



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

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2020-21

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St. GEORGE COLLEGE ARUVITHURA
REPORT OF THE ACADEMIC & ADMINISTRATIVE (EXTERNAL) AUDIT
ON 24-25/09/20

On the basis of the request from the Principal and the IQAC Coordinator we have visited the College and made an assessment of the preparation made by the IQAC and the Departments of St. George College Aruvithura on 24-25 September 2020.

In the beginning, we have detailed discussion and review with the Manager, Principal, Bursar, HoDs and the IQAC team about the previous NAAC Peer team visit, academic & administrative audit and the reviews conducted so far.

Subsequently there was a meeting of the HoDs and the Criteria heads and explained to them the process of the AA External Audit.

The HoDs along with the faculty members and the Criteria heads and team, then presented (PPT) the documents collected and the status of the preparations made so far. Detailed discussions and clarifications were also made during the presentations. At the end there was an exit meeting and we presented our observations.

On the basis of the feedback received from the presentations and interaction, we present the following points for the consideration of the HoDs, IQAC Team, Principal and the Management.

General Observations:

1. Serious efforts have to be made by the College community to understand the new NAAC Accreditation Manual and the process
2. Evidence based Documentation has to be strengthened. Though many activities were done in the departments/ college, but are to recorded and serious efforts have not been made to document all the activities
3. All data are to be entered and presented in the formats as per the tables provided by the NAAC in the revised guidelines
4. A data collection strategy / centre such as Google Sheet/ WhatsApp group etc for each criteria has to be established by the IQAC at the earliest and motivate the departments/ Clubs/ Associations/ Facilities etc to provide data and documents periodically, preferably ever week.
5. Consolidation and Digitization of records has to be started immediately
6. There shall have a "Resource Team" under the IQAC, which shall help and support each department to prepare and upload the documents. Make sure that all records and documents, as per NAAC parameters, are ready before 31st March every year
7. Departments have to start the documentation and activities in-line with the new NAAC accreditation
8. Departmental documentation should follow a common pattern but not necessarily stereotype.
9. Though data are collected but are not as per NAAC templates

10. The documents collected seem to be insufficient. Hence more documents, records and supporting documents are required
11. Hyperlinks are to be provided for detailed data and documents wherever needed and required
12. More documentary evidences and proof required at many cases. More MoUs and contracts/ agreements are also required in the proper format
13. Annual Academic Planning (AAP) is to be conducted every year preferably for two days (residential programme) in May. The Course Plan and Teaching plan along with the programme architecture & logic are to be prepared in the "Annual Academic Planning" meeting
14. Work diary and class diary have to be maintained, supervised and analysed
15. "Virtual Learning Directive" is a new concept in academic flexibility which can be tried – Assembling a motor/ Human body/ Accounting package/ Event management etc Virtually
16. Teacher Performance Appraisal (TPA) – Students, Parents, Alumni, Peer and Experts - shall be made mediatory and "Structured Feedback Analysis" is to be conducted
17. Implement Question Bank (student initiated and teacher reviewed) for subjects taught every year and revise it periodically. Questions for internal evaluation, term examination and similar assessment process are to be generated from the question bank
18. Outcome Based Education (OBE) strategy is not understood in its concept. Programme Outcome (PO), Programme Specific Outcome (PSO) and Course Outcome (CO) are to be understood well, specified and mapped for all programmes
19. A one day session for all the teachers may be conducted particularly and exclusively for OBE, PO, PSO and CO so that all teachers will understand it properly and act accordingly
20. Research culture in the campus (Independent and groups research); Consultancy; Collaborations; Tie-ups etc are to be improved & strengthened
21. Three/ Two year research project for all the new batch is to be continued
22. It should be made mandatory for every teacher to publish at least one paper every year in any journal of repute or publish a book
23. 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
24. Every teacher should apply for at least one MRP from UGC and another from other funding agencies.
25. All teachers should understand the difference between "Mentoring", "Counseling", "Remedial Coaching", "Student Support" etc activities
26. Separate and effective systems for all the above activities (Sl. No.25) for the student progression has to be evolved

