

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 2022-2023

**ORGANIZED BY
IQAC, SREE AYYAPPA COLLEGE**

DATE : 9.11.2023

**AUDITED BY
DR P.S PARAMESWARAN
ASSOCIATE PROFESSOR, DEPARTMENT OF
CHEMISTRY,
FORMER IQAC COORDINATOR
SD COLLEGE ALAPPUZHA
ALAPPUZHA(DT), KERALA
(CHAIRMAN BOS(UG), UNIVERSITY OF KERALA)**

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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 seven criterion of NAAC as the primary attributes. The main objective of the Academic and Administrative Audit(AAA) (External) was to ensure that all departments, administrative office 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 regular mechanism carried out every academic year to sustain and improve the quality of the institution.

Audit Procedure

Date of Formation of the Audit Committee: 01.11.2023

Data Submitted by the College to the Auditor: 08.11.2023

Date of Visit by the Auditor: 09.11.2023

Auditor:

Dr P S Parameswaran,

Associate Professor Department of Chemistry,

Chairman, BoS(UG) in Chemistry(University of Kerala)

Former IQAC Coordinator, SD College, Alappuzha(Dt), Kerala

Facilitators

- 1. Ms Sobha P K, IQAC Convener, Sree Ayyappa College, Eramallikkara**
- 2. Dr Ganga G, NAAC Coordinator, Sree Ayyappa College, Eramallikkara**
- 3. Dr. Sreelekshmi. C Warriar, Criteria VI Member**
- 4. HoDs of Different Departments**
- 5. Dr. Remya L, Deputy Warden, Ladies Hostel**
- 6. DIQAC Coordinators**
- 7. Mr. Shine Nath, College Librarian**
- 8. Mr. Biju Kumar P, HA, Administrative Office**

Date & Schedule of Audit:**Date:** 09.11. 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

1.00 PM Ladies Hostel

1.30 PM College Library

2.15 PM Administrative Office

3.30 PM Review Meeting

AUDIT SUGGESTIONS

1. Departmental curricular and co-curricular Action plan need to be discussed and finalized in the DLMC meeting conducted at the beginning of the academic year and corresponding Action Taken Report(ATR) to be prepared towards the end of the academic year.
2. Departmental Strategic plans are to be published.
3. Students Result improvement plans need to be implemented at departmental level.
4. PBAS reports of faculty members need to be maintained at departmental level for every academic year.
5. Participation of faculty members in development of curriculum need to be improved.
6. Number of research publications of faculty members need to be enhanced.
7. Awareness of students on POs, PSOs, COs need to be strengthened. Implementation of OBE has to be enforced.
8. Some MoUs are not functional.
9. Capacity building and Skill enhancement programmes need to be improved.
10. Placement of students through CGPC has to be made effective.
11. Appointment towards sanctioned posts need be filled immediately.
12. Student participation sports/arts to be enriched.
13. Departmental alumni participation need to be strengthened.
14. Best laboratory practices need to be displayed.
15. Usage of ERP by office staff need to be increased.
16. Maintenance of Scholarship/E-Grantz records need to be updated.
17. Computers provided at the browsing section of the library are to be increased.
18. Implementation of biogas plant and kitchen garden at the college ladies hostel will help the biodegradable waste management.

SUMMARY REPORT

In the academic and administrative audit held on 09.11.2023 at the college, several key aspects were evaluated to assess the institution's overall performance. The audit revealed a number of strengths. The college demonstrated an effective curricular delivery system, with well-structured courses and engaging teaching methods. Adequate documentation practices were in place, ensuring transparency and accountability in administrative processes. The use of ICT tools was prominent, enhancing teaching and learning efficiency. A proper mentoring system was evident, promoting student support and development. The continuous evaluation methodology was found to be effective in assessing student progress.

Furthermore, the audit identified that most departments offered value-added and skill courses, enhancing the holistic development of students. Some of the areas where college and the IQAC need to pay attention are listed in the suggestion section. These areas, if addressed, will further enhance the college's overall quality and effectiveness in providing quality education and administrative services.

