



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



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Mannampatta P.O., Palakkad – 678 633



**SREEKRISHNAPURAM V. T. BHATTATHIRIPAD
COLLEGE**

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

Report on

ACADEMIC AND ADMINISTRATIVE AUDIT

2023-24

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT
2023-24

Name of the Institution	Sreekrishnapuram V T Bhattathiripad College
Total No. of Students	996
Total No. of Faculty	35
Total No. of Non-teaching Staff	8
The academic year in which Audit is conducting	2023-24
Nature of Audit	External Audit
Date of Audit	May 13 – 18, 2024

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Schedule of Visit

Academic and Administrative Audit – Schedule of Department Visits 2023-24

Date	Department	Time
13-05-2024	Commerce	10.00 am to 12.00 noon
13-05-2024	Management Studies	12. 05 pm to 1.30 pm
13-05-2024	Computer Science	2.30 pm to 3.30 pm
14-05-2024	Economics	10.30 am to 12.30 pm
14-05-2024	History	1.30 pm to 3.30 pm
15-05-2024	Mathematics	10.30 am to 12.30 pm
15-05-2024	Sanskrit	1.30 pm to 3.30 pm
16-05-2024	V. T. Pathanakendram	10.30 am to 11.30 pm
16-05-2024	Vaikhari Centre for Research in Kerala Heritage	11.30 pm to 12.30 pm
16-05-2024	Administrative Staff and Exam Office	1.30 pm to 3.30 pm
17-05-2024	NSS	10.00 am to 12.00 noon
17-05-2024	Student Representatives	12. 05 pm to 1.30 pm
17-05-2024	IQAC	2.30 pm to 3.30 pm
18-05-2024	HoDs	10.30 am to 11.30 pm
18-05-2024	Exit Meeting	11.30 pm to 12.30 pm

Members

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

Dr. Sajan K S
IQAC Co-ordinator, NSS Training College, Ottapalam

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

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

Dr. Saritha Namboodiri
Principal, Sreekrishnapuram V T Bhattathiripad College
Mannampatta

Dr K R Sandeep Narayan
IQAC Coordinator, Sreekrishnapuram V T Bhattathiripad College,
Mannampatta



Profile of the College

Sree Sankara Trust

Sree Sankara Trust was established in 1965 in Peringara, Kerala, by a group of well-wishers from the Namboothiri community, led by founder Chairman Sri P.N. Namboothiri. It is registered under the Literary, Scientific, and Charitable Societies Registration Act of 1955.

The Trust is dedicated to the ideals and philosophies of Jagadguru Sree Sankaracharya, the renowned Indian saint and proponent of the Advaita Philosophy. Its mission is to realign educational and social welfare activities, encouraging the youth of the country to embrace progressive values for a healthy and productive life.

Educational Institutions under the Trust

The Trust's first educational institution, Sree Sankara Vidyapeedam College (Government Aided), was established in Perumbavoor near Kalady, the birthplace of Sree Sankaracharya. The second college, Sreekrishnapuram V. T. Bhattathirippad College (Government Aided), in Palakkad District, is named after the esteemed social reformer and writer V.T. Bhattathiripad. This college is affiliated with the University of Calicut and also provides education up to the postgraduate level.

The third institution, another Sree Sankara Vidyapeetom College, is located in the picturesque Nagaroor valleys of Thiruvananthapuram District.

Sree Sankara College (Government Aided) in Nagaroor, the fourth institution established by the Sree Sankara Trust, was founded in 2018. Affiliated with the University of Kerala, SSC offers a range of undergraduate courses. The college is committed to providing quality education and fostering a supportive learning environment.

History of Sreekrishnapuram V T Bhattathiripad College

Sreekrishnapuram V. T. Bhattathiripad College, a first-grade Government Aided College, is affiliated with the University of Calicut. Established in 1982, the college serves the rural and backward regions of Sreekrishnapuram in the Palakkad district of Kerala. Named after V. T. Bhattathiripad, a pioneer of



social revolution in Kerala, the college aims to promote higher education. Managed by the Sree Sankara Trust.