27. A professional development committee has to be formed
28. Personal Growth Plan (PGP) for teachers and Department Growth Plan (DGP) for each department is to be implemented and monitored
29. Every teacher should develop and practice Soft-skills, Life-skills, Career Skills, Personal Grooming etc. It is good to give occasional training
30. Implement Monthly Performance Report (MPR) submission and monitoring by all departments. Conduct "Surveillance Audit" to make sure the departmental output of each category mediatory
31. Institutional extension activities and Campus Community initiatives can be in collaboration with Govt.; NGO's; CSR initiatives of companies and firms, Local church etc to have supportive work related to Environment, Health and Hygiene benefiting a good cross section of the public
32. Atleast one extension activity by each department every year
33. Conduct "Satisfaction Survey" and "Need Analysis" of the students periodically. On the basis of the Need Assessment/ Aptitude Test, categorise the students such as: A = (Advanced/ High intensity Learners), B = (Curious to learn) C = (Average/ Mediocre Learners), D = (Poor/ Special attention needed/ Strange Learners) and cater to the needs of the diversity
34. Resource / Fund mobilization should be more effective and a system should evolve to have a proper and effective mechanism for departmental accounting, budgeting and reporting
35. Along with the conventional teaching learning methodology try some new and innovative methods, especially ICT enabled are to be introduced. Take advantage of "social media"
36. Innovative systems of Green / Waste / E waste/ Energy/ Water/ Gender/ Social etc Audits/ etc shall be performed and practiced periodically. Display boards, Swtch Bharath boards, Dust/waste bins with disposable protocol/ colour code
37. "Student Assistantship" and "Start-ups" monitored by a teacher is a good option. Engage students in various academic and academic administrative activities and programmes in the department
38. Alumni Association programmes and activities (Department-wise and for the college) are to be strengthened and interaction is to be more effective. Resource mobilization through Alumni is to be ensured
39. Training may be arranged for the teachers on time management, image management, Institutional needs, grooming etc.
40. ISO and/or similar quality certifications and Accreditations could be achieved
41. Facilities for the Differently Abled shall be defined and refined, and needs more inclusion
42. Regular Department meetings are essential and the proceedings should be recorded, monitored and implemented systematically (Notice, Agenda, Minutes, Action Taken Report, Follow-up etc) by the HoD

43. Departmental Resource generation through Alumni and other sources is to be undertaken on a regular basis and proper accounting and audit systems are to be followed
44. Details for preparing the write-ups for the Qualitative parameters are to be collected by the criteria team and hand it over to the IQAC team
45. Understand the different parameters which are to be taken for 5 years and current year
46. Prepare & implement various Policies/ Rules/ Regulations with transparency. Students, Teachers and staff should be aware of them
47. Regularly update the college website (Needs updating now). All statutory documents are to be uploaded in the website
48. Conduct regular induction programme for the students every year in the beginning
49. Conduct regular induction programme for the new teachers and staff every year and for all teachers and staff atleast once in five years
50. Give emphasis may be given to the criteria's which carry more weightage
51. Excellence, Core values, Outcome and innovative ideas are the crunch of the quality initiatives
52. Same Documents can be given in different angles at different criteria with focus on the criteria demands
53. Documentation of the meetings (Department, Staff Council, Governing Body, BoS, Alumni, PTA, Association/ Club meetings etc.) is to be in a standard format - Meeting Notice, Agenda, Minutes, Follow-up and Action taken etc.
54. Each Department may prepare a short video preferably with voice of 2 to 3 minutes covering all activities and present it before the AAA team.
55. Start-ups and Spin Offs may be encouraged. Include success stories of the start-ups/ projects of the top placed alumni.

Presentation (PPP)

1. Departments will get hardly 15 to 20 minutes only for the presentation
2. Hence it would be better if we can limit the number of slides to 15-20
3. Good to present the documents criteria-wise
4. Present the slides in an attractive and eye catching manner with maximum bullet points, charts, graphs, diagrams etc which are self explanatory
5. Give maximum documents, information and statistics with Hyper links to the main slides as many places as possible
6. The presenter should present the slides with clarity, intelligibility and auditable with good vocabulary and in simple words and sentences
7. The presenter need not necessarily be the HoD
8. HoD or any other member should have clarity of the points presented, and if there is question or doubt is asked one member only should answer.

