



# SANATANA DHARMA COLLEGE ALAPPUZHA

Affiliated to the University of Kerala  
Reaccredited by NAAC with A+ grade



**ACADEMIC AND ADMINISTRATIVE AUDIT**  
(2023-24)

**REPORT**

**Date of Audit :**

11<sup>th</sup> and 12<sup>th</sup> June 2024

**Audit Team :**

1. Prof. Harry Cleetus  
Former Principal,  
St. Albert's College, Ernakulam
2. Sri. Shine Antony  
External Expert
3. Sri. P. Krishnakumar  
Manager,  
Sanatana Dharma College, Alappuzha
4. Prof. S. Ramanand  
Member, Managing Committee
5. Prof. (Dr.) Prema K. H.  
Principal,  
Sanatana Dharma College, Alappuzha
6. Dr. S. Lekshmi  
IQAC, Co-ordinator,  
Sanatana Dharma College, Alappuzha

## Audit Schedule :

<b>Day 1: 11-06-2024 Tuesday</b>	
09:30 am	Meeting of the team with Manager, Ramanand Sir, Principal and IQAC Coordinator
10:00 am	Dept. of Malayalam
10:30 am	Dept. of English
11:00 am	Dept. of Physical Education
11:30 am	Dept. of Microbiology
12:00 pm	Dept. of Commerce
12:30 pm	Dept. of Mathematics
02:00 pm	Dept. of Economics
02:30 pm	Dept. of History
03:00 pm	Dept. of Hindi
03:30 pm	Dept. of Botany

<b>Day 2: 12-06-2024 Wednesday</b>	
09:30 am	Dept. of Physics
10:00 am	Dept. of Zoology
10:30 am	Dept. of Chemistry
11:00 am	College Library
11:30 am	NCC
11:45 am	NSS
12:00 pm	All Clubs at IQAC Room
02:00 pm	Session on OBE

## Basic Information :

1. Total Departments: - 13
2. Total permanent Teaching staff members: - On Contract: 12 Permanent: 90  
Male: 35 Female: 67
3. Total Sanctioned posts: - 89 + 1 Principal + 13 Part-time
  
4. Total staff with PhD: - 54
5. Total Programmes Offered: - UG:13 PG: 09
6. Total Value added /Cert. courses offered: - 2
7. Total students (2023-24): - 823 M 1648 F
8. Whether college has ISO certification: - No
9. College working hours: - 10am to 4pm
10. Do the institution has a strategic Plan: - Yes
11. How many teachers are trained mentors: - 78
12. Result (%) - 64.3
  
13. Average enrolment percentage for the last five years - 96
15. Student – Teacher Ratio: - 1:25
16. Mentor student ratio: - 1:25
17. Total number as per 3.3.2 Seminars: - Seminars attended: 71  
- Papers presented: 27  
- As resource persons: 34

## **General Observations :**

1. The location and campus ambiance are Ideal for Teaching, Learning and overall performance.
2. Progressive vision of the Management with a definite plan of action.
3. Qualified and a committed mix of experienced and new faculty members.
4. The College runs on Govt. aid with 31 (UG, PG & PhD.) Programmes.
5. Hindi, Malayalam and Sanskrit are offered as second languages.
6. Teachers resort to innovative methods of teaching.
7. Well maintained infrastructure for academic & extra academic support.
8. Departmental documentation is being converted into a unified system.
9. Required number of staff members exists as per norms.
10. Student enrolment number is impressive.
11. Library support is good.
12. Partially ICT enabled campus.
13. An active IQAC exists.
14. Good results are maintained.
15. Preparations for NAAC assessment is well on.