The college began modestly as a junior college with two pre-degree Groups. In 1991, it was upgraded to a Degree college with the introduction of a B.A. in Sanskrit. Further advancements came in 2001 when it was elevated to a First-Grade college with the addition of an M.Sc. in Computer Science. Today, the college offers six Undergraduate Degree courses and three Postgraduate Degree courses.

In recognition of its quality and standards, the college is included under sections 12(B) and 2(f) of the UGC Act 1956, as per the letter No: F8-91/99(CP-P-1) dated 20-03-2000 from the Secretary of the UGC. The college was re-accredited with a B+ grade by NAAC in 2016.

The college's mission is to provide higher education opportunities to students in rural areas, fostering academic excellence and social responsibility. Through its dedication to these ideals, Sreekrishnapuram V. T. Bhattathiripad College continues to contribute significantly to the educational and social landscape of Kerala.

Motto

The Upanishad Mantra "तमसो मा ज्योतिर्गमय" (Thamaso ma jyothir gamaya -Lead me from the darkness of ignorance to the Light of knowledge) is the motto of our college.

Vision

"VTB College aspires to be a leading institution of higher learning, recognized for academic excellence, innovative research with a commitment to positive societal impact and empowering students to thrive in a dynamic global environment."

Mission

- To propagate holistic education rooted in Indian culture and heritage, aiming to develop ethically grounded individuals who contribute positively to society.
- To address the diverse educational needs of students from all societal backgrounds, focusing on empowering underprivileged and marginalized communities and developing equality and inclusivity in education.



- To update society with modern technological innovations and provide students with the knowledge and skills necessary to meet the developmental needs of society.
- To instil a deep sense of responsibility towards environmental conservation and sustainable practices, ensuring a healthy and viable ecosystem for future generations.
- To Promote community engagement and social welfare activities to address societal challenges and improve the quality of life for all.

Core Values

V - Vitality of culture and values

E - Education for life

I - Igniting Student Creativity and Enterprise

N - Nurture Environmental Sustainability

S - Social Commitment

The college fosters a research-oriented culture for both students and faculty, drawing from the rich heritage of the Indian knowledge system. Situated in a tranquil countryside environment, VTB College offers high-quality education with modern amenities, nurturing talent across diverse fields. By providing fellowships and free education, the college ensures inclusivity and equal opportunity for individuals from various socio-economic backgrounds. VTB College goes beyond academics, promoting comprehensive individual development and social engagement through a variety of initiatives. These activities aim to enlighten students and empower them to contribute to societal advancement. VTB College believes that education is not just about acquiring knowledge but also about encouraging social responsibility and dynamic citizenship. The College



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	316	57	373	1		1	372	996
2 nd year	283	48	331		0	0	331	
3 rd year	293		293			0	293	

Teacher Profile

	Male	Female	Total
Professor			
Associate Professor	1	1	2
Assistant Professor	8	25	33

Non-Teaching Staff Profile

	Male	Female	Total
Junior Superintendent	0	1	1
Head Accountant	1	0	1
Clerk	2	1	3
Library Assistant	0	0	1
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 (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, administrative offices, NSS offices, student representatives from different clubs and college unions, 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

❖ Curricular Aspects

- In the academic year 2023-24, the institution continued its obligation to enhance student learning by offering a diverse range of 16 courses, including certificate, diploma, and value-added programs.
- During this year, a significant 16 courses were attended by students, with 840 successfully completing them. This accounts for 84.33% of the student population benefiting from these programs.
- VTB College excels in integrating crosscutting issues of Professional Ethics, Gender, Human Values, Environment, and Sustainability into its curriculum, reflecting a holistic commitment to nurturing responsible citizens.
- In 2023-24, 32.73% of students actively participated in project work, internships, and industrial visits, ensuring practical exposure and experiential learning opportunities.
- Human Rights principles are ingrained in the curriculum
- The *Vaikhari* Centre for Research in Kerala Heritage enhances the concepts of Kerala culture, fostering a deep appreciation for the values of our heritage.
- The institution instils community orientation through outreach programs, connecting students to real-world issues.
- The institution actively collects feedback from stakeholders, including students, teachers, and alumni and provides action-taken reports on its website.

