. Sc. Mathematics

| Total | | SC | | ST | | Gen | | Others | |
|------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Sanctioned | Admitted | Reserved | Admitted | Reserved | Admitted | Reserved | Admitted | Reserved | Admitted |
| 46 | 32 | 6 | 4 | 2 | 0 | 20 | 19 | 18 | 9 |

Add-on Courses

- Value Added Course in Latex
- Certificate Course in Python

Findings

1. Certificate sample is not filed in Add-on Course file
2. External examiner sign is missing in student project
3. Details of online classes should include in timetable file
4. POs/COs are not included in PG question paper



6. Department of Sanskrit

BA Sanskrit Sahitya

| Total | | SC | | ST | | Gen | | Others | |
|----------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Sanctio ned | Admitt ed | Reserv ed | Admitt ed | Reserv ed | Admitt ed | Reserv ed | Admitt ed | Reserv ed | Admitt ed |
| 48 | 35 | 6 | 5 | 2 | 0 | 20 | 20 | 20 | 10 |

Findings

1. Appointment letter for BoS Members are not filed
2. Feedback file is incomplete
3. Updates are not in Remedial course file
4. Seminar/workshop files not included feedback analysis
5. List of students got awards or medals in sports and cultural events not included copies of their certificate

7. National Service Scheme

Findings

1. Extension activities are filed
2. Green initiatives of NSS should be collaborate with Nature Club

8. Administrative Office

Findings

1. UGC STRIDE files are not included collaboration letters
2. Internal audit is not conducted

9. V. T. Pathanakendram

Findings

1. V. T. awards are pending for the years 2021 and 2022.
2. Internal audit is not conducted

10. Vaikhari Centre for Research in Kerala Heritage

Findings

1. UGC STRIDE Component 1 minor projects and academic activities are completed



Summary of Observation

Criteria I: Curricular Aspects

- Academic Calendar revised by University of Calicut due to Covid Pandemic
- Curriculum transactions and internal assessments are both conducted online, and the external examinations are conducted using the Covid protocol.
- NPTEL Swayam local Chapter: Students are registered in the NPTEL Swayam platform
- Students are registered in the Coursera Campus
- Certificate, diploma, and value-added programs – 13
- Students completed the course – 423/953 (44.38% of total Students)
- Project completed – 34.12%
- Feedback – Teacher, Student and Alumni

Criteria II: Teaching, Learning and Evaluation

- 85.4% of sanctioned Seats are filled
- Registered in G suite, Google Classroom
- Google Meet, Zoom
- Full-time teachers hold NET/SET/Ph.D. qualifications – 33/35 - 84.29%
- The student-full-time teacher ratio – 28.267%
- A total of 84.07% of the students qualified for the UG/PG examination in the year

Criteria III: Research, Consultancy and Extension

- Seminars/ Workshops – 14
- Faculty Publication - ISSN -3 and ISBN -22
- Extension activities – 39 in number it includes Covid pandemic related programmes and green initiatives
- Collaborative activities - 7 new MoUs/Linkages

Criteria IV: Infrastructure and Learning Resources

Renovation of playground and maintenance of infrastructure

Criteria V: Student Support and Progression

- Approximately 89% of students benefitted from scholarships and free ships
- Capacity building programmes – 14
- Guidance for competitive examinations and career counselling – 20.9% of outgoing students
- Placement or progression- 37.65% of outgoing students
- State/ national/level qualifying examinations - 5 students qualified
- Sports and arts – 35 medals /Achievements in university/State/National level
- Number of sports and cultural programs – 37
- The grievance redressal mechanism was added to the online form for submitting grievances.



Criteria VI: Governance, Leadership and Management

- E-Governance (PRISM/ SPARK/PFMS) – in the year, all the academic and administrative functions are made through different modes of E-Governance due to the pandemic restrictions
- Faculty attended conferences/ workshops/ membership in Professional Bodies – 27
- Professional Development/Administrative training programs: 67.5% participated in FDP, MDP, and other programmes.

