

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) 2018-2022

Schedule

Venue: IQAC Office

Date: 30 August 2022

09.30am-09.55 am- Department Chemistry

10.00am-10.25am- Department of Commerce

10.30am-10.55am- Department of Computer Science

11.00am-11.25am- Department of English

TEA BREAK

11.35am-12.00pm- Department of Mathematics

12.05pm-12.25pm- Department of Physics

12.30pm -12.25pm- Department of Social Science Economics

LUNCH BREAK

01.30pm-01.55pm- Department of Zoology

02.00pm-02.25pm- Minor Departments

02.30pm-02.50pm- Office

02.55pm-03.15pm- Library

03.30 pm-Exit meeting in the AC Conference for all staff

Audit Team

1. Dr Anilkumar K (Principal, Alphonsa College, Sulthan Bathery)
2. Dr. Maria Martin Joseph (Principal, Mary Matha Arts and Science College, Mananthavady)
3. Dr. Shaju P P (IQAC Coordinator)
4. Dr. Ramya Krishnan M (RUSA Coordinator)

Specific area wise observations/suggestions

1. College Office:

- i. College uses TCS software as ERP
- ii. The accounts related to management funds, central and state government funds and PTA funds are kept separately. A consolidated financial statement of receipts and payments and annual budget is suggested.

2. Programmes, Curriculum and Supportive Courses:

- i. More New Generation programmes can be started at UG levels.
- ii. A comprehensive document can be maintained by teachers for course/curriculum delivery. The same can be verified by the heads of the departments and counter-signed by the Principal.
- iii. Recommended to use technology based teaching learning methods.
- iv. More attention can be given to student centric methods of teaching/learning such as experiential learning/participative learning/case studies
- v. Application of Learning Management System (LMS) is to be made compulsory to all teachers and students.
- vi. More Skill oriented/Technology based and outcome based Certificate programmes are to be started.
- vii. More Add-on-Programmes are to be started by all the departments

3. Teacher Quality. Teaching Learning and Evaluation

- i. A minimum of 2 FDPs are to be conducted every year in the areas such as Students centric methods of teaching, Technology enabled teaching, Outcome Based Education and Research Methodology.
- ii. All teachers should be encouraged to publish research papers in journals of high impact factor.
- iii. Teachers without Ph Ds are to be motivated to join Ph D programmes immediately.

4. Research and Extension

- i. The two Research Departments are to conduct Annual Research Conferences for the research scholars of the department as well as for the research scholars outside the college.
- ii. Additional Research projects can be given to UG students on matters of social relevance.

- iii. All departments are to undertake extension activities in their area of expertise.

5. Administrative Staff

- i. Training Programmes may be arranged exclusively for Non-teaching staff for wide use of ERP software
- ii. Non-teaching staff can be more involved in the assessment and accreditation process.

6. Infrastructure

- i. More open spaces/open class/Debate Space can be provided in the campus
- ii. Computer labs in the college are commendable
- iii. Laboratory facilities can be enhanced to suit the modern requirements
- iv. WiFiInternet bandwidth needs to be enhanced
- v. The provision of lift made the campus disabled free

7. Student Support and Progression

- i. Activities of the clubs and forums may be increased
- ii. An incubation centre is to be established
- iii. The expertise of the Research Scholars can be shared with advanced learners
- iv. Coaching classes can be provided to UG students for getting admission to reputed institutes for their higher studies.

8. Statutory Council Clubs, Cells and associations

- i. Distinctive and innovative activities are to be conducted
- ii. Action plan of activities to be undertaken need to be prepared at the beginning of each academic year.

9. Green initiatives and inclusiveness:

- i. Environmental audit by an external agency is to be conducted
- ii. Green initiative being a Best Practice of the college, each department is to support the best practice with their own contribution.
- iii. A green club can be formed to lead the green initiatives.

10. MoUs and Collaborations:

- i. More MoUs can be arranged with industries and institutions in order to have an institution industry interphase.
- ii. Student exchange and faculty exchange programmes can be increased

- iii. International collaborations with prominent institutions can be sought.

Departmental Observations

Commerce

- i. Students' centric methods of teaching learning to be strengthened.
- ii. Extension activities related to the area of commerce to be promoted.
- iii. Departmental fests can be conducted every year

Chemistry

- i. Systematic documentation of activities undertaken is appreciated
- ii. Students' strength is poor
- iii. Extension activities can be geared to the higher secondary levels so that students can be motivated to join Chemistry at the UG level.
- iv. Department level programmes need to be increased.

Computer Science

- i. It is commendable that one teacher has patent.
- ii. More MoUs can be undertaken with reputed industry/institutions
- iii. Systematic documentation of activities in soft copy deserves special appreciation.

Functional English

- i. Students are to be provided language lab facility
- ii. MoUs and collaborations need to be improved.

Mathematics

- i. Being a Research Department, more research activities are to be promoted at both UG and PG levels.
- ii. More Seminars and workshops on Research methodology are to be conducted
- iii. Publication by faculty need to be increased.

Physics

- i. Publications of faculty members are appreciated.
- ii. Students' strength need to be improved.

Social Science Economics

- i. Department level best practice need to be streamlined.
- ii. Recommended to use MOODLE by all the teachers

Zoology

- i. Highly systematic in conducting activities at the department level
- ii. Research publications and Research contribution of faculty is appreciated

Physical Education

- i. Coaching camps are to be conducted for all sports events
- ii. Overall performance of the department is good.

Library

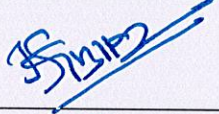


- i. It is commendable that college has a fully automated library located in the central part of the college.
- ii. Better seating arrangement and reader friendly ambience may be provided.
- iii. E-Library to be enriched with e-resources
- iv. Footfall of users in the library needs to be improved.
- v. Competitions can be conducted on special days in order to attract students to the library.

General Suggestions

1. OBE implementation is recommended.
2. College website needs updating.
3. A common format suggested by the IQAC can be used for preparing reports of various activities undertaken by the departments.
4. Regular Student adalath can be organized.
5. Documentation of activities undertaken in digital mode need to be promoted.
6. Certificate Courses offered by all the departments should be skill oriented, value based and outcome based.

7. More add-on-programmes to be conducted by all the departments
8. Students and teachers are to be motivated to join MOOC/SWAYAM Courses.
9. Use of LMS should be made compulsory for all the faculty
10. Technology enabled teaching/learning need to be improved.
11. Outreach programmes/extension activities are to be conducted on a continuous basis.
12. Gold medal should be given to best outgoing students in each department.
13. Internships and placement programmes can be organized.
14. Incubation club shall be launched to encourage innovation among students.

Audit Team Signature:

<p>1. Dr Anilkumar K (External Expert)</p>	
<p>2. Dr. Maria Martin Joseph (Principal)</p>	
<p>3. Dr. Shaju P P (IQAC Coordinator)</p>	
<p>4. Dr. Ramya Krishnan M (RUSA Coordinator)</p>	