❖ Teaching and Learning Aspects

- In the academic year, 87.77% of sanctioned Seats are filled, and 91.89% of Reserved seats are filled against the earmark.
- Approximately 91.43% of full-time teachers hold NET/SET/Ph.D. qualifications, underscoring the solid academic foundation of the faculty. The student-full-time-teacher ratio remained at 28.45 for the academic year.
- A total of 70.91% of the students qualified for the U.G. examination in the year, and P.G. results are yet to come.
- VTB College prioritizes student-centric and ICT-enabled learning experiences. This is evident through:
 - Student-centric methods: Samvada Kalari (Discussions and Debates), VTB Dharshan (Creating educational videos in Media Lab), One More Chance @VTB (Peer teaching), Nataka Kalari (Theatre workshops), Students' Seminars and Conferences, Roleplay, Skit, Internships, Exhibitions and Trade Fairs



- Effective ICT integration: Various instructional tools (G Suite, Google Classroom, Google Meet, Zoom, Prezi Video, WhatsApp and Telegram) and Assessment tools such as quizzes and Kahoot were used.
- **Transparent and Efficient Internal Assessment System:**
Internal assessments follow University regulations and employ an Internal Examination Committee. The continuous assessment components, such as assignments, seminars, or Viva, are the responsibility of individual teachers. The internal marks are uploaded after the students check them, and grievances are redressed promptly.
- **Outcome-Based Education (OBE) implementation:**
Programme Outcomes (P.O.s) and Course Outcomes (C.O.s) are communicated through the website, classrooms, and departments. In the evaluation system, P.O.s and Cos are identified through the question paper, and attainment is evaluated through EMBASE.

❖ **Research, Innovation and Extension**

- VTB College demonstrates an intense commitment to research, innovation, and community engagement, establishing a comprehensive ecosystem for knowledge creation and dissemination.
- VTB College has fostered a thriving ecosystem for innovation and knowledge transfer through dedicated organizations like the IEDC, IIC, and E.D. Club.
- *Vaikhari* Centre for Research in Kerala Heritage actively promotes Indian Knowledge Systems.
- This year, the institution received grants totalling INR 30,000 for research-related activities.
- A total of 10 workshops, seminars, and conferences specifically in entrepreneurship, IPR and research methodology were conducted during the academic year.
- Faculty members published 10 research papers in journals on the UGC CARE list during the academic year.
- Faculty members contributed significantly to academia by publishing 7 books, chapters in edited volumes, and papers in national/international conference proceedings.
- The institution initiated 20 extension programmes through NSS, Staff Club, etc.
- The institution has received University and State level NSS Awards for Unit, Programme Officer and Volunteer. Various other awards and recognitions were received for the institution's impactful extension activities and its dedication to social responsibility.
- There are four new MoUs: collaborations/linkages for Faculty exchange, Student exchange, Internship, Field Project, On-the-job



training, research and other academic activities undertaken by the institution during the academic year.

❖ **Infrastructure**

VTB College is geographically located in a rural area, nestled on top of a hill amidst 32 acres of lush greenery. The institution prioritizes infrastructure development guided by the directives of its Internal Quality Assurance Cell (IQAC).

