



St. George's
College *Aruvithura*
Estd. 1965

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2018-19

Aruvithura P.O., Kottayam,
Kerala - 686122

www.sgcaruvithura.ac.in
iqac@sgcaruvithura.ac.in
Ph: 04822 272220, 274220

St. GEORGE COLLEGE ARUVITHURA
REPORT OF THE ACADEMIC & ADMINISTRATIVE AUDIT 2018-19

Period of Assessment 2018-19

Dates of Audit: 29/03/2019 and 30/03/2019

Audit Committee

1. Dr. M V Georgekutty - Principal
2. Dr. Reji Vargheese Mekkaden : IQAC Coordinator
3. Dr Jilu Ani John, : Convenor, Academic Monitoring Committee
4. Dr Baby Sebastian : Member Academic Monitoring Committee

General Observations

1. The pro-active and efficient leadership of the Management supplemented by committed and earnest faculty and administrative staff, works in unison to guarantee the quality sustenance of the institution.
2. There are 17 UG Programmes and 5 PG programmes and one Research Centre in the campus.
3. A total of 103 faculty administrative staff work in the campus.
4. The student strength is 2149.
5. Offers 18 Certificate courses .
6. Active IQAC monitors the quality initiatives of the institution.
7. A total of 2 MoUs exist between the college and various industries.
8. The college infrastructure shall be augmented .

Curricular Aspects

1. Work diary and class diary have to be maintained, supervised and analysed
2. Annual course plan should be prepared by all faculty and verified by the HoD and The Principal.
3. Start certificate courses to enrich the curriculum.
4. Documentation of induction programmes, bridge courses and remedial programmes is to be improved.
5. Feedback collection and analysis are to be done more effectively.

Teaching Learning

1. The number of Doctoral degree holders is to be increased.
2. Provide more chances for student centric experiential learning.
3. The pass percentage of students can be improved.
4. Teachers should effectively employ mentoring and remedial teaching to improve the academic output..

Research and Extension

1. Research culture in the campus (Independent and groups research); Consultancy; Collaborations; Tie-ups etc are to be improved & strengthened
2. It should be made mandatory for every teacher to attend at least one National Seminar (of repute) and present paper every year and one International Seminar once in five years
3. Departments have to work on more MoUs
4. At least one extension activity by each department every year

Infrastructure

1. Inadequate library facilities
2. Elevator facility shall be made available for different blocks
3. More computers shall be dedicated for student usage.
4. More classrooms are to be ICT enabled.
5. Language lab needs to be fully equipped by the installation of communication software.

Student Support Activities

1. Every teacher should develop and practice Soft-skills, Life-skills, Career Skills, Personal Grooming etc. It is good to give occasional training
2. Student Progression and placement are to be improved.
3. Placement training shall be improved
4. Coaching for competitive exams shall be made more effective.
5. More capacity building programmes especially focussing on Linguistic communication and computing skills are to be organised by all departments.

Environmental Initiatives

1. Poly house and organic farming is practised in the campus.
2. Gender Environmental and Energy audits are conducted properly.
3. Departments shall arrange more programmes to provide inclusive environment in the campus.
4. All departments shall design their best practices in tune with the institutional best practices.

Departmental Observations

Mathematics

- Documentation should be in line with NAAC Criteria.
- Start intercollegiate competitions like Mathematics Quiz competition.
- Alumni activities should be improved.
- Result is excellent.

Physics

- . Documentation of the meetings of the Department is to be in a standard format - Meeting Notice, Agenda, Minutes, Follow-up and Action taken
- Promote different types of online paperless Exams/Assignments.
- Collaboration with nearby Colleges/Institutions should be increased.

Chemistry

- Result analysis and remedial measures in a structured manner are to be included
- Certificate course in subject areas relevant to science students may be organized
- Participation/presentation of students in seminars shall be promoted

Botany

- Result is satisfactory
- Laboratory conditions need to be improved
- Botanical garden maintenance is poor
- A green calendar shall be prepared
- The department can advise a green campus protocol for the institution

Economics

- Conduct more Internal Examinations
- Conduct more Extra - Curricular Activities
- Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development needs more attention.
- Organize Gender equity/ harmony and gender sensitivity promotion programs/ courses

Politics

- Enhance faculty development programs , including opportunities for research and conference participation.
- Introduce more certificate courses
- Strengthen grievance cell of the department
- Conduct program regarding Research Methodology

English

- Departmental records are to be updated.
- A well-furnished language lab is essential for the department
- The Gender-equity programs and initiatives of the department is excellent
- Can implement more innovative student-centric methods of teaching

BCA

- Placement training should be done to improve placements in the department.
- Adequate training shall be given to assist students to attend competitive exams.
- Research profile of the faculty members should be improved.
- Extension programmes shall be promoted by the Department.

Commerce(Aided)

- Conduct certificate courses for the students
- The good result is to be appreciated.
- Workshop and seminars need to be conducted
- Conduct industry based projects

Food Science

- Documentation of programmes conducted by the department
- Organize grievance committee and maintain proper records certified by HOD
- Mentoring and remedial coaching for students are to be strengthened.
- Academic result of PG students needs more attention
- Strengthen Alumni Association activities


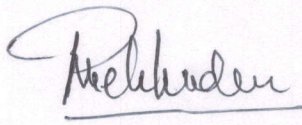

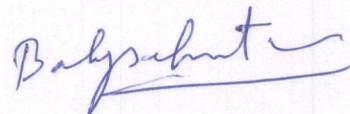
Mass Communication

- Results can be improved
- Technical facilities are used
- Enter into MoUs with media institutions
- Certificate courses shall be started

Commerce(SF)

- Department needs to establish a language lab.
- Students should be involved in the extension activities.
- Enhance faculty development programs , including opportunities for research and conference participation
- Adequate training shall be given to assist students to attend competitive exams

AAA 2018-19 Audit Team Signature

Dr. M V Georgekutty Principal	
Dr. Reji Vargheese Mekkaden : IQAC Coordinator	
Ms Jilu Ani John Member IQAC	
Dr Baby Sebastian Member IQAC	



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ACTION TAKEN ON THE BASIS OF

ACADEMIC AND ADMINISTRATIVE

AUDIT REPORT

**Action Taken on the basis of Annual Academic and Administrative Audit
on 29/03/2019 and 30/03/2019**

1. The audit recommended to conduct Feedback collection and analysis more effectively. A Feedback committee was formed under the Criterion 1 Team to make the Stakeholder feedback system more efficacious.
2. IQAC instructed the departments to pay special attention to the slow learners and make the Remedial system more effective to improve the overall performance of these students.
3. The management took the decision to install elevator facility in the college to make it more friendly for divyangjan.
4. It was also recommended to procure more computers for the student use. As many as 35 computers were purchased for this purpose.
5. Those departments with relatively low pass percentage were asked to strengthen the remedial coaching and pre- exam preparations and help for the students
6. The college council decided to strengthen the placement cell activities and to organise a job fair in the campus itself.



Rejhadun

Dr. Reji Varghese Mekkaden

Principal

PRINCIPAL
ST. GEORGE'S COLLEGE
ARUVITHURA