

SREE AYYAPPA COLLEGE

**ERAMALLIKKARA, CHENGANNUR, ALAPPUZHA DISTRICT
KERALA**

(GOVT. AIDED COLLEGE AFFILIATED TO THE UNIVERSITY OF KERALA)

NAAC ACCREDITED



ACADEMIC AND ADMINISTRATIVE AUDITING (INTERNAL) REPORT

ACADEMIC YEAR 2019-2020

ORGANIZED AND AUDITED

BY

IQAC, SREE AYYAPPA COLLGE

INTRODUCTION

Academic and administrative auditing is essential for any higher education institute to ensure the quality of both academic and non-academic activities. The main objective of the Academic and Administrative Audit (AAA) is to ensure that all departments have implemented adequate and effective quality assurance mechanisms. The internal academic and administrative audit was conducted on 15 December 2020 by College IQAC. These mechanisms should encompass strategies, procedures, and their applicability to ensure quality inputs and, consequently, quality outputs. This report presents the findings, recommendations, and areas of improvement identified during the audit process.

SREE AYYAPPA COLLEGE, ERAMALLIKKARA, CHENGANNUR, KERALA							
ACADEMIC AND ADMINISTRATIVE AUDIT OF DEPARTMENTS							
ACADEMIC YEAR 2019-2020: 15 DECEMBER 2020							
I-DEPARTMENT PROFILE							
		CS	EL	BC&IM B	MATHS	BCOM	REMARKS
1	DEPARTMENT PROFILE FILE	YES	YES	YES	YES	YES	ALL DEPARTMENTS PROFILE FILED
2	STUDENT PROFILE FILE	YES	YES	YES	YES	YES	STUDENT PROFILE FILED
II-CURRICULAR ASPECTS							
3	SYLLABUS FILE	YES	YES	YES	YES	YES	IMPLEMENTED IN ALL DEPARTMENT
4	SEMESTER PLANS/ACTION PLAN/DEPARTMENT CALENDAR FILE	YES	YES	YES	YES	YES	IMPLEMENTED IN ALL DEPARTMENT
5	DEPARTMENTAL ACTIVITIES FILE (CURRICULAR AND CO-CURRICULAR)	YES	YES	YES	YES	YES	ALL DEPARTMENT REPORTS AVAILABLE
6	ADD-ON COURSES/VALUE ADDED/SKILL DEVELOPMENT /CERTIFICATE COURSE FILE	NO	YES	YES	NO	YES	YES-PHYSICAL EDUCATION DEPT.
7	ACTION PLAN/PORTION STATUS FILE	YES	YES	YES	YES	YES	ALL DEPARTMENT REPORTS AVAILABL
8	ACADEMIC BODIES/SYLLABUS REVISION/QUESTION PAPER SERTTERS(FILE)	YES	YES	YES	NO	NO	
9	STUDENT ATTENDANCE REGISTERS	YES	YES	YES	YES	YES	REGISTERS ARE AVAILABLE
10	FEEDBACK FILE	YES	YES	YES	YES	YES	REGISTERS ARE AVAILABLE
III-TEACHING, LEARNING & EVALUATION							
11	TEACHING DIARIES & PLANS	YES	YES	YES	YES	YES	
12	CONDUCT OF INTERNAL EXAMINATIONS(TIME	YES	YES	YES	YES	YES	

	TABLE OF EACH SEMESTER)(FILE)						
13	CONDUCT OF EXTERNAL EXAMINATIONS(TIME TABLE OF EACH SEMESTER) ALONG WITH DATE DECLARATION OF RESULT.(FILE)	YES	YES	YES	YES	YES	
14	PROGRESS REPORT OF INTERNAL EXAMINATION	YES	YES	YES	YES	YES	
15	RESULT ANALYSIS/UNIVERSITY/ SUBJECT WISE (FILE)	YES	YES	YES	YES	YES	
16	REMEDIAL CLASSES FILE	YES	YES	YES	YES	YES	
17	AWARDS/RECOGNITIONS/PATENTS FOR TEACHERS (ACADEMIC)(FILE)	NO	YES(PHD)	NO	NO	NO	
18	TEACHER'S INVOLVEMENT IN EXTERNAL EXAMINATION BOTH PRACTICAL AND THEORY(FILE, UNIVERSITY COMMUNICATION)	YES	YES	YES	YES	YES	
IV-RESEARCH AND CONSULTANCY							
19	RESEARCH GUIDES AND RESEARCH SCHOLARS DETAILS FILE	YES	NO	NO	NO	NO	YES-PHYSICAL EDUCATION DEPT.
20	MAJOR/MINOR/OTHER RESEARCH PROJECTS DETAILS (FILE)	NO	NO	NO	NO	NO	
21	RESEARCH PAPERS PUBLICATIONS/PRESENTATIONS/ BOOKS FILE	YES	YES	YES	YES	YES	PUBLISHED D IN PEER REVIEWED JOURNALS
22	SEMINARS/WORKSHOPS/ TRAINING PROGRAMME FILE	YES	YES	YES	YES	YES	FILE IS MAINTAINED
23	CONSULTANCY , COLLABORATION AND MOU (FILE)	YES	YES	YES	NO	NO	COLLEGE LEVEL
24	STUDENT FIELD VISIT/INDUSTRIAL VISIT FILE	NO	NO	YES	NO	YES	ONLY 2 DEPARTMENTS