- Academic Infrastructure:
 - In the academic year, 100% of the classrooms in the college are ICT enabled, with 19 LCD projectors for U.G. Classrooms and 6 Smart T.V.s for P.G. Classrooms.
 - The library has been fully automated after implementing a digital library, Remote access to Library resources and Web OPAC.
- Co-Curricular and Extracurricular Facilities:
 - This year, the college added one open auditorium and a sound system for cultural activities.
 - The sports facilities have also made a markable increase, which includes a football ground, practice ground, cricket net, chess corner, carroms corner, and renovated volleyball ground and multi gym.
 - Constructed a Board room (Discussion room) for Dedicated spaces for Conferences and discussions.
- I.T. Facilities:
 - Regularly updated desktops, laptops, and printers in all departments.
 - Campus network for seamless communication and data sharing.
 - ERP purchased - EMBASE ERP Solution provide facility for administration, Complaint Management, Finance and Accounts, Admission, Student Support, Outcome Based Education and Conduct of Examination
 - Wi-Fi access across the campus with bandwidth upgrades in the year with 10 additional Wi-Fi routers
 - The student-computer ratio for the academic year 2023-24 was 1:15

❖ **Student support and Progression**

- Approximately 66.06% of students benefitted from scholarships and free ships, enhancing accessibility to education during the 2023-24 academic year.
- The students were provided with various opportunities to build their capacities. The institution has organised 2 ICT and computer-related training, 4 language and communication skill development classes, 6 life skill classes and one soft skill development class. This is a clear indication of the institution's focus on the skill development of the students.



- In 2023-24, 51.61% of students received valuable guidance for competitive examinations and career counselling, aiding in their academic and professional pursuits.
- VTB College already has a grievance mechanism, and it has been improved over the years. The online grievance submission facility was added in the year, and the time to redress the grievance is reduced through the improved mechanism.
- The placement and progression of students are not collected entirely because, at this time, the results of the U.G. programmes have just arrived, and the P.G. programmes are pending.
- Among the outgoing students, 5 students have qualified for state/national/international examinations.
- During the year, 11 medals were secured by the students for their outstanding performance in sports and arts.
- The number of sports and cultural programs in which students of the Institution participated during the year is 59.
- The Alumni Association recognizes academic and extracurricular excellence and financially supports meritorious students through scholarships.
- Alumni act as resource persons in workshops, conferences, and seminars and provide valuable feedback for development.

❖ Professional Development Activities

VTB College demonstrates a comprehensive alignment between governance and its vision/ mission, fostering an atmosphere infused with values and cultural heritage. The institution effectively implements the National Education Policy (NEP). Decentralization is a cornerstone of governance, realized through various committees ensuring accountability.

- Strategic Alignment:
 - VTB College's governance structure and decisions are guided by its vision and mission, which is evidenced in the NEP implementation, the orientation on IKS and the preparedness towards the implementation of NEP.
 - In the academic year 2023-24, the faculty members of the college contributed significantly towards the implementation of NEP in the University of Calicut as the Board of Studies and the Four Year Under Graduate Programme (FYUGP) curriculum development committee.
 - The college implements the strategic plan through a decentralized administration through diverse committees and adherence to regulations.
- Faculty Empowerment: A comprehensive performance appraisal system, effective welfare measures and career development opportunities promote staff efficiency and enthusiasm.



- Resource Mobilization: The institution dynamically tries to find funding from various sources and conducts internal and external audits in the year for transparency and accountability.
- E-Governance: In the year, the institution implemented e-governance in full fledge for various administrative and academic functions, enhancing efficiency and transparency.
- Financial Assistance to Faculty: 77.14% of the institution's faculty members were provided with financial support to attend conferences/ workshops and towards membership fees of professional bodies.
- Professional Development/Administrative training: 91.43% of the teachers in the college had attended FDP, MDP, and Professional Development/Administrative training programs during the year. 75% of the non-teaching staff of the college participated in some professional development/ administrative training programme during the year.
- IQAC ensures the institute's participation in all quality enhancement efforts of the central government and the Ministry of Higher Education. The college participated in web-based All India Survey on Higher Education (AISHE) and started participating in NIRF.