Criteria VII: Innovations and Best Practice

- In 2021-22, the institution conducted a gender audit to ensure gender equity in the institution.
- The college has a "Gender Policy".
- The Women's Cell has organized various awareness programmes.
- The college's Green policy reflects a commitment to environmental sustainability.
- Best practices:
 - *Vaikhari* Centre for Research in Kerala Heritage conducted research on the UGC STRIDE Component 1 project and seminars related to IKS.
 - *Spandanam* –The programme positively impacted society through the Covid Relief, Environmental, Palliative care and other activities.
 - Distinctiveness:
V T Pathanakendram continues the activities through online workshops and offline activities. The V.T. Award has not been arranged for the year because of Covid restrictions.



Recommendations for Teaching Departments

- 1. Department of Economics**
 - ✓ Certificate course Feedback should be analysed
 - ✓ Financial data on seminar should be included in report
- 2. Department of Commerce**
 - ✓ Internal evaluation report should be informed to student
 - ✓ Keep the BBA student profile in department of Management Studies
- 3. Department of Mathematics**
 - ✓ Programme Outcomes and Course Outcomes should be included in Question papers
- 4. Department of Computer Science**
 - ✓ Alumni file should include the financial details
- 5. Department of Sanskrit**
 - ✓ List of students got awards or medals in sports and cultural events should include copies of their certificate
- 6. Department of History**
 - ✓ Certificate course file should include assessment report and summary report

Overall Recommendations

- ✓ Add more certificates/diplomas/value-added courses for curriculum enrichment to overcome the difficulties mentioned in the feedback on the Curriculum.
- ✓ Ensure the participation of faculty members on the board of studies to upgrade the Curriculum.
- ✓ Encourage students to enrol in online courses
- ✓ Continue the IKS-related activities of *Vaikhari*
- ✓ Provide FDPs for MOOC development
- ✓ Construct a multimedia lab or digital recording room for MOOC development
- ✓ E-Governance – Implement a comprehensive ERP system
- ✓ Complete the research projects as per UGC STRIDE component 1
- ✓ VT Pathanakendram may initiate programmes in offline mode and re-instate the V T Award
- ✓ Seminar hall should be renovated with increased seating capacity.



Format for Academic Audit

CRITERIA I

CURRICULAR ASPECTS

Internal Audit for the Academic year 2021-22

Department:

Date:

| File No | File Name | Status of the File | | |
|---------|--|--------------------|----|---------|
| | | Yes | No | Remarks |
| 1.1. | Curriculum Planning and Implementation | | | |
| File 1 | Appointment Letter of BoS/Academic Council | | | |
| File 2 | Details of Certificates of add on /Value added/Certificate course <ul style="list-style-type: none"> • Syllabus • Number of Hours • Attendance • Certificate | | | |
| File 3 | Details of Valuation Camps attended Copies of Duty Certificates | | | |
| 1.2. | CBCS Programme | | | |
| File 4 | Name and Code of Programme | | | |
| File 5 | Front page of Syllabus | | | |
| File 6 | Page containing a summary of all Courses | | | |
| 1.3. | Curriculum enrichment | | | |
| File 6 | Name and Code of Course/Project | | | |
| File 7 | Front page of all Projects | | | |
| File 8 | Details of Internships <ul style="list-style-type: none"> • Name of the Programme • Name and number of students doing internships | | | |
| 1.4. | Details of courses on professional ethics, gender equality, human values, environment and sustainability | | | |
| File 9 | Minutes of BoS/Academic Council meetings with approval for those courses | | | |



| | | | | |
|---------|---|--|--|--|
| File 10 | Syllabus of papers that have highlighted contents and a short description of the course | | | |
| 1.5. | Feedback –Proof of feedback taken | | | |
| 1.6. | Department Activity Calendar | | | |

Suggestions:

Signature of members:

Signature of IQAC coordinator

Signature of Principal



CRITERIA II
TEACHING – LEARNING AND EVALUATION
Internal Audit for the Academic year 2021-22

Department:

