SREE AYYAPPA COLLEGE

ERAMALLIKKARA, CHENGANNUR, ALAPPUZHA DISTRICT
KERALA

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

NAAC Accredited

Academic and Administrative Auditing (External) Report

Academic Year 2021-2022

Organized by
IQAC, SreeAyyappaCollege

Date :13.02.2023

Audited by

DrJubin Antony
IQAC Coordinator
St Aloysius College Edathua
Alappuzha(Dt), Kerala

Content

INTRODUCTION

Academic and Administrative Auditing is essential for any higher education institute to ensure the quality of academic and nonacademic activities. External Academic and Administrative Auditing was conducted with the sevencriterion of NAAC as the primary attributes. The main objective of the Academic and Administrative Audit(AAA) (External)was to ensure that all departments and college library had been implemented adequate and effective quality assurance mechanisms in terms of strategies, procedures, their applicability, that ensures quality inputs and consequently quality outputs; their agility in ensuring continuous improvements along with review of available resources, their optimal utilization, additional resource requirements for providing quality education. The external audit was carried out as a pilot work of the forth coming NAAC Cycle II visit.

Audit Procedure

Date of Formation of the Audit Committee: 08.02.2023

Data Submitted by the College to the Auditor: 10.02.2023

Date of Visit by the Auditor: 13.02.2023

Auditor:

DrJubin Antony, IQAC Coordinator, St Aloysius College Edathua, Alappuzha(Dt), Kerala

Facilitators

1. **MsSobha P K, IQAC Convener, SreeAyyappa College, Eramallikkara**
2. **Dr Ganga G, NAAC Coordinator, SreeAyyappa College, Eramallikkara**
3. **HoDs of Different Departments**
4. **DIQAC Coordinators**
5. **College Librarian**

Date & Schedule of Audit:

Date:

February 13th, 2023

Detailed Schedule

10 .00 AM Computer Science Department

10.30 AM Electronics Department

11.00 AM Biochemistry and Industrial Microbiology Department

11.30 AM Mathematics Department

12.00 Noon Commerce Department

12.30 PM English and Media Studies Department

1.30 PM College Library

2.30 PM Review Meeting

AUDIT SUGGESTIONS

1. All the departments must strive to start at least one certificate course.
2. Grievances of all students should be properly recorded.
3. Attainment evaluation for OBE needs to be started.
4. Try to sign MoUs with other reputed institutions and conduct programmes based on the MoU.
5. PG department can start NET coaching for students.
6. All departments should plan and implement best practices taking the college level best practices into consideration.

SUMMARY REPORT

The College machinery under the leadership of Principal and IQAC Coordinator is preparing well for the forthcoming NAAC accreditation. The college has a good documentation mechanism. The collected documents need to be arranged and to be made into supporting documents so that it can be uploaded in the SSR. Some of the areas were college and the IQAC need to pay attention are listed in the suggestion section. I wish all the best to the college, the entire staff community and students.
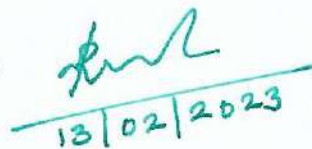
Signed on 13th February 2023 by:

13/02/2023

Auditor

Dr Jubin Antony, IQAC Coordinator, St Aloysius College Edathua, Alappuzha(Dt), Kerala

Received by:

13/02/2023

Prof. (Dr.) Suresh S

PRINCIPAL
Sree Ayyappa College (T.D.B)
Eramallikkara - 689 109

Principal, Sree Ayyappa College, Eramallikkara
Alappuzha Dist, Kerala

DETAILED REPORT

Academic Audit of Departments
I-DEPARTMENT PROFILE

		CS	EL	BC&IMB	MATHS	Bcom	EMS	Remarks
1	Name of the Department							
2	Name of HOD, email &Mob.No							
3	Name of the DIQAC Coordinator, email & Mob. No.	No	No	Dr Ganga G	Dr Sreelekshmi C Warrier	Mr. Praveen Raj.R	Mr Jishnu	Except two department all department has IQAC member
4	Year of Establishment	1995	1995	1999	1995	2014	2020	
5	No. of Posts Sanctioned:	9 4P, 4G	5 4P,1G	5 4P,1G	5 3P, 2G	4 5 G	Nil 2P, 4G	BCom no post sanctioned
6	Students strength	UG 76 PG 16	47	59	13	143	41	Student profile filed

