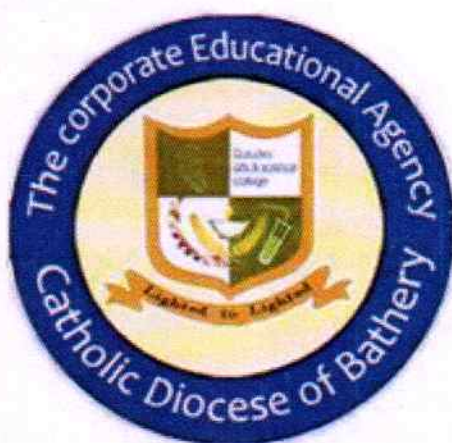


# **ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2022-23**



**GURUDEV ARTS AND SCIENCE COLLEGE, MATHIL**  
**Affiliated to Kannur University, Kannur**  
**(Managed by Catholic Diocese of Bathery)**

**PERIOD OF ASSESSMENT :2022-2023**

**DATE OF AUDIT: SEPTEMBER 24, 2022**

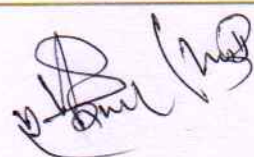
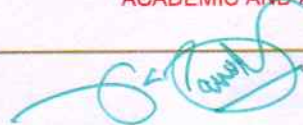
**The Audit Committee:**

1. Rev Fr. Dr. Gigi Thomas (Dean of Studies, Accreditation Ambassador Mar Ivanios College (Autonomous), Trivandrum.
2. Dr. Jijimon K Thomas (Principal, Mar Ivanios College (Autonomous), Trivandrum)
3. Dr. P C Sreenivas (Principal, Gurudev Arts and Science College, Mathil)
4. Rev. Fr. Samuel Puthuppady (CEO and Director of Gurudev Arts and Science College, Mathil)
5. Mrs. Sindhu P K (NAAC Coordinator, Gurudev Arts and Science College, Mathil)
6. Mrs. Soumya C K (IQAC Coordinator, Gurudev Arts and Science College, Mathil)



### AUDIT SCHEDULE - SEPTEMBER 24, 2022

Time	Activity
9:00-9:20 am	Welcome And Reception
9:20-10:15 am	Presentation by the Principal
10:15-10:35 am	IQAC Presentation
10:45-12.30 pm	Department Presentations at Conference Hall
12.30-1:00 pm	Visit to College Office
1.00-1.15 pm	Visit To English Department
1.15-1.30 pm	Visit to Biochemistry Department/Lab
1.30-2.00 pm	Lunch Break
2:00-2.15 pm	Visit To Microbiology Department/Lab
2:15-2.30 pm	Visit To Commerce and Management/Lab
2.30-2.45 pm	Visit To Computer Science and Language Departments/Lab
2.45-3.00 pm	Visit To Chemistry Department/Lab
3.00-3.15 pm	Visit to Physics Department/Lab
3.15-3.45 pm	Visit to Mathematics & Social work Departments
3.45-4.00 pm	Tea Break
4.00-4.15pm	Visit to Psychology Department/Lab
4.15-4.30 pm	Visit to IQAC Office
4.30-5.00 pm	Visit to sports and other academic and physical facilities
5.00-5.30 pm	Interaction with IQAC and faculty
5.30-6.00 pm	Exit Meeting



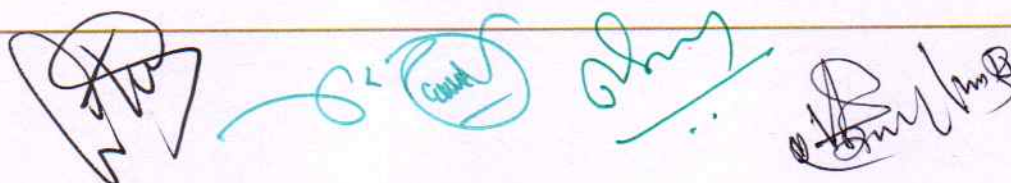
### General Observations:

1. The institution is a Self-financed Co-education Institution.
2. Affiliated to Kannur University.
3. Minority Institution in a rural area with adequate infrastructure and land area.
4. College enjoys regional reputation and goodwill
5. Progressive vision of the Management & Principal with a definite plan of action following a decentralized administrative network
6. Departments function in alignment with the institutional quality policies
7. Departments :12
8. PG Programmes: 5  
UG Programmes: 13
9. Permanent Faculty Members: 68
10. Permanent Support Staff:14
11. Students: 1192
12. Total faculty members with PhD - 3
13. An active and vibrant IQAC exists
14. Preparing for the first cycle of NAAC accreditation -SSR submitted.
15. Adequate facilities are provided in the library.
16. Support services such as canteen and hostels are provided

### Specific area-wise suggestions

#### College Office

1. Periodic surveillance audits may be performed for keeping records updated
2. Fee collection and payment is partially through online banking system.
3. ERP should be strengthened by bringing the whole administration system under it.
4. The institution keeps a proper book of accounts which is first audited internally and then is audited by a qualified Chartered Accountant.
5. Fees and charges received on account of admission fees, tuition fees, sports fees, examination fees etc. are verified based on the approved fee's structure.
6. Cash books are verified with counterfoil of receipt book and fees register verification of counterfoil copies of fees receipt with fees received register are done.