Date:

| File No | File Name | Status of the File | | |
|---------|--|--------------------|----|---------|
| | | Yes | No | Remarks |
| 2.1. | Student Enrolment and Profile | | | |
| File 1 | Details of Admitted Students | | | |
| File 2 | Details of All Students Enrolled | | | |
| File 3 | Student Profile | | | |
| 2.2. | Catering to Student Diversity | | | |
| File 4 | Report on Scholar Enrichment Programme | | | |
| File 5 | Report on Student Remedial Programme | | | |
| 2.3. | Teaching Learning Process | | | |
| File 6 | Details regarding Students' Centric Programmes | | | |
| File 7 | Mentors' Diary | | | |
| 2.4. | Teacher Profile and Quality | | | |
| File 8 | Teacher Profile | | | |



| | | | | |
|---------|--|--|--|--|
| | | | | |
| 2.5. | Evaluation Process and Reforms | | | |
| File 9 | Internal Marks with Students Signature | | | |
| File 10 | Details regarding Assignments/Seminars | | | |
| File 11 | Details regarding Class Test | | | |
| File 12 | Details regarding Grievance Redressal | | | |
| 2.6. | Student Performance and Learning Outcome | | | |
| File 13 | Programme Outcomes (Pos) and Course Outcomes (Cos) | | | |
| File 14 | Result Analysis | | | |
| 2.7. | Student Satisfaction Survey | | | |
| File 15 | Survey Report | | | |

Suggestions:

Signature of members:



Signature of IQAC coordinator

Signature of Principal

CRITERIA III

Research, Innovations and Extension

Internal Audit for the Academic year 2021-22

Department:

Date:

| File No | File Name | Status of File | | |
|------------|---|----------------|----|---------|
| | | Yes | No | Remarks |
| 3.1 | Research Projects and Research Proposals | | | |
| File 1 | 3.1.1. Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs) | | | |
| File 2 | 3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years • List of teachers along with the department affiliation, title of the funded project, the amount and the funding agency during the last five years. • Data provided in this metric to match with that of 3.1.1 • Grants given by their own trust / sister institutions not to be included Grants in the form of Equipments/ software / skill development centres will not be considered 19. | | | |
| File 3 | 3.1.3 Number of Seminars/ conference /workshops conducted by the institution during the last five years | | | |
| 3.2 | Faculty Profile | | | |
| File 4 | 3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last year | | | |
| File 5 | 3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last year | | | |



| | | | | |
|------------|--|--|--|--|
| 3.3 | Extension Activities | | | |
| File 6 | 3.3.2 Number of awards and recognitions received for extension activities from government / government recognized bodies during the last five years • E-copy of the award letters • Any supporting document in relevance to the metric • These awards are to the institution and not to the individual and for extension activities only. • Awards to the individuals should not be considered here. • Awards received other than Extension activities are not to be considered. • Awards from own trust / sister institutions not to be considered. • Awards local in nature such as Urban/local bodies/ Panchayat etc are to be avoided. 23. | | | |
| File 7 | 3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last year | | | |
| File 8 | 3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last year | | | |
| 3.4 | Collaboration and Linkages | | | |
| File 9 | 3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student | | | |
| File 10 | 3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last | | | |

Suggestions:

Signature of members:



Signature of IQAC coordinator

Signature of Principal

CRITERIA IV
INFRASTRUCTURE AND LEARNING RESOURCES
Internal Audit for the Academic year 2021-22

Department:

Date:

| File No | File Name | Status of the File | | |
|---------|--|--------------------|----|---------|
| | | Yes | No | Remarks |
| 4.1.3 | Percentage of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc. | | | |
| 4.1.4 | Average Percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs) | | | |
| 4.2.2. | The institution has subscription for the following eresources 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access toe-resources Options: A. Any 4 or more of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above | | | |
| 4.2.3 | Average annual expenditure for purchase of books/ebooks and subscription to journals/e-journals during the last five years (INR in Lakhs) | | | |
| 4.2.4 | Percentage per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year) | | | |
| 4.3.2 | Student – Computer ratio (Data for the latest completed academic year) | | | |
| 4.3.3 | Bandwidth of internet connection in the Institution Options: A. \geq 50 MBPS B. 30 - 50 MBPS C. 10 -30 MBPS D. 10 - 5 MBPS E. $<$ 5 MBPS | | | |



| | | | | |
|--------------|--|--|--|--|
| 4.4.1 | Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs) | | | |
|--------------|--|--|--|--|

Suggestions:

Signature of members:

Signature of IQAC coordinator

Signature of Principal

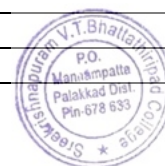


CRITERIA V
STUDENT SUPPORT AND PROGRESSION
Internal Audit for the Academic year 2021-22