II-CURRICULAR ASPECTS

	Department	CS	EL	BC&IMB	MATHS	BCom	EMS	Remarks
7	Formulation and Implementation of Semester Plans	Yes	Yes	Yes	Yes	YES	YES	Implemented in all department
8	Departmental Activity Plans (Curricular and Co-curricular)	Yes	Yes	Yes	Yes	Yes	Yes	All department reports available
9	Whether the above two circulated among students?	Yet to Circulate	Yet to circulate-	Yes	Yes	Yes	Yet to Circulate	Documants are being made
10	Departmental Activity Registers	Yes	Yes	Yes	Yes	Yes	Yes	Registers are available
11	Add-on Courses completed during last academic year	Nil	No	Certificate Course	Latex, Skill development	Certified Course	No	Course with module and structure
12	Add-on Courses newly started during last academic year	Nil	No	Yes	Yes	Yes	Yes	Reports available
13	Value-added courses organised by the dept(file)	Nil	Nil	Nil	Nil	Nil	Nil	Attention needed

#								
14	Coverage of Syllabus (Average Percentage)- Faculty-wise (Paperwise coverage by teachers should be recorded and signed by students)	Yes	Yes	Yes	Yes	Yes	Yes	
15	No. of New UG & PG Courses introduced this year:	Nil	Nil	Nil	Nil	Nil	Nil	
16	No. of teachers in Academic Bodies of Kerala University (File)	2	3	2	Nil	Nil	Nil	
17	No. teachers participated/contributed in the syllabus revision(Required File)	2	No	2	1	Nil	Nil	
18	No. of teachers engaged as question paper setters(file)	Nil	No	2	1	Nil	Nil	
19	Maintenance of Student Attendance Registers	Yes	Yes	Yes	Yes	Yes	Yes	
20	Feedback forms on Curriculum from students	Yes	Yes	Yes	Yes	No	No	
III-TEACHING, LEARNING & EVALUATION								
21	Teaching Diaries & Plans in the Prescribed Formats	Yes	Yes	Yes	Yes	Yes	Yes	No diary in Prescribed format
22	Department Level Co-Curricular Activities	CASAC	EL Association	BIMA	MATHS ASSOCIATION	Bcom Association	EMS Association	
22	Academic Competitions (Department & Above level)	YES	YES		Yes	YES	YES	
23	Conduct of Internal Examinations(Time table of each semester)(file)	Yes	Yes	Yes	Yes	Yes	Yes	
24	Conduct of External Examinations(Time table of each semester) along with date declaration of result.(file)	Incomplete	Yes	Yes	Yes	Yes	Yes	
25	Progress report of Internal Examination	Yes	Yes	Yes	Yes	Yes	Yes	
26	Records of result analysis	Yes	Yes	Yes	Yes	Yes	Yes	
27	Subject wise result analysis (file)	Yes	Yes	Yes	Yes	Yes	Yes	
28	Teacher wise result analysis (file)	Yes	Yes	Yes	Yes	Yes	Yes	
29	Record of Remedial Classes	Yes)	Yes	Yes	Yes	Yes	Yes	
30	Awards/Recognitions for Teachers (Academic)(file)	No	No	No	No	No	No	

31	Teacher's involvement in external examination both practical and theory(file, University communication)	Yes	Yes	Yes	Yes	Yes	Yes	University communication filed
32	Record of Evaluation of Teachers by Students(file)	No	No	No	No	No	No	Attention