Criteria wise suggestions

Criteria 1: Curricular Aspects

1. Conduct “Annual Academic Planning” - implement and review it regularly
2. Needs effective curriculum planning and delivery through well defined strategy and documentation process as per NAAC criteria needed
3. Conduct more subject related Certificate/Diploma programs/Add-on programs and maintain proper records of the students enrolled in it; and compare it as against the total number of students
4. More participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS & AC etc needed
5. Keep detailed record of students undertaking field Projects / Internships
6. Maintain structured feedback on curriculum obtained/ collected, analysed and action taken from a) Students b) Teachers c) Employers d) Alumni e) Parents
7. Teacher quality initiatives needs more attention
8. Innovative Academic Flexibility is highly essential
9. Listing of POs, PSOs and COs and its Mapping is very important

Criteria 2: Teaching Learning Evaluation

1. Keep record of the details of students from other States and Countries
2. Collect the details of the programmes for catering to Student Diversity – Diversity is not only Men/Women; SC/ST/ OBC etc. It also includes students with learning deficiencies, problem students etc. Conduct IQ/ EQ test as well as Audio/ Sight test
3. Ascertain the details of differently abled students (Divyangjan) on rolls
4. What are the student centric methods, such as experiential learning, participative learning and problem solving methodologies used for enhancing learning experiences
5. Awards, Recognition and Publication areas needs more attention. All Awards, Recognition and Publication of teachers and students are to be collected and presented. See that nothing is left out
6. Details of teachers using ICT for effective teaching with Learning Management Systems; (LMS), E-learning resources and e-content/ resource creation
7. Demand survey, Satisfaction survey etc from all stakeholders also needs careful consideration
8. Result analysis and remedial measures in a structured manner are not seen included
9. Teacher empowerment through FDP's or trainings shall be ensured

Criteria 3: Research, Innovation and Extension

1. Establish an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
2. Extensive efforts may be taken to collect the details of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices
3. Extensive efforts may be taken to collect the details of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher
4. Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development needs more attention – Campus-Community interaction initiatives (Both are integral parts)

5. Details of teachers and students who received awards, recognition, fellowships at State, National, International level from Government and Govt., recognised bodies. See that nothing is left out.
6. Maintain record of the pass percentage of Students – analyse and find out the deficiencies, problems and issues, if any, if there is a decline
7. Enlist all extension and outreach programs conducted in collaboration with industry, community and NGOs through NSS/NCC/ Community College etc
8. Enlist all linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, MOUs etc. Campus- Industry interaction.
9. Research promotion and funding

Criterion 4 - Infrastructure and Learning Resources

1. List out the facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities
2. List out the Classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc
3. Budget allocation, excluding salary for infrastructure augmentation during the last five years is to be readily made available
4. Ascertain the availability of the Integrated Library Management System (ILMS), usage in the library and collection of rare books, manuscripts etc; details of e-journals, eShodh Sindhu, Shodhganga Membership, e-books, Databases; Average annual expenditure for purchase of books and journals; Percentage per day usage of library by teachers and students
5. Collect the details of the IT and Wi-Fi facilities; bandwidth of internet connection; e-content development facilities such as Media Centre, Recording facility, Lecture Capturing System (LCS) etc
6. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component – Audited statement
7. Prepare systems & procedures for maintaining & utilizing physical, academic & support facilities - labs, library, sports complex, computers, classrooms etc
8. Ensure effective utilization of the Infrastructure – Cost Effect analysis
9. Enlist quality initiatives for the creation of new Infrastructure and facilities

Criterion 5 - Student Support and Progression

1. Collect details of students benefited by scholarships & freeships provided by the Govt., by the institution / other agencies besides government schemes
2. Collect details of Career training and counseling offered by the institution and the student benefited by guidance for competitive examinations;
3. Placement details of outgoing students and student progression to Hr. Edn.
4. Collect details of Students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)
5. List out the mechanism for timely redressal of student grievances including sexual harassment and ragging etc

6. Collect details of Awards/ medals for outstanding performance in sports/ cultural activities at national/ international level
7. List out the sports and cultural activities/ competitions organised in the college
8. Document the details of Alumni Engagement - Alumni Association / Chapters meetings and contribution/resources
9. Students service and support activities needs more attention

Criterion 6 - Governance, Leadership and Management

1. Ensure and record Perspective/Strategic plan and Deployment and Decentralization and participative management practices
2. Ensure and record effectiveness of various bodies/cells/committees through its minutes of meetings and implementation of their resolutions
3. List out welfare measures for teaching and non-teaching staff; Teachers provided with financial support to attend; Conferences/workshops/ membership of professional bodies (teachers)
4. Ensure and record Professional development /administrative training programs organized for teaching and non-teaching staff ; and Teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, FDP/ FIP
5. Conduct Performance Appraisal System for teaching and non-teaching staff
6. List out strategies for mobilisation of funds and the optimal utilisation of resources; Details of Funds / Grants received from non-government bodies, individuals, Philanthropists regular internal and external financial audits
7. Ensure and record periodic reviews its teaching learning process, structures & methodologies of operations and learning outcomes
8. List out the quality initiatives by IQAC for promoting quality culture every year
9. Specify the post accreditation quality Incremental improvements made during the preceding five years