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### **Programmes, Curriculum, and Supportive Courses**

1. Specific documents may be kept in all departments regarding curriculum transaction, including Syllabus, Question papers, Remedial Classes, Tutorials, Bridge classes, Industrial visits, Work Diary, educational tours etc.
2. The institution currently offers 13 UG and 5 PG programmes.
3. There should be a mechanism to monitor the quality of supportive courses such as add-on programmes, certificate courses, etc launched by the departments
4. The institution has offered 9 add-on courses in the last academic year. Efforts have been taken to enroll students to platforms like SWAYAM, MOOCs, and COURSERA.
5. Twenty-seven clubs are actively functioning in the institution.
6. The Institute follows own Academic Calendar based on the affiliating University Calendar.
7. Group discussions, PPT presentations, YouTube classes, peer learning, assignments, field visits, laboratory experiments are some of the salient features of curriculum delivery.

### **Teacher Quality/ Teaching Learning and Evaluation**

1. Systematic planned training should be given to all teachers on all areas of academics.
2. Professional skill development of the teaching and non-teaching faculty has to be insisted and monitored so that a higher level of educatedness can be ensured in the campus
3. The digital learning content developed by teachers has to be appreciated
4. Blended system of teaching integrating technology has to be encouraged in accordance with the present-day requirements.
5. Overall Results of the institution has to be improved.
6. Outcome evaluation and analysis should be done meticulously. A monitoring committee may be formed for the purpose.
7. Group discussions, PPT presentations, YouTube classes, Peer learning, Assignments, Field visits, Laboratory Experiments are some of the salient features of curriculum delivery.
8. College is proactive in providing teaching support system in the form of smart classrooms, digital library, Wi-Fi enabled classrooms etc.

### **Research and Extension**





1. Research activities are relatively less in the campus. More research centers are recommended.
2. The institution can go for Multidisciplinary bilingual research journal with ISSN
3. A very few numbers of faculty have PhD qualification.
4. More number of research publications by the faculty members are required. It is recommended that a faculty member may publish average two papers in an year.
5. The college shall revise its research policy and implement accordingly. Faculty members shall carryout major and minor research projects and publish research articles consistently.
6. Quite a good number of extension activities are undertaken by all departments.
7. It is laudable that the Received Institutional Excellence Award by AIRIO has been obtained for the extension activities of the institution.

#### **Administrative Staff**

1. Appropriate training should be given to each of the administrative staff to strengthen the office functioning through e-governance.
2. Continuous training shall be given to the administrative staff to improve their IT skills.
3. Soft Skills training shall be provided to enhance staff-student, staff-faculty relationships.

#### **Governance**

1. Vision and Mission of the Institution is followed all through the planning
2. An inclusive system of Management was observed
3. A Development plan and a policy document exists, with timely implementation
4. Sufficient number of welfare measures are provided to the staff. However, it can be enhanced further.
5. Lack of Specific Professional training for teachers and administrative staff are observed and hence emphasis shall be given to this direction.
6. Only partial execution of e-governance is seen implemented in the areas of admission of students, fee payments, maintenance of accounts and examinations. Hence, it is advised to implement the fully e-governance process for a better administration and efficacy.
7. The college has already framed its well-defined vision and mission with a flair for inclusive growth. The vision and mission are reflective in the functioning of the college and is constantly evaluated by the IQAC and the Academic Council. The Governing Council headed by CEO and Director of the Institution, monitor the process and make suggestions.
8. All the stakeholders of the college are a part of the decision-making process through various academic and administrative bodies and keep the democratic values in all activities. Inclusiveness is quite reflective in all its action.



9. The IQAC is taking a lead role in implementing all quality enhancement action plans and is functioning very effectively and efficiently.