IV-RESEARCH AND CONSULTANCY

33	No. of Research Guides in the Department	No	No	1	No	No	No	Dept Physical education 1faculty+ IMB 1=2 faculties
35	Major/Minor/Other Research Projects Submitted & Ongoing (file)	No	No	1	No	No	No	One department
36	Research Papers Published during last academic year (International /National)(file)	1	5	3	2	2	No	Published in Peer reviewed journals
37	Papers Presented during last academic year (International /National/ State)(file)	1	1	3	3	No	No	International conference
38	Books Published during last academic year(Single Author/ Co Author)(Proof)	Nil	Nil	1	Nil	Nil	Nil	With ISBN
39	Chapters in Edited Books(Proof)	Nil	Nil	2	Nil	Nil	Nil	With ISBN
40	Number of IPR programmes/Entherpreunership/other skill development programmesorganised by the dept	Nil	Nil	1	Nil	1	Nil	Conducted training programs
41	Seminars/Workshops/ Training Programme Conducted completed during last academic year (International /National/ State)(file)	4	2	6	4	3	2	College level
42	Record of Students participation and Presentation in Seminars/Conferences(file)	Nil	Nil	Yes	Yes	To doc	To Document	Seminar /workshop attended
43	Record of Consultancy (file)	Nil	Nil	4	Nil	NO	NO	I department
44	Record of field visit conducted by the dept(file)	Nil	Nil	2	Nil	Yes	2	Report are filed
45	Record of collaboation with other institutions(file)	Nil	Nil	4	Nil	Nil	Nil	Filed
46	Record of internalship of students(file)	Nil	YES	3	Nil	YES	NO	Filed
47	Record of activities conducted through existing MoUs(file)	Nil	Nil	1	Nil	No	No	Filed

48	Record of MOUs completed during last academic year	Nil	Nil	1	Nil	No	No	Filed
EXTENSION ACTIVITIES								
49	Record of Subject/Department Related Extension Activities(file)	NSS/SEA	Yes	Yes	Yes	Yes	Yes	Filed
50	Students participation in Extension Activities of the Department (file)	CASAC	No	Yes	Yes	Yes	Yes	Activity reports made
51	Students participation in Youth festival/Sports in college/university/national/international level(file)	YES	YES	YES	YES	YES	YES	Certificates filed
52	Students participation in debates/quiz etc in college/university/national level	4	YES	YES	YES	YES	YES	Particpated proof filed
53	Award received by students and teachers in extention activities(file)	No	Nil	YES	No	YES	YES	Proof filed
54	Teachers as coordinators of clubs/forums (proof)	Yes	YES	YES	YES	YES	YES	Principal Proceedings
55	Record of Club Activities of Students including NSS and NCC	YES	YES	YES	YES	YES	YES	Proof filed
V-LEARNING RESOURCE								
56	Name of the Librarian(Library in charge)	SAN	UKL	RR	Nil	Nil	Nil	Dept library books maintained through collective effort of faculties
57	No of book in the dept library(Register)	56	To update	58+	Nil	Nil	Nil	Records of books are being maintained
58	Availability of Book Bank Facility	Yes	No	Yes	Nil	Nil	Nil	
59	Access timings of the Library	9.30-3.30	9.30am-4.30pm	9.30am-4.30pm	Nil	Nil	Nil	
60	Circulation of Books among Students (Register)	Yes	Yes	Yes	Nil	Nil	Nil	
61	Availability of Previous years Question papers	Yes	Yes	Yes	Yes	Yes	Yes	
62	Number of soft books available	22+	2	10	Yes	Nil	Nil	
63	Record of Visitors	Issue register	Freely accessible	Issue register	Nil	Nil	Nil	