## Findings based on NAAC format :

Audit area	Observation	Audit note
<b>Curricular Aspects</b>		
Curriculum Delivery	<ol style="list-style-type: none"> <li>1. Follows University syllabus.</li> <li>2. Some certificate courses are designed by the staff.</li> </ol>	<ol style="list-style-type: none"> <li>1. More new Programmes / Certificate courses may be started.</li> <li>2. Teachers may be given training on curriculum transaction.</li> <li>3. More methods of curriculum delivery may be adopted.</li> <li>4. Feedback on curriculum has to be collected from all stakeholders.</li> </ol>
CIE (Centralized Internal Evaluation)	<ol style="list-style-type: none"> <li>1. All departments follow the uniform pattern of CIE under the CLMC (College Level Monitoring Committee).</li> <li>2. Student grievances are promptly redressed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Satisfactory</li> </ol>
CBCS System	<ol style="list-style-type: none"> <li>1. 100 %</li> </ol>	<ol style="list-style-type: none"> <li>1. Selective courses are decided by the Departments.</li> </ol>
Cross Cutting Issues	<ol style="list-style-type: none"> <li>1. All departments have courses addressing cross-cutting issues mentioned in the syllabus.</li> </ol>	<ol style="list-style-type: none"> <li>1. Faculty may monitor how far these issues are addressed, and to what extent these objectives are realized by the students.</li> </ol>
Value Addition Courses	<ol style="list-style-type: none"> <li>1. Only a few Value Addition Courses are offered.</li> </ol>	<ol style="list-style-type: none"> <li>1. Departments must start more Value Addition Courses.</li> </ol>
Field projects and Internships	<ol style="list-style-type: none"> <li>1. Science and Commerce departments organize Field</li> </ol>	<ol style="list-style-type: none"> <li>1. Arts departments may also take up such initiatives.</li> </ol>

	Trips / Industrial Visits and promote Internships.	
Feedback on Curriculum	1. All the departments have taken feedback from stake holders	1. Number of respondents in feedback surveys must be increased.
<b>Teaching Learning &amp; Evaluation</b>		
% seats filled - General	1. Acceptable Limits.	
% seats filled - Reservation	1. Acceptable Limits.	1. The college can extend more freeships to attract students from reserved groups. This will also be an indication of inclusive approach of the Management.
Identifying slow learners and advanced learners	1. The departments follow their own methods for categorization of students. 2. Remedial sessions are offered. 3. Advanced sessions are offered.	1. A unified system should be devised for listing students. 2. Remedial measures and Advanced sessions may be monitored by IQAC.
Remedial measures / Bridge courses	1. 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 a student centric approach under a unified documentation system. 2. Remedial and Bridge courses should not be confused with each other.
Student profile	1. Students from diverse categories study in the institution.	1. Support systems for Physically challenged students are to be installed in departments

		<p>and library as per NAAC requirements.</p> <p>2. Provisions for transgenders are also to be considered.</p>
Faculty Profile	<p>1. A good number of teachers have PhD.</p>	<p>1. The rest of the teachers should be motivated to register for PhD.</p> <p>2. College policy should have a clause on PhD of faculty members.</p>
Innovative Teaching	<p>1. Innovative mode of teaching is resorted to in some Departments.</p>	<p>1. IQAC can guide the teachers on the use of innovative modes of teaching.</p> <p>2. Innovative teaching should not be confused with student centric learning and ICT.</p>
Use of ICT	<p>1. Although teachers have used ICT during the Pandemic period, its extensive application is not observed on the campus.</p> <p>2. Smart boards are very few in number</p>	<p>1. Technology upgradation is suggested.</p> <p>2. Smartboards, information screens, touch screen, enquiry systems etc. can be installed.</p> <p>3. Proper documentation is necessary.</p>
Mentoring	<p>1. Student mentoring is done in the college.</p> <p>2. A standardized procedure is not followed.</p>	<p>1. The ratio of 1:25 is acceptable</p> <p>2. It is recommended to extend training on mentoring to all teachers.</p> <p>3. Proper guidelines on documentation may also be provided.</p>



		4. Teachers have to prepare mentoring report.
Teaching Plan	1. Teaching plan is prepared by most faculty members.	1. HODs may monitor the adherence to the teaching plan. 2. IQAC must come out with a uniform format.
Student Centric Methods	1. Student centric methods used include hands-on training, student initiatives, field trips, presentations, projects, internships, competitions etc.	1. Uniform documentation of student centric methods should be done.
Student - Teacher Evaluation	1. Student feedback on teachers is collected and documented.	1. Follow up of evaluation should be done by the HODs.
Evaluation Process	1. Continuous evaluation is carried out by all departments.	1. Practical elements may be incorporated in continuous evaluation.
Examination Results	1. The performance of some departments is commendable.	1. Results may be improved. 2. A unified result analysis system should be introduced by IQAC with guidelines on follow up process.