Criterion 7 - Institutional Values and Best Practices

1. Organize Gender equity/ harmony and gender sensitivity promotion programs/ courses and provide facilities
2. Ascertain annual power requirement of the college met by the renewable energy sources; annual lighting power requirements met through LED bulbs
3. Provide Differently abled (Divyangjan) Friendliness Resources and Facilities
4. Ascertain Waste Management steps taken – Solid waste/Liquid waste/ E-waste management; Rain water harvesting structures and utilization; Green Practices & Swachh Bharat initiatives – Students & staff; expenditure on green initiatives & waste management excluding salary component
5. Survey the specific needs of the locality and initiate programs to address location advantages and disadvantages; initiatives taken to engage with and contribute to local community
6. Publish the Core Values and Code of Conduct for all the stakeholders in the college Handbook; and Display of in the website
7. Conduct activities for the promotion of universal values; national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties; Details of national festivals and birth / death anniversaries of the great Indian personalities organized

8. Identify two institutional best practices
9. Identify one area distinctive to its vision, priority and thrust







Grading will be performed based on the following 7 criteria & 32 Key Indicators

Criteria	Max. Weightage	Key Indicators	QIM	QtM
Cr. 1- Curricular Aspects	100	4	3	8
Cr. 2- Teaching Learning and Evaluation	350	7	7	9
Cr. 3- Research, Innovation and Extension	120	5	2	12
Cr. 4- Infrastructure & Learning Resources	100	4	5	8
Cr. 5- Student Progression and Support	130	4	2	11
Cr. 6- Governance and Leadership	100	5	10	6
Cr. 7- Innovation and Best Practices	100	3	6	6
Total:	1000	32	35	60

Quality Indicators:

Conventional	Activity Based
Lecture Based	Task, Assignment, Project, Case-study Based
Teacher Centric	Student, Problem and Degree of Difficulty Centric
More opportunity to teachers	More Choice, Opportunity and Flexibility to students
Emphasis is on examination assessment	Emphasis is on promoting Effectiveness and Outcome Based Learning
Students are passive listeners or spectators	Students are active Participants, Contributors and Learners

AUDIT TEAM: 2020-21

<p>Dr. Bijimol Thomas – IQAC Coordinator Newman College Thodupuzha</p>	
<p>Prof V T Philomina, Former Head of the Dept of Hindi Nirmala College Muvattupuzha</p>	
<p>Dr. Reji Vargheese Mekkaden Principal</p>	
<p>Dr Jilu Ani John IQAC Coordinator</p>	
<p>Dr Sumesh George, IQAC Asst Coordinator</p>	
<p>Mr. Mithun John, IQAC Coordinator</p>	



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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 24-25/09/20**

1. Evidence based Documentation has to be strengthened as per the Audit report. IQAC arranged workshops for faculty effective documentation techniques. As more documents, records and supporting documents are required IQAC instructed the departments to submit half yearly reports.
2. There was suggestion about securing more MoUs and as such all departments were asked to procure MoUs with industries or other institutions and keep them functional and documented.
3. Alumni Association programmes and activities (Department-wise and for the college) are to be strengthened and interaction is to be more effective as per the Audit report. The institutional alumni registration process was initiated.
4. The audit report also observed that the resource mobilization through Alumni is to be ensured. The instructions in this respect were given to departments and three departments were able to mobilize funds from alumni.
5. Another suggestion was about the ISO and/or similar quality certifications and Accreditations. The college applied for ISO21001: 2018 Certification.
6. Updation of the institutional website was another recommendation. The website was thoroughly renovated and made user friendly.
7. As part of the implementation of OBE departments were asked to draw the Course Outcomes and Programme Specific outcomes. The process started.
8. An incubation centre was another recommendation and the process was started by IEDC.



Dr. Reji Vargheese Mekkaden

Principal

PRINCIPAL
ST. GEORGE'S COLLEGE
ARUVITHURA