64	E;learning Resources	YES	YES	YES	YES	YES	YES	Google class rooms Gmeet,Zoo meet.

VII-STUDENT SUPPORT ACTIVITIES

65	Records of events conducted and significant achievements of students in Sports, Games, arts and cultural activities(college, university, national & international)(file)	4 nos	No	YES	Yes	To Doc	To Doc	
66	Record of cultural programmes conducted(file)	No	No	YES	YES	YES	YES	
67	Record of any other extra-curricular activities conducted (file)	Association	Association	Yes	Yes	YES	YES	
68	Record of Support by Alumni Association (file)	Scholarship	Scholarship/Career guidance	Career Guidance	YES	No	NA	
69	Record of Grievance Redressal / Anti Ragging Cell (Complains received)	Nil	Nil	Nil	Nil	Yes	Nil	Nil
70	Availability of Previous year's Question papers	Yes	Yes	Yes	Yes	Yes	Yes	Filed in a semester-wise manner
71	Record of Tutorials and Tutors' Reports	SSP	No	Yes	Yes	Yes	Yes	
72	Scholarships/Grants Records	Yes	Yes	Yes	Yes	Yes	Yes	
73	Mentoring / Counseling System	Nil	Yes	Yes	Yes	Yes	Yes	Mentor Mentee interaction and ATR reports filed

VIII-GOVERNANCE AND LEADERSHIP

74	DIQAC and DLMC Council Register with Action Taken Report	No DIQAC	No DIQAC	Yes	Yes	Yes	---	No ATR
75	Alumni Minutes and Activities	Nil	Nil	Nil	Nil	Nil	No alumni	Attention
76	PTA Minutes with Action Taken Report	Yes	Nil	Yes	Yes	Yes	Yes	
77	Register of Department Association's Activities	Yes	Yes	Yes	Yes	Yes	Yes	
78	Warning Register	Disciplinary action	No	No	No	Yes	No	ATR needed
79	Functioning of Committees in Administration (Minutes of Meetings)	Yes	Yes	Yes	Yes	Yes	Yes	No Doc

80	Teachers participation in leadership programmes and leadership programmes conducted by dept	No	YES	YES	No	No	Yes, To be doc	Principal from ELectronics departme nt and Academic coucil and BOS members in various bodies
81	Involvent of department faculty in governance (Proof ,file)	No	No data	Yes	Yes	No	No	
82	Awards/Achievements by the department	Yes	No	Yes	No	No	Nil	
IX - AVAILABLITY OF INFRASTRUCTURE								
55	**Total area of the dept**	7108 Sqft	Data not Availab le	Data not Availa ble	Data not Availab le	Data not Availabl e	Data not Available	
56	**Number of class rooms**	5	3	3	3	3	3	
57	**Number of labs**	2	3	3	2	1	Nil	
58	Number of staff rooms including HoD room	1	1	1	1	1	1	
59	Room exclusively for library	130 Sqft	Nil	Nil	Nil	Nil	Nil	Needs space and shelf
60	Computer labs (No. of labs & working systems)	2(No data)	1	1	1(5)	1	0(1)	
61	Number of class rooms	5	3	3	3	3	3	
62	Number of projectors	5	1	1	1	1	Nil	
63	Smart Class Room	2	1	1	1	1	Nil	
65	Asset register of immovable, movables, glasswires, computer,chemicalsetc	YES	YES	YES	YES	YES	YES	
X-BEST PRACTICES /CAREER ADVANCEMENT /STUDENT PROGRESSION								
66	Record of best/innovative practices	ICT Training for NTS	Nil	YES	Yes	No	YES	FILED
67	Career guidance and career advancement /placement activities	YES	YES	YES	YES	YES	Yet to start	Data Available
68	Student progression in Higher studies /Job	YES	YES	YES	YES	YES	Yet to satrt	Data Available

**Academic & Administrative Audit of College Library
Internal Auditing Academic Year 2021-22**

	I-LIBRARY PROFILE		
1	Name of the Librarian(Library in charge)	MrShinenath P K	
	Mobile no	9847475953	
2	Contact Details : Phone no	7012395263	
	email id	saclibraryeramallikara@gmail.com	
	Link in college website	YES	
3	Year of Establishment	1995	
4	No. of Supporting staff	1	