<b>Research Innovation &amp; Research</b>		
Teachers Received Awards	1. The performance of some teachers is commendable.	1. Teachers should be motivated to achieve awards and recognitions.
Research Facilities	1. 9 Research departments with adequate facilities. 2. All PG departments are Research Centres.	1. All teachers with PhD may be encouraged to apply for Research Guideship.
Research Centres and Research Guides	1. 9 Research departments with adequate facilities. 2. All PG departments are Research Centres. 3. Most teachers with PhD are Research Guides.	1. All teachers with PhD may be encouraged to apply for Research Guideship.
Total Research Scholars	103	1. More Research Scholars may be admitted in Arts discipline.
Paper Publications / Books Published	1. Some publications in high impact factor journals. 2. The number of publications is not sufficient.	1. Proper research policies may be framed for publications by the staff members.
Start-ups / Innovation centre	1. Two Start-up initiatives are commendable. 2. IEDC is functional.	1. More students may be brought under the purview of Start-ups. 2. A grant may be sanctioned for new Start-ups.
Number of patents	2	1. More patents may be registered in all subjects.
Consultancy	1. Limited number of departments offer consultancy.	1. There is high potential for consultancy, especially in research departments.

		2. More industrial collaborations are recommended.
Collaborations	1. Academic Research and Industrial collaborations exist.	Refer to recommendations 1. More MOU's/ Collaborative agreements are required for student exchange and internships.
Extension activities	1. Impressive number of extension activities, especially from NSS and NCC.	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. A good number of faculties served as resource persons in academic sessions, seminars and FDPs.	1. Fairly good
Seminars organized	1. A good number of seminars organized by the departments.	1. NAAC requirements may be considered.
<b>Infrastructure and learning resources</b>		
Stock register	1. Verified in all Science departments. 2. Not verified in some Arts departments	1. Stock register maintenance must be uniform.
Library Issue Register / Foot Falls	1. The issue system is automated. 2. Foot falls register not verified.	1. Foot falls register to be updated.

Staff meeting minutes	1. Departments follow their own formats.	2. Proper guidelines may be given on entering minutes
<b>Student support and progression</b>		
Students benefitted by scholarships	1. A good number of students received E-grantz and Scholarships. 2. Freeships are limited in number.	1. It is advisable to keep a consolidated record in IQAC. 2. Specific freeships can also be extended from departments and alumnae.
Student Progression	1. Student progression records are also to be perfected. 2. Direct placements are low in number.	1. A good percentage moves into Higher Education. 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. Impressive number of student awards and achievements.	1. Apart from awards offered by outside agencies, motivational awards to students and staff should also be encouraged.
Departmental Competitions	1. Interdepartmental competitions are confined to a few events.	1. All departmental competitions may be brought under one college coordinator for better consolidation.

Alumnae	<ol style="list-style-type: none"> <li>1. College Alumni association is Registered.</li> <li>2. Most of the departmental alumnae groups are active and involving.</li> </ol>	1. Improve the activities of the registered Alumni association of the college.
PTA	1. PTA meetings are held	1. Frequency of PTA meetings may be increased.
Departmental prize incentives for students	1. Endowment Awards are instituted by departments and other bodies like PTA, NSS etc.	1. Endowment Awards by alumnae may be enhanced in number.
<b>Departmental logistics</b>		
Action Plan	1. Long term action plan is not verified.	1. College should be having a long-term Development plan integrating all inputs from the Departments and stake holders.
Fund Mobilization and Utilization	1. Comparatively low in departments.	1. A centralized system should function with a coordinator.
Green Protocol	1. Proper adherence to Green Protocol.	<ol style="list-style-type: none"> <li>1. Impressive Green initiatives.</li> <li>2. Plastic free campus may be implemented.</li> </ol>
SWOC analysis	1. A proper SWOC analysis has to be carried out involving all stake holders.	1. Proper understanding on identifying attributes should be given

### **Departmental Observations :**

It is observed that all the departments function with a need-based and classical approach but are required to plan activities more professionally. Number of extension and outreach activities may be increased in all departments.