Signed on 09th November 2023 by:

Auditor

[Handwritten Signature]
9/11/2023

Dr P S Parameswaran, Associate Professor Department of Chemistry, SD College,
Alappuzha(Dt), Kerala

Received by:

[Handwritten Signature]
9/11/2023
Prof. (Dr.) Suresh S

Principal, Sree Ayyappa College, Eramallikkara



DETAILED REPORT

The Academic and Administrative audit(External) 2022-23 of Sree Ayyappa College, Eramallikkara was conducted as per the schedule prepared by IQAC. The external auditor, Dr P S Parameswaran, Associate Professor Department of Chemistry, SD College, Alappuzha(Dt), Kerala furnished a detailed plan of action based on the data verification at different departments, college hostel, library and administrative office.

Department of Computer science

Facilitator: Mrs Jisha Nair B J (HoD)

The department over all performance was excellent and all the files were properly documented . A good team effort was observed at the time of visit. However few suggestions and comments were raised by the Auditor and are mentioned below:

1. Academic Action Plan should be mentioned in DLMC minutes book.
2. Result Analysis and Action taken Repots to be filed.
3. List of Action plan academic and non academic should collectively discussed during the beginning of Academic year and ATR of the same should be documented after the implementation of respective activities
4. Governance participation of Teachers and students (if) should be mentioned
5. Three year Strategic plan of the department needs to be discussed and documentation needs to be made
6. Grievance file for the students needs to be properly documented
7. After each DLMC next meeting should discuss of the ATR of the previous meeting
8. Best Practices of the Department needs to be identified and documented
9. Extension and outreach activities needs to be strengthened
10. Functional Mou Needs to be collected and documentations needs to be made

Department of Electronics

Facilitator: Dr. Usha Kumary L (HOD)

The department over all performance was excellent. All faculty members cooperated

well and a collective effort was made for the successful completion of the audit. However, some suggestions and comments were raised by the Auditor and are mentioned below.

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6. Grievance file for the students needs to be properly documented
7. After each DLMC next meeting should discuss of the ATR of the previous meeting
8. Best Practices of the Department needs to be identified and documented
9. Extension and outreach activities needs to be strengthened
10. Syllabus coverage portion status report needs to be updated
11. Remedial session
12. Infrastructure stock file needs to be maintained.
13. Appraisal submission of the faculty needs to be encouraged
14. Collaboration letter for Project/internship needs to be collected
15. Result and analysis and Action taken Report needs to be mentioned
16. Student progression needs to be improved
17. Two DLMC meeting registers need to be maintained one should be for academic and another one is for extracurricular and other department activities
18. Class Attendance register needs to be completed
19. Extension and Outreach activities needs to be documented
20. Subject wise result analysis should be documented

Department of Biochemistry and Industrial Microbiology

Facilitator: Dr. Nitha. B (HOD)

Overall performance of the department was outstanding. All faculties cooperated well and a collective effort was made for the successful completion of the audit. However, few suggestions and comments were raised by the Auditor and are mentioned below.

1. Academic Action Plan should be mentioned in DLMC minutes book
2. Result Analysis and Action taken Reports to be filed
3. List of Action plan academic and non academic should collectively be discussed during the beginning of Academic year and ATR of the same should be documented after the implementation of respective activities
4. Governance participation of Teachers and students (if) should be mentioned
5. Three year Strategic plan of the department needs to be discussed and documentation needs to be made
6. Grievance file for the students needs to be properly documented
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8. Best Practices of the Department needs to be identified and documented
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10. Remedial session needs to be strengthened
11. Infrastructure stock file needs to be maintained.
12. Appraisal submission of the faculty needs to be encouraged
13. Collaboration letter for Project/internship needs to be collected
14. Result and analysis and Action taken Report needs to be mentioned
15. Student progression needs to be improved
16. Two DLMC meeting registers need to be maintained one should be for academic and another one is for extracurricular and other department activities
17. Campus Genie documents should be properly maintained
18. Academic best practices should be implemented and documented

19. Teachers should take collective effort for attracting more students in to the Department during forthcoming years
20. Feed back analysis should be conducted

Department of Mathematics

Facilitator: Dr. Sreelekshmi C Warriar (In-charge of HOD)