	II-Library Infrastructure		
	Item	**Details**	**Recommendation/Suggestions by Academic Advisors A(Good)/B(Satisfactory)/C (poor) after observation**
5	Total Area of the Library in Sqft	1820	
	Reading Area	468	
	Book Shelf area	576	
	Browsing area	112	
	Librarians cabin	No	To setup
	Wash rooms	Yes	
	Visting/Waiting area	No	To setup
	Store Room	No	Mandatory
6	Total no of Books	8522	
	Print	8522	
	E Books	YES	Collection started
	Reference	412	
	Circulation	7847	
	New Arrivals	632	
	Damaged	100	
	Written off	Nil	Request Forwarded to DD
	Newspaper Subscription	4	
7	Total no of members	347	
	Students	299	
	Staff	48	
	Others	Nil	
8	Magazines	No	
	Back Volume	No	
9	Journal subscription	No	

	Back Volume	Yes	Needed binding 70 collected
10	Library Automation System	Koha	Grandhasoft replaced by Koha
	Details' of level of automation	Partially	Gate System Display Needed
11	ICT Resources/Facilty	Available	
12	No of Computers with Internet	4	To be improved
	Hardware software details		
	WiFi Facility	No	
	UPS/Inverter/Router/Photocopier	1 ups, 1 photocopier	
13	INFLIBNET facility	No	To subscribe
14	CCTV/Surveillance	Yes(6 Camera)	1 Damaged
15	No of Book shelves	47	
	Open book shelves	35	
	Closed shelves	12	
	News paper/magazine stands	Magazine stand Available	Needs Newspaper stand
	Chairs	Office chair -3, plastic chair with hand rest-35, plastic chair without handrest-25	
	Tables	Oval table -5, office table- 2, wooden table -5	
16	Ramp Facility	No	
17	Washroom/Bathroom facility	Yes	
18	Suggestion Box	YES	
19	Board with libray staff names, committee members	YES	
20	Boards with inspirational qoutes	YES	
21	Photographs of eminent personalities	YES	
22	Safety equipment(Fire exitnguisher)	No	To do
23	Security System	No	To do
24	Purified Drinking Water Facility	Yes	To
III-Library Services			
25	Library Timings	9.30 to 4.30	
	Opening	9.30 am	
	Issue/Return of Books	9.30 am	

	Special timings on exam days/holidays	YES	Library Time Extended
	Notice at the entrance	YES	
26	Manual Services details	For newly admitted students	
27	Computerized services	Available	
	Issue of Books	yes	
	Reference	manual	
	Reminder Mailing	yes	
	Locating the book	yes	
28	ICT/web enabled services	Available	
	Gate System	yes	
	Institutional repository	yes	
	Digital library access	in the library premises only	
	CD ROM Database	yes	
	Online database	in the library premises	
	Internet browsing	yes	
	Newspaper clippings	Partially	Needs to improve
29	Photocopy Services	yes	
30	D Space Facility	in the library premises	Needs to improve
31	Question Bank	YES	
32	Student Centric activities(Essay competition/Quiz etc)	yes	
33	Academic Calendar of Library	NO	
34	Feedback of members and analysis	yes	No regular update
35	Student research works/Project works reports	yes	

Annexure

1	Stock Register	Yes	
2	Issue Register	Yes	
3	Damaged books Register	No	
4	Written off books register	No	

5	Budget Register	Yes	
6	Purchase Register	Yes	
7	Magazine Register	yes	
8	Journal Register	yes	
9	Membership details Register	yes	
10	Entry/Visit Register	yes	
11	Infrastructure Register	yes	
12	Programme Register	yes	
13	Library committee minutes register	yes	
14	Library Staff Meeting minutes and ATR	Yes	
15	Library Fine Register	Yes	
16	Library Usage report	yes	
17	Library Committee Action plan and ATR File	yes	
18	Library Budget plan/Proposals File	Yes	Documentation needed
19	Library PD Account Fund Utilization Reports	Yes	Documentation under process
20	Library Collection Report(no of books print/e books/subject wise/magazines/journal/newspaper etc)	Yes	Open access report
21	Books Issue Report	yes	
22	Fund Utilization Report	Yes	Documentation under process
23	Annual Stock Verification Report	yes	
24	Library Cleaning report	Yes	
25	Library Fine Report	yes	

GLIMPSES OF AAA(External) AUDIT