### **Infrastructure**

1. The institution has adequate number of classrooms with required facilities
2. The institution has a well-constructed Basketball playground.
3. The institution has a mini playground for the practice of football, volleyball and Cricket.
4. A Large 8 tracked turfed stadium is under construction
5. A separate sports room is available for keeping the sports item and to arrange for minor meeting.
6. The institution has an agreement with a privately owned indoor stadium near the institution for the practice of badminton game.
7. It is reported that the institution has also an MOU with the Local body (Grama panchayat) for using the Panchayat playground.
8. Institution has provisions for playing indoor games such chess, carom and table tennis. Yoga hall is also part of the indoor sports facilities. Also, there is a provision for practicing Karate and Kalari in the institution.
9. The seminar hall is used for most of the cultural fest and activities of the institution. Major programmes like College Day, Fine Arts day etc. are being conducted in the open stage.
10. The whole campus is completely Wi-Fi enabled with adequate band width provided.
11. The Institution maintains ample IT infrastructure and updates it frequently for the effective teaching learning process.
12. The college has operative mechanism for monitoring periodically and maintaining the IT infrastructure established on the campus.
13. There are a total of 55 computers installed in various teaching departments of the campus exclusively for academic purpose.
14. The internet bandwidth is 100 Mbps.
15. 21 IP cameras with 4TB hard disk were installed outside the college premises and 16 HD cameras were placed in the examination halls and rooms.
16. EPBX public address system was there in the campus.

### **Student support and Progression**

1. Student representation is ensured in Academic council, Anti-ragging Committee, Grievances Redressal Cell and Women Cell.



2. 13 students from various departments were nominated to the IQAC.
3. Students' union is formed every year through the election process as per the Kannur University regulations.
4. The students' union functions very effectively and is acting as a linkage between the management and the students.
5. The student's union with the support of faculty members in charge, is entrusted with the task of conducting various academic, cultural, co-curricular and other quality improvement programmes in the campus.
6. The NSS Unit of the institution is active and chalk out many extension and outreach activities every year.
7. The College has as a registered Alumni association. The college also conducts departmental level alumni meet every year. Interactive sessions with prominent alumni members are also conducted every year, by all departments. With the financial and technical support of departmental alumni, many workshops and webinars were arranged being for the students.
8. The Department of Computer Application, the Department of Microbiology, the Department of Mathematics, the PG department of Commerce and the Department of Physics have organized various programmes in association with the alumni of the college.

#### **Library**

1. The college has an impressive Library infrastructure and also constituted a Library Advisory Committee.
2. The library building has an area of 2860 sq.ft and it has a seating capacity for 80 students.
3. Library is automated with KOHA software.
4. Separate computer terminal is provided for accessing E- resources.
5. Library also consists of separate reading / writing area, newspaper and journal display, stack area, computer terminals, circulation section, new arrivals display and reference section.
6. Library Advisory Committee meets regularly and making statutory approval for conducting its activities including book fairs, matters related to library automation, purchase of books etc.

#### **MoU's and Collaborations**

1. The college has executed many MoUs , linkages and collaboration with reputed organizations.
2. Placement Cell of the college is functioning smoothly, but it should also focus on starting agreements with Industrial establishments for providing training to students, enabling them to be placed in industrial firms on completing their academic programmes.
3. Student exchange activity between the college and outside institutions or student visit to other institutions is confined only to execute course project work and associated



experimental part of the work. It shall also be extended further to other academic activities other than project work.

4. College should also look into possibilities of collaborations with institutions for new areas of study as per the new NEP.
5. National and international exposure for faculty members, by encouraging them in participating conferences and workshops, shall be encouraged

### **Documentation**

1. All the departments maintain good documentation of activities, events and database. , Proper monitoring by the IQAC is very much appreciated.
2. A common format for documentation of student participation/involvement in various activities, the maintenance of student attendance and the report of various events is framed by the IQAC and the same is collected.
3. Documentation in digital mode is also established by the IQAC.

### **Statutory Committee, Clubs, Cells and Associations**

1. Statutory committees like Women's cell, gender justice forum, Internal Complaint Committee are actively functioning in the institution.
2. Various awareness and sensitization programmes have been organized under various clubs.
3. The NSS unit also conducted various societal and outreach programmes.
4. The college has taken utmost importance in addressing issues relevant to the green environment in the campus through the eco-club established.
5. The Committees, Clubs and Cells are ample to meet the academic and non-academic requirements of the students. However, a bigger number of events should be organized to enhance the campus experience and overall development of the students.

### **Department Observations**

#### **a) Department of Microbiology**

- Proper maintenance of the laboratories and equipments are observed.
- The department clubs shall be made more productive.
- The working environment and cordiality among staff within the department is good.

#### **b) Department of Commerce & Management**

- Results, though satisfactory, must be improved further.
- More programmes on entrepreneurship are suggested
- ICT and smart systems are not fully in use.