Overall performance of the department was very good . All faculties cooperated well and a collective effort was made for the successful completion of the audit However few suggestions and comments were raised by the Auditor and are mentioned below

1. Academic Action Plan should be mentioned in DLMC minutes book
2. Result Analysis and Action taken Repots to be filed
3. List of Action plan academic and non academic should collectively discussed during the beginning of Academic year and ATR of the same should be documented after the implementation of respective activities
4. Governance participation of Teachers and students (if) should be mentioned
5. Three year Strategic plan of the department needs to be discussed and documentation needs to be made
6. Grievance file for the students needs to be properly documented
7. After each DLMC next meeting should discuss of the ATR of the previous meeting
8. Best Practices of the Department needs to be identified and documented
9. Extension and outreach activities needs to be strengthened
10. Remedial session needs to be strengthened
11. Infrastructure stock file needs to be maintained.
12. Appraisal submission of the faculty needs to be encouraged
13. Collaboration letter for Project/internship needs to be collected
14. Result and analysis and Action taken Report needs to be mentioned

15. Student progression needs to be improved
16. Two DLC meeting register needs to be maintained one should be for academic and another one is for extracurricular and other department activities
17. Campus Gene documents should be properly maintained
18. Academic best practices should be implemented and documented
19. Teachers should take collective effort for attracting more students in Department during forthcoming years
20. Freeships and scholarship programs should properly documented

Department of Commerce with Computer Application

Facilitator: Dr. Ajayan Thankayan (HOD)

Overall performance of the department was good , All faculties were cooperated well and a collective effort was made for the successful completion of the audit However few suggestions and comments were raised by the Auditor and are mentioned below

1. Academic Action Plan should be mentioned in DLMC minutes book
2. Result Analysis and Action taken Repots to be filed
3. List of Action plan academic and non academic should collectively discussed during the beginning of Academic year and ATR of the same should be documented after the implementation of respective activities
4. Governance participation of Teachers and students (if) should be mentioned
5. Three year Strategic plan of the department needs to be discussed and documentation needs to be made
6. Grievance file for the students needs to be properly documented
7. After each DLMC next meeting should discuss of the ATR of the previous meeting
8. Best Practices of the Department needs to be identified and documented
9. Extension and outreach activities needs to be strengthened
10. Syllabus coverage portion status repot needs to be updated
11. Remedial session needs to be strengthened

12. Infrastructure stock file needs to be maintained.
13. Appraisal submission of the faculty needs to be encouraged
14. Functional Mou/Collaboration letter for Project/internship needs to be collected and beneficiaries should be identified
15. Result and analysis and Action taken Report needs to be mentioned
16. Student progression needs to be improved
17. Two DLMC meeting register needs to be maintained one should be for academic and another one is for extracurricular and other department activities
18. Campus Gene documents should be properly maintained
19. Academic best practices should be implemented and documented
20. Teachers should take collective effort for attracting more students in to the Department during forthcoming years
21. Most of files were partially completed hence documentation strategy itself needs to be improved
22. Feedback analysis needs to be completed

Department of English and Media Studies

Facilitator: Dr. Athra Ssidharan (HOD)

Overall performance of the department was excellent A good team work and team spirit helped them for successful completion of the audit However, few suggestions and comments were raised by the Auditor and are mentioned below

1. Academic Action Plan should be mentioned in DLMC minutes book
2. Result Analysis and Action taken Repots to be filed
3. List of Action plan academic and non academic should collectively discussed during the beginning of Academic year and ATR of the same should be documented after the implementation of respective activities
4. Governance participation of Teachers and students (if) should be mentioned
5. Three year Strategic plan of the department needs to be discussed and

documentation needs to be made

6. Grievance file for the students needs to be properly documented
7. After each DLMC next meeting should discuss of the ATR of the previous meeting
8. Best Practices of the Department needs to be identified and documented
9. Extension and outreach activities needs to be strengthened
10. Syllabus coverage portion status report needs to be updated
11. Remedial session needs to be strengthened
12. Infrastructure stock file needs to be maintained.
13. Appraisal submission of the faculty needs to be encouraged
14. Functional Mou/Collaboration letter for Project/internship needs to be collected and beneficiaries should be identified
15. Result and analysis and Action taken Report needs to be mentioned
16. Student progression needs to be improved
17. Two DLC meeting register needs to be maintained one should be for academic and another one is for extracurricular and other department activities
18. Campus Gene documents should be properly maintained
19. Academic best practices should be implemented and documented
20. Teachers should take collective effort for attracting more students in Department during forthcoming years
21. Most of files were partially completed hence documentation strategy itself needs to be improved
22. Feedback analysis needs to be completed.