25	INTERNSHIP/PROJECT OF STUDENTS(FILE)	YES	YES	YES	YES	YES	
EXTENSION ACTIVITIES							
26	STUDENTS PARTICIPATION/RECOGNITION (EXTENSION/CULTURAL /DEBATE/ QUIZ/AWRADS ETC)	YES	YES	YES	YES	YES	REPORTS AVAILABLE
27	TEACHERS AS COORDINATORS OF CLUBS/FORUMS PROCEEDINGS/COLLEGE DIARY	YES	YES	YES	YES	YES	COLLEGE PROCEEDINGS
28	DETAILS OF STUDENTS IN VARIOUS CLUBS/FORUMS	YES	YES	YES	YES	YES	FILED
V-LEARNING RESOURCE							
29	DEPARTMENT LIBRARY FILE /ISSUE AND STOCK REGISTER	YES	YES	YES	NO	NO	REPORTS FILED
30	E GOVERNANCE/INFIB NET	NO	NO	NO	NO	NO	NO DEPARTMENT MAINTAIN THE FILE
31	PREVIOUS YEARS QUESTION PAPERS FILE	YES	YES	YES	YES	YES	FILED
VII-STUDENT SUPPORT ACTIVITIES							
32	CULTURAL PROGRAMMES/EVENTS/ACTIVITIES CONDUCTED(FILE)	YES	YES	YES	YES	YES	REPORTS AND ATTENDANCE ARE FILED
33	SUPPORT BY DEPARTMENTAL ALUMNI ASSOCIATION (FILE)	YES	YES	YES	YES	YES	SCHOLARSHIP DISTRIBUTED BY ALUMNI
34	GRIEVANCE REDRESSAL / ANTI RAGGING FILE						KEPT FILES IN GRIEVANCE REDRESSAL/ANTI RAGGING NODAL OFFICER
34	TUTORIALS AND TUTORS' REPORTS	YES	YES	YES	YES	YES	
35	SCHOLARSHIPS/GRANTS RECORDS	YES	YES	YES	YES	YES	RECORDED E - GRANTS SCHO.IN OFFICE FILE
36	MENTORING / COUNSELING SYSTEM	YES	YES	YES	YES	YES	

VIII-GOVERNANCE AND LEADERSHIP							
37	DLMC COUNCIL REGISTER WITH ACTION TAKEN REPORT	YES	YES	YES	YES	YES	FILED
38	ALUMNI MINUTES AND ACTIVITIES	YES	YES	YES	YES	YES	FILED
40	PTA MINUTES WITH ACTION TAKEN REPORT	YES	YES	YES	YES	YES	FILED
41	DEPARTMENT ASSOCIATION'S ACTIVITIES FILE	YES	YES	YES	YES	YES	ACTIVITY REPORTS MADE
42	INVOLVEMENT OF DEPARTMENT FACULTY IN GOVERNANCE (PROOF , FILE)	YES	YES	YES	YES	YES	COLLEGE LEVEL
IX - AVAILABILITY OF INFRASTRUCTURE							
43	DEPARTMENT INFRASTRUCTURE FILE	YES	YES	YES	YES	YES	
44	CLASS ROOMS	5	3	3	3	3	
X-BEST PRACTICES							
44	DEPARTMENTAL BEST PRACTICES FILE	YES	YES	YES	YES	YES	INFOFEST

AUDIT REPORTS OF THE DEPARTMENTS

- Academics – Excellent
- Efforts in innovating curriculum on a regular basis
- Activities must be provided with supporting documents
- Regular Academic Programmes conducted by the Department.

OVERALL SWOC ANALYSIS

STRENGTH	WEAKNESS
➤ Importance given to Skill oriented programs	➤ Placement
➤ Efficient and dedicated faculty members	➤ E-resources
➤ Quality culture in sports and arts	➤ Consultancy and industry linkage needs to be strengthened
➤ Introduced new programs	➤ Collaborations & MOU
➤ Started NPTEL Local Chapter	


Dr. Suresh S

IQAC Convener



Dr.Prakash K C

Principal