- c) Department of Computer Science
- Results, though satisfactory, must be improved further.
  - More activities on experiential learning are suggested.
- d) Department of Languages
- Revamping the staff room is required.
  - More number of academic and co-curricular programmes shall be conducted in association with the clubs
- e) P.G Department of Physics
- Fairly good documentation is done
  - Faculty members are encouraged to develop a strategic plan for the further growth of the department.
- f) P.G Department of Chemistry
- Proper maintenance of the laboratories and equipment. Cleanliness is highly appreciated.
  - The stocks registers should be authenticated.
  - The chemical waste management system is good and functional.
- g) Department of English
- The exam results are satisfactory.
  - The communications to the University with respect to Curriculum revision should be properly documented.
  - Sensitization programmes for students shall be initiated.
  - The department shall work effectively for the training of students in speaking and writing. Language labs will be highly beneficial in this regard.
- h) Department of Biochemistry
- Fairly good documentation
  - Proper maintenance of the laboratories and the equipment.
  - Examination results are good.
- i) Department of Social Work
- Specific women empowerment programmes should be organized for students.
  - Career oriented and add-on courses should be offered,
- j) Department of Psychology



- Technical facilities available are under utilized
- Add-on courses can be more specific and supportive

k) P.G Department of Mathematics

- The department organizes many academic activities.
- More extension activities shall be initiated
- Smart board should be efficiently utilized.

l) NSS, Clubs, Committees

- Sensitisation programmes shall be initiated for the students
- Community collaborations should be improved and student-community rapport shall be established to undertake socially relevant projects

m) Website

- The college website is managed well and is fairly good
- Information of various programmes and events are properly uploaded.
- However, the website should be updated on a regular basis

n) IQAC

The following initiatives are suggested

- More Awareness programmes on the new NEP shall be conducted for the staff .
- Learning process shall be routed through learning platforms like Moodle for departments.
- Training programmes on Curriculum development shall be conducted.
- Quality Initiatives and Future Plans of IQAC shall be well projected.
- Career counseling/training and placement cell needs to be strengthened.

### General Suggestions

1. The college may take efforts to get permanent affiliation from the University.
2. It should initiate steps for obtaining recognition under section 2f and 12B from the UGC.
3. Need based and relevant certificate courses, enabling students to get attractive placement, shall be identified and started.
4. Modified questionnaire shall be prepared for taking feedbacks from stakeholders - students, teachers, parents, alumni, experts, non-teaching staff.
5. Special programs for the advanced learners and slow learners are to be encouraged.
6. Effectiveness of the mentoring process shall be assessed through a student satisfaction survey and revised if needed.



7. It is recommended to develop an eco-system suitable for inculcating innovation, research, knowledge sharing and entrepreneurship skills among the students.
8. Research publication by each faculty member is required. At least two publications per faculty per year shall be maintained.
9. Career counseling and placement cell established in the college needs to be strengthened, realizing the importance of this cell.
10. Appropriate action must be taken for overall quality enhancement in all professional planning, Infrastructure, student outcome and administration process.
11. The Institutional Development Plan shall be amended to meet the requirements of NEP
12. Specific training programmes like Curriculum transaction, student centred activities, Professional skills, Counselling, Evaluation systems, Curriculum design etc shall be planned and executed.
13. Recommended to establish Green Campus Initiatives Policy, Disabled friendly, barrier-free environment policy.
14. Maintaining of quality of teaching and mentoring by the teachers is very much recommended. Research collaborations and faculty exchange shall also be promoted.
15. Although class rooms are provided with Projectors, technology assisted teaching should be promoted further.

### Conclusion


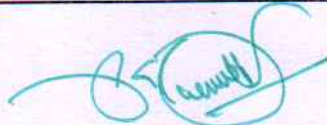



The academic and administrative performance of the institution, the strength of the faculty members and departments as a whole are assessed during this audit process. The strength, the limitations and the opportunities of each department is evaluated. The quality checks are performed on different activities undertaken in all departments. The students, faculty members and supporting staffs expressed their satisfaction with the college and the management. The overall discipline maintained in the campus is excellent. The college stands out as an institution of academic excellence in comparison with the nearby institutions. The institution is effectively utilizing the opportunities in the campus for socially responsible activities and is highly appreciated. A highly visionary and dedicated management strongly supports the functioning of the college in all possible means.

### Acknowledgment

The Academic and Administrative Audit Committee feel honored and take this opportunity to express sincere thanks and gratitude to the management, the Principal and the College authorities for being invited to conduct the audit. The committee would also like to express heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation along with the hospitality that has been extended to them during the audit conducted.



**Audit Team Signature:**

1) Rev. Fr. Dr. Gigi Thomas (Dean of Studies, Accreditation Ambassador Mar Ivanios College, Trivandrum) External Expert	
2) Dr. Jijimon K Thomas (Principal, Mar Ivanios College, Trivandrum) External Expert	
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