# Internal Quality Assurance Cell

# Pavanatma College

Murickassery P.O., Idukki - 685604

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# Academic Audit Report 2018-19

Submitted to the

# Academic Council

April 2019

# Introduction

Pavanatma College is a first grade Arts/Science/Commerce Government Aided College affiliated to Mahatma Gandhi University, Kottayam. The College, a religious minority institution, is managed by the Corporate Educational Agency of the Catholic Diocese of Idukki. The college was established as a Junior College in 1982 by the Corporate Educational Agency of the Diocese of Kothamangalam with only two pre-degree batches. The college is located at the village Murickassery in the high-ranges of Idukki district. It was upgraded to a senior college in 1991 with the commencement of an undergraduate programme in Commerce. The college became a first grade college in 1995 with the introduction of the post graduate programme in Commerce. The University Grants Commission (UGC) recognized the college under section 2(f), 12(B)in the year 1997. In 2000, the National Assessment and Accreditation Council (NAAC) accredited the college at Three Star level. A mechanism for quality improvement, the Internal Quality Assurance Cell (IQAC) was established in the college in 2005. In the same year, the college came under the management of the Corporate Educational Agency, Diocese of Idukki. In the year 2006 NAAC re-accredited the college with B+ grade. Pavanatma started a community college in 2014 which conducts diploma programmes intended for the skill development of the local population.

All activities within the College are subject to the procedures mentioned in the College Quality Assurance Manual– 'Pavanatma Quality Manual (PQM)'. All staff undertake a key role in the management and implementation of quality assurance procedures and a collective responsibility for the same is distributed across a range of boards and committees. Ultimate responsibility for the approval of all quality assurance procedures rests with the Academic Council. The responsibility of framing, implementing and monitoring the quality assurance procedures lies with the Internal Quality Assurance Cell (IQAC) of the college. The procedures are reviewed periodically at the department level by the respective departments and at the institutional level by the IQAC. Departmental evaluative reports and the institutional annual Quality Assurance Report are submitted to the Academic Council annually by the coordinator of IQAC.

Quality Assurance within the College is managed by the IQAC, headed by the Principal. All quality assurance procedures are reviewed on a regular basis by the IQAC and the findings of such

reviews are presented to the Academic Council for review and approval. The Academic Council assesses the findings of the review and recommends proposed changes, if any, to the Administrative Council for ratification, after ensuring that such changes are in accordance with the institutional vision and mission. Any future amendments to the Quality policies and procedures will be documented in the manual PQM. The PQM is published on the College Website and the revised version is made available at the college library. Individual faculty members receive specific induction on the areas of the manual that specifically relate to their area of responsibility.

The IQAC is in charge of review, evaluation and revision of quality assurance procedures. It is responsible for monitoring all systems and policies across the College and their impact on the student experience and academic standards. The IQAC collects reports from the faculty-in-charge, the class mentor, and members of various committees and cells to assess the progress of the quality maintenance in various aspects. An internal end-semester review of the academic activities is conducted by the IQAC, and the report on the progress of various processes is submitted to the staff council. At the end of the academic year, the Principal visits each department and interacts with the faculty and staff, verifies the records and documents personally and receives the report from the HoD and coordinators of various cells and committees regarding all activities undertaken that year. From the findings of this audit, the Principal prepares his/her annual report to be submitted to the Administrative Council and to the stakeholders on the Annual Day. The internal audit helps the college rectify any shortcomings in the implementation of QMIS.

All departments submit to the IQAC an evaluative report on the activities undertaken that year. The report includes academic results, student activities, faculty improvement programmes, best practices and innovative methods of the department. IQAC reviews the report and submits its conclusion on the activities of all departments to the academic council. All clubs, forums and cells of the college also submit annual reports to the IQAC. These reports are used to review the activities of the clubs, forums and cells by the IQAC, which submits its conclusion along with recommendations for improvement of the quality procedures to the academic council.

In the above context, the Internal Quality Assurance Cell of Pavanatma College, Murickassery during its continuance pursuit of quality assurance, decided in the meeting held on 29/03/2019, to constitute a core team to conduct the academic audit for various academic units of the institution. The following members are included in the core team.

1. Fr. Jose Plachickal - Manager
2. Fr. James Punnaplackal - Bursar
3. Dr. Johnson V. - Principal
4. Dr. Bennichen Scaria - Vice Principal
5. Dr. Saji Joseph - IQAC Coordinator
6. Mr. Gijo George - NAAC Coordinator

The primary tasks to be performed by this team are department visits, inspection of various records, interface meetings with faculty members, proposing creative suggestions for betterment, and the preparation of a report mentioning the methodology and results of the audit to be placed in the IQAC and the Academic Council. The core team visited the departments during the months March and April 2019. Various records kept by the departments in registers, files and in digital form are observed. Based on the information given during the interface meetings and on the system of record keeping various suggestions were submitted. The various aspects considered for the analysis are presented in the following pages of this report.

## Objective

The Internal Quality Assurance Cell of Pavanatma College, Murickassery during its continuance pursuit of quality assurance, decided to constitute a core team to conduct the academic audit for various academic units of the institution. The academic audit is aimed at the following:

a. To check the completion status of the registers and other records kept in departments and other units of the College

b. To examine the updating status of Pavanatma Academic and Administrative Management System (PAAMS).

c. To interact with faculty members and other staff.