College Hostel:

1. Installation of Biogas Plant: The installation of a biogas plant at the College Hostel is a commendable step towards sustainable fuel and biowaste management. The benefits observed include: Energy Efficiency, Waste Management and Cost Savings.

2. **Setting up of Kitchen Garden:** The establishment of a Kitchen Garden is a positive step towards promoting self-sustainability in food production. The Kitchen Garden provides fresh and organic vegetables for the hostel's kitchen, promoting a healthy and nutritious diet. The garden serves as an educational tool, allowing residents to learn about gardening and sustainable agriculture practices. The addition of the Kitchen Garden enhances the aesthetic appeal of the hostel premises.

3. **Removal of Slab from the Side of the Well and Premises Cleaning:** The removal of the slab from the side of the well and the cleaning of the front premises contribute to the overall hygiene and safety of the hostel.

College Library:

1. More machines needs to be installed at browsing area.
2. Cloud storage facility for external access need to be implemented.
3. Usage statistics of members need to improved.

College Office:

1. Upon conducting a thorough audit of the College Office's file management system, it is observed that there is a need for enhancement to ensure effectiveness.
2. The audit revealed that non-teaching staff members lack adequate training in utilizing the Enterprise Resource Planning (ERP) system of the college namely Campus Genie. Given the integral role of ERP in streamlining administrative processes, it is crucial to address this gap.
3. The audit identified areas for improvement in the documentation of scholarship and e-grantz processes. Clear and well-documented procedures are essential for transparency and accountability. Improved documentation practices will enhance the College Office's ability to track and report on scholarship and e-grantz activities accurately.

GLIMPSES OF AAA(2022-230 External) COMMITTEE VISIT

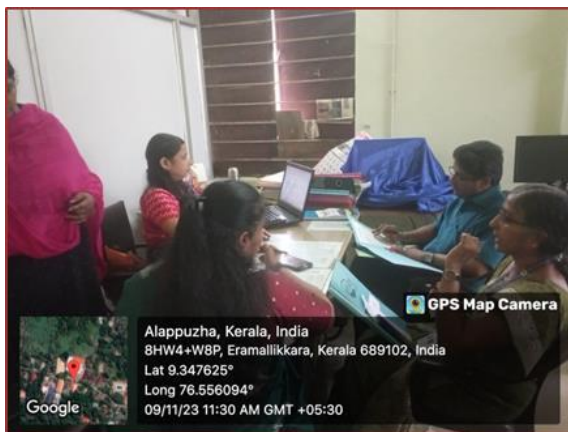
Computer Science Department



Electronics Department



Biochemistry & Microbiology Department



Mathematics Department



Commerce Department



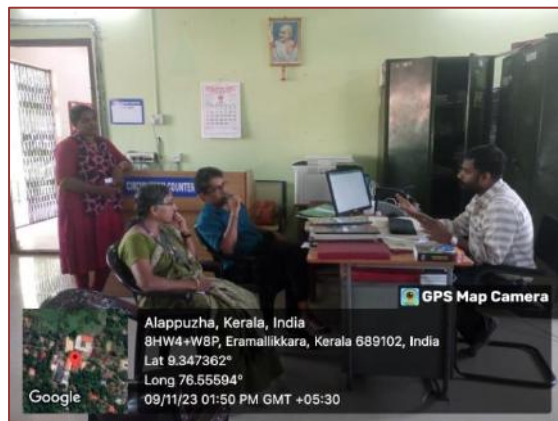
English & Media Studies Department



Hostel



Library



College Administrative Office