Department:

Date:

| File No | File Name | Status of the File | | |
|--------------|---|--------------------|----|---------|
| | | Yes | No | Remarks |
| 5.1 | | | | |
| 5.1.1 | Govt. Scholarship | | | |
| | Self-attested letter with list of students. | | | |
| | Sanction letter of Scholarships. | | | |
| | Proof of funds | | | |
| | Contact details of agency. | | | |
| 5.1.2 | Non Govt. Scholarship | | | |
| | Self-attested letter with list of students. | | | |
| | Sanction letter of Scholarships. | | | |
| | Proof of funds. | | | |
| | Contact details of agency. | | | |
| 5.1.3 | Capacity Building | | | |
| | Soft Skill enhancement Programs | | | |
| | Brochure of events conducted | | | |
| | Reports, | | | |
| | Attendance | | | |
| | Geo-tagged Photos, Certificates, | | | |
| | Feedback, | | | |
| | Web link. | | | |
| 5.1.4 | Guidance for Competitive exams | | | |
| | Brochure of programs, Circulars, | | | |
| | Details of resource person, Reports, | | | |
| | Attendance, | | | |
| | Geo-tagged Photos, Certificates, | | | |
| | Feedback, | | | |
| | Web link, | | | |
| | Newspaper Cutting | | | |



| | | | | |
|--------------|--|--|--|--|
| 5.1.5 | Grievance and Redressal | | | |
| | Minutes of the meetings of Student Redressal Committee, | | | |
| | Prevention of sexual harassment committee and Anti Ragging committee | | | |
| | Proofs of constitution of committee | | | |
| | Document for mechanism for redressal | | | |
| | Reports of grievances and mechanism with timeline | | | |
| | Geo tagged photos | | | |
| | Web link" | | | |
| 5.2.1 | Placement | | | |
| | Report of Placement events, | | | |
| | Details of Students Placed, | | | |
| | Offer letters, Salary Package.... | | | |
| 5.2.2 | Student Progression | | | |
| | Details of Progression(UG - PG, PG- Mphil, PG- PhD), Copy of ID Card, Copy of TC taken, Higher Degree Certificate) | | | |
| 5.3.1 | Awards & Medals | | | |
| | Details of awards for Outstanding Performance in Sports & Cultural Events. | | | |
| | List of Students.... | | | |
| | E-Copies of award letter, Certificate | | | |
| 5.3.2 | Students Representation | | | |
| | List of Students and Administrative body which student represents , | | | |
| | Meeting Minutes of committees involving students, Report of Activities | | | |
| 5.3.3 | Sports & Cultural Events in which Students Participated | | | |
| | Event Report, Circular, Brochure, certificate copies | | | |
| | Geo tagged photos, | | | |
| | Name of the event/activity | | | |
| | Name of the student participated" | | | |



| | | | | |
|--------------------------|--|--|--|--|
| 5.4.1 & 5.4.2 | Alumni Contribution | | | |
| | Report of the activity | | | |
| | Meeting minutes Copy of registration Certificate Supporting Documents of Alumni contribution and engagements | | | |
| | • | | | |
| | • | | | |

Suggestions:

Signature of members:

Signature of IQAC coordinator

Signature of Principal



CRITERIA VI

Governance, Leadership and Management

Internal Audit for the Academic year 2021-22

Department:

Date:

| File No | File Name | Status of the File | | |
|---------------|---|--------------------|----|---------|
| | | Yes | No | Remarks |
| 6.2.2. | Areas of E-Governance | | | |
| | Administration | | | |
| | Finance and Accounts | | | |
| | Student Admission and support | | | |
| | Examination | | | |
| 6.3. | Faculty empowerment strategies | | | |
| 6.3.2. | Average percentage of teachers provided with financial support to attend the conference/workshops and membership fee of professional bodies during the last year | | | |
| 6.3.3. | Average number of professional development /administrative training programs organized by the institution for teaching and non-teaching during last year | | | |
| 6.3.4. | Average percentage of teachers attending professional development programme Orientation , Refresher Course Short-term Course ,Faculty Development Programme last year | | | |
| 6.4.2 | Funds / Grants | | | |
| | Funds / Grants from nongovernment bodies, individuals, philanthropers during the last five years (not covered in Criterion III received | | | |
| 6.5.3 | Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell(IQAC); Feedback collected, analyzed and used for improvements 2. Collaborative quality initiatives with other institution(s) | | | |



| | | | | |
|--|---|--|--|--|
| | 3. Participation in NIRF 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) | | | |
|--|---|--|--|--|