❖ Institutional Values and Best Practices

- VTB College has demonstrated a vigorous assurance of gender equity through a comprehensive Gender Audit process. In 2023-24, the gender audit report reflects the role of women is well placed in the institution.
- The college's proactive "Gender Policy" was amended in the year, and it permeates all activities, fostering an environment that discourages discrimination and harassment.
- The Women's Development Cell has played a pivotal role in organizing various awareness programs and integrating gender sensitization into curricular and co-curricular activities. Moreover, the institution has arranged amenities for women and implemented stern security measures. The institution also has an active Internal Compliant Committee.
- The college's Green policy reflects a commitment to mitigating its environmental impact, which is evident through various initiatives like green audits, energy audits, and sustainability programs.
- VTB College actively promotes diversity across cultural, regional, linguistic, and socioeconomic dimensions. The college organises co-curricular programmes for inclusivity through various clubs and NSS.
- Best practices highlight the institution's commitment to Indigenous Cultural heritage, environment sustainability and social welfare.
- *Vaikhari* Centre for Research in Kerala Heritage has actively conducted programmes on the Indian Knowledge system and Kerala cultural heritage even after completing the UGC STRIDE project.



- *Spandanam* – An initiative of social welfare and Sustainability: The programme positively impacted society and the environment, fostering responsible citizens who contribute to sustainable development.
- V T Padhanakendram is a distinctive programme that studies social transformations by focusing on V.T. Bhattathiripad’s contributions to social reform and education and women's empowerment.

Summary of Audit Report

Consolidated reports from all stakeholders have strengthened the institution's feedback system. Outcome-Based Education (OBE) has been implemented successfully, including OBE-based evaluation. Academic infrastructure, co-curricular and extracurricular facilities, and I.T. facilities have increased significantly this year, and the institution has achieved 100% ICT-enabled classrooms. Scholarship and capacity-building initiatives are strong; however, progression and placement data have not been completely collected due to pending results at the time of the audit. Faculty empowerment programs and support from the institution are up to the mark. The college's adherence to institutional values and best practices is evident in its multifaceted approach to gender equity, inclusivity, documentation, preservation, dissemination, and extension of Kerala heritage, environmental sustainability, and social commitment.

Recommendations

- ✓ Actively seek additional research grants to support ongoing research initiatives and facilitate more research projects.
- ✓ Continue pursuing collaborations, MoUs, and linkages for faculty and student exchange, internships, and research activities.
- ✓ Review the attainment of strategic goals and Make a case study on strategic plan deployment.
- ✓ Enhance the activities of *Vaikhari* Centre for Research in Kerala Heritage by creating linkages with National and international organisations with similar vision.
- ✓ Develop a start-up or incubation centre to promote innovation through Institutional Innovation Council.



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



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)			
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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			
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	•			

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)			
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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 / Rails 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			
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Suggestions:

Signature of members:

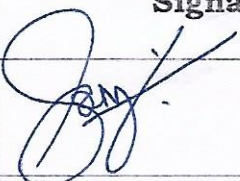
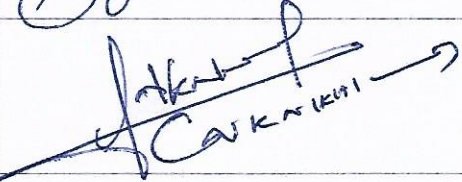


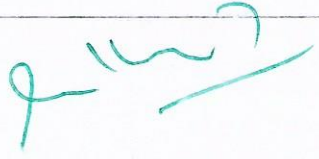

Signature of IQAC coordinator

Signature of Principal



Certificate

We hereby certify that the academic audit for the year 2023-24 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 Erancheri Illam Former Principal, Sreekrishnapuram V T Bhattathiripad College, Mannampatta	
4.	Mr. M. K. Narayanan Namboothiri Secretary, North Zone, Sreesankara Trust	
5.	Dr. Saritha Namboodiri Principal, Sreekrishnapuram V T Bhattathiripad College, Mannampatta	
6.	Dr. K R Sandeep Narayan IQAC Coordinator, Sreekrishnapuram V T Bhattathiripad College, Mannampatta	

Mannampatta

18-05-2024