# I.  Department Visits

The audit team visited the departments based on the following schedule.

| Name of the Department | Date | Time |
|---|---|---|
| Chemistry | 01/04/2019 | 10.30 am |
| Physics | 01/04/2019 | 11.15 am |
| Mathematics | 01/04/2019 | 11.45 am |
| Commerce | 01/04/2019 | 12.15 pm |
| Economics | 01/04/2019 | 1.45 pm |
| English / Hindi | 01/04/2019 | 2.15 pm |
| Malayalam | 01/04/2019 | 2.45 pm |
| History | 01/04/2019 | 3.30 pm |

# II.  Inspection of Records

The audit team gave special focus on the updating of various registers, results, student achievements, etc. The list-wise files are inspected randomly.

# III.  Interface Meetings

The audit team interacted with the faculty members of each department about the records and their timely completion.

# IV.  Findings

The aftereffects of department visits, inspection of records and meetings are discussed below:

1.  Departmental records such as registers, files and other records have been updated by the majority of departments.
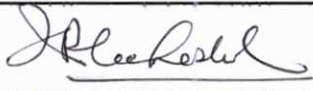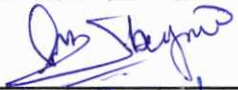
2. Departmental as well as personal records kept in PAAMS by individual faculty members are not completed in some departments.
3. Based on the interaction meetings, it is noticed that the staff of the college are trying to update the work timebound.

# V. Suggestions

The audit team, based on the department visits, inspections and interactions put forth the following suggestions.

1. Departmental records such as registers, files and other records must be updated timebound.
2. Administrative and Academic software must be customized by incorporating more modules. Staff members must update the PAAMS data regularly.
3. PAAMS software shall be user friendly in all angles.
4. Staff members of the college are working beyond the work schedule.
5. The college shall encourage and incentivize faculty members to engage in research and publications by providing opportunities for research funding, conferences, and publishing in reputable journals.
6. Attract students from different backgrounds, by offering scholarships to students from underprivileged communities or by establishing partnerships with schools in different regions.
7. By expanding its hostel facilities to accommodate more students, more students can be attracted.
8. Support must be given for the purchase and use of modern technology and equipment to enhance the teaching and learning experience of students.
9. All efforts should be taken to offer diversified courses in order to expand the academic environment.
10. Promote blended learning.

This report is submitted to the Academic Council on the 10th Day of April 2019.

| Name of the Member | Designation | Signature |
|---|---|---|
| Fr. Jose Plachickal | Manager | |
| Fr. James Punnaplackal | Bursar | |
| Dr. Johnson V. | Principal | |
| Dr. Bennichen Scaria | Vice Principal | |
| Dr. Saji Joseph | IQAC Coordinator | |
| Mr. Gijo George | NAAC Coordinator | |

# ACADEMIC AUDIT 2018-19
## IQAC , PAVANATMA COLLEGE

| Sl. No. | Unit | Role | In Charge | MoUs, Linkages, External Collaborations (Status) | Publication, Research Related Records (Status) | Results Registers (Status) | Alumni Related Records (Status) | Student Support and Mentoring Records (Status) | DMFs (Status) | DMRs (Status) | DNFs (Status) | DNRs (Status) | Others, if any (Status) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Chemistry | HOD | Mr. SAJI K JOSE | Near Completion ✓ | Near Completion ✓ | Completed ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | — |
| 2 | Physics | HOD | Dr. Saji Joseph | Near Completion ✓ | Near Completion ✓ | Completed ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | — |
| 3 | Mathematics | HOD | Mr. SIJO P GEORGE | Started ✓ | Near Completion ✓ | Completed ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | — |
| 4 | Economics | HOD | Ms. Deepa Thomas | Started ✓ | Near Completion ✓ | Completed ✓ | Near Completion ✓ | Near Completion ✓ | Completed ✓ | Near Completion ✓ | Near Completion ✓ | Completed ✓ | — |
| 5 | Commerce | HOD | Dr. Domini VA | Near Completion ✓ | Near Completion ✓ | Completed ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | — |
| 6 | History | HOD | Dr. Jobi John | Near Completion ✓ | Near Completion ✓ | Completed ✓ | Completed ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | — |
| 7 | Malayalam | HOD | Dr. Bennichen Scaria | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Completed ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ |
| 8 | English/Hindi | HOD | Dr. Jolly KV / Dr. JOYICE TOM | Near Completion ✓ | Near Completion ✓ | Completed ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | — |
| 9 | Physical Education | HOD | Mr. GIJO GEORGE | Started ✓ | Near Completion ✓ | Completed ✓ | — | Near Completion ✓ | — | Near Completion ✓ | — | Near Completion ✓ | — |
| 10 | Vocational Studies | HOD | Mr. Jimmy George | Started ✓ | Near Completion ✓ | Completed ✓ | Started ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | Near Completion ✓ | — |

Note: Each Status cell offers the options — Completed, Near Completion, Started, Not Started.