Suggestions:

Signature of members:

Signature of IQAC coordinator

Signature of Principal



CRITERIA VII

Governance, Leadership and Management

Internal Audit for the Academic year 2021-22

Department:

Date:

| File No | File Name | Status of the File | | |
|---------|--|--------------------|----|---------|
| | | Yes | No | Remarks |
| 7.1.1. | Number of gender equity promotion programs organized by the institution during the last five years | | | |
| 7.1.3 | Environmental Consciousness and Sustainability Alternate Energy initiatives such as: Percentage of annual power requirement of the Institution met by the renewable energy | | | |
| 7.1.4 | Percentage of annual lighting power requirements met through LED bulbs (Current year data) | | | |
| 7.1.8 | Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years (INR • Audited financial statement highlighting the expenditure on green initiatives and waste management • The extract of expenditure should focus only on green initiatives and waste management. The list of the documents is only suggestive. If the Institution has any other relevant documents besides those mentioned by NAAC, the same may be uploaded Page 30 in Lakhs) | | | |
| 7.1.9 | Differently abled (Divyangjan) friendliness Resources available in the institution 1) Physical facilities 2) Provision for lift 3) Ramp / Ramps 4) Braille Software/facilities 5) Rest Rooms 6) Scribes for examination 7) Special skill development for differently abled students 8) Any other | | | |



| | | | | |
|---------------|--|--|--|--|
| | similar facility (Specify) Options: A.7 and more of the above B.At least 6 of the above C.At least 4 of the above D.At least 2 of the above E.None of the above | | | |
| 7.1.10 | Inclusion and Situatedness Number of specific initiatives to address locational advantages and disadvantages during the last five years | | | |
| 7.1.11 | Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere) | | | |
| 7.1.12 | Human Values and Professional Ethics Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal / Officials and support staff | | | |
| 7.1.13 | Display of core values in the institution and on its website | | | |
| 7.1.14 | The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations | | | |
| 7.1.15 | The institution offers a course on Human Values and professional ethics | | | |
| 7.1.16 | The institutional functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions | | | |
| 7.1.17 | Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, NonViolence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of | | | |



| | | | | |
|--|---|--|--|--|
| | fundamental duties during the last five years | | | |
|--|---|--|--|--|

Suggestions:

Signature of members:

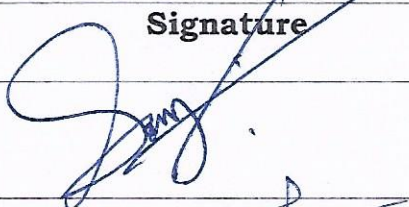
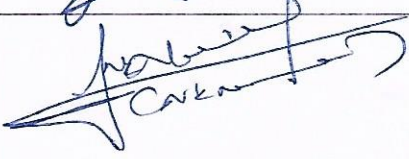


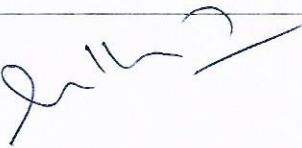
Signature of IQAC coordinator

Signature of Principal



Certificate

We hereby certify that the academic audit for the year 2021-2022 was conducted in accordance with the prescribed norms and that the findings and recommendations are presented accurately.

| Sl. No. | Name and Designation | Signature |
|---------|--|---|
| 1. | Dr.Sony Kuriakose IQAC Cooridinator Nirmala College,Muvattupuzha |  |
| 2. | Mr. Nikhil N K, Audit Committee Member, Rajagiri College of Social Sciences, Kalamassery |  |
| 3. | Dr. Jayan Erancherillam Principal, Sreekrishnapuram V T Bhattathiripad College, Mannampatta |  |
| 4. | Mr. M. K. Narayanan Namboothiri Secretary, North Zone, Sreesankara Trust |  |
| 5. | Dr. Saritha Namboodiri Coordinator, IQAC Sreekrishnapuram V T Bhattathiripad College, Mannampatta |  |

Mannampatta

28-01-2023