### **English**

Considering the low proficiency of English communication among students, more supportive activities may be devised.

### **Office**

Although excellent ambience is provided, systems integrating technology may also be implemented.

### **IQAC**

The following initiatives are suggested

1. Training on data compilation
2. Training on OBE Implementation
3. Training in professional development.
4. Use of Moodle in all departments must be promoted
5. Training on Mentoring / extension
6. Training for NTS for the use of new technology
7. Finishing school for students
8. NAAC awareness among students and their participation
9. PBAS, Feedback consolidation, etc.
10. Designing work diary and all formats.
11. Collaborations for quality enhancement.
12. Organizing Alumni meetings

### **General recommendations by the Audit Team :**

1. Web site should be redesigned having all mandatory requirements.
2. All staff members should be appraised in the new NAAC assessment process and its SOP. Awareness sessions may be arranged for criteria-wise document requirements.
3. The unified departmental documentation system has to be completed.
4. IQAC should establish a Photo documentation facility.
5. Recording minutes in departments must be modified to required formats.
6. Present documentation in departments needs more quality specifications and clarity on the type of documents required.
7. The work diary and Teaching plan of teachers are to be verified by HOD's and Principal periodically.
8. A quality benchmark should be drawn up by IQAC on all activities proposed by the departments with a professional acceptance.
9. All staff members should be encouraged to have higher degree of professionalism involving Academics and student support services.
10. Staff empowerment should be a priority, especially on Curriculum delivery Teaching, Evaluation, OBE, Mentoring, Extension etc.
11. A well-defined structured induction programme should be arranged for the faculty members
12. Apart from statutory committees more non-statutory committees for specific activities
13. MOU's with Industrial establishments can be improved
14. Consultation expertise of staff members shall be encouraged according to Institutional policies
15. Collaborations with National and International institutions for quality enhancement must be formed
16. Institution should be having a long-term development plan and policy
17. New programs and Faculties can be introduced based on the NEP
18. Space constraints are noticed in the library
19. Technology based library up gradation should be a priority

20. Library usage and digital repository should be improved and monitored
21. More need based, certificate courses can be started
22. Effective support programmes can be extended to advance learners
23. Placement support programs such as finishing school and the placement drive has to be improved
24. Training in communication skills should be a priority. English department can initiate such programs for staff & students
25. Soft skill training activities should also be enhanced
26. More support for competitive exams can be taken up
27. Considering the present-day shift in the curriculum delivery process more technology based classrooms could be provided
28. Research output and publications are to be improved
29. A separate cell for innovations and entrepreneurship may be constituted.
30. Institution should look into more effective faculty and student exchange programs and exposure.
31. More industrial linkages are advised for PG departments
32. The number of sports and cultural activities / competitions organized at the institutional level are to be enhanced further
33. Future plans should include the start of new programs of national importance
34. IQAC should work out a comprehensive Student information management system for academic and extra academic matters
35. IQAC may look into coordinating Departmental alumnae activities with Institutional focus.
36. Green protocol should be made known to the students with proper audits. College can also look into Green certification
37. Apart from yearly AAA an effective monitoring system should be evolved
38. It was noted that a large number of staff members are involved in extra academic activities. A certificate to this effect may be issued by the Principal every year.





# SANATANA DHARMA COLLEGE

## ALAPPUZHA

Prof. Harry Cleetus	Former Principal St Albert's College Ernakulam	
Sri. Shine Antony	External Expert	