



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

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2017-18

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St. GEORGE COLLEGE ARUVITHURA
REPORT OF THE ACADEMIC & ADMINISTRATIVE AUDIT 2017-18

Period of Assessment 2017-18

Dates of Audit: 30/03/2018 and 31/03/2018

Audit Committee

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

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 faculty administrative staff work in the campus.
4. The student strength is 2149.
5. The college infrastructure shall be augmented
6. Offers Certificate courses .
7. Active IQAC monitors the quality initiatives of the institution.
8. Serious efforts have to be made by the College community to understand the new NAAC Accreditation Manual and the process'
9. Consolidation and Digitization of records has to be started immediately
10. The documents collected seem to be insufficient. Hence more documents, records and supporting documents are required

Curricular Aspects

1. Annual Academic Planning (AAP) is to be conducted every year preferably for two days (residential programme) in May
2. Class Teacher's diary and Teacher Performance Report have to be maintained, supervised by HoD and Principal and analysed
3. Annual course plan and its implementation should be reviewed at the end of the academic year by the Principal.
4. Start certificate courses to enrich the curriculum.
5. Promote skill based projects
6. Feedback collection and analysis are to be done more effectively.

Teaching Learning

1. The number of Doctoral degree holders is to be increased.
2. Introduce participative learning strategies like flip classroom.
3. The over all pass percentage of students shall be improved.
4. The use of ICT in classrooms shall be enhanced.

5. 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) has to be improved
2. Industry-Academia linkage is to be strengthened.
3. 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
4. Departments have to enter into MoUs with
5. At least one extension activity by each department every year

Infrastructure

1. Library infrastructure has to be augmented.
2. More divyangjan friendly facilities to be incorporated
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. Capacity building programmes are to be strengthened.
2. More Campus Placement Drives to be organised in the institution.
3. Coaching for competitive exams shall be made more effective.
4. Student participation in cultural and sports events shall be encouraged by departments

Environmental Initiatives

1. The campus is rich in greenery that offers a conducive ambience for learning.
2. Gender Environmental audits are conducted properly.
3. Departments shall observe properly the days of importance and document the same.
4. All departments shall design their best practices in tune with the institutional best practices.

Departmental Observations

Mathematics

- Documentation should be proper
- More extension activities shall be initiated
- Result is good
- ICT usage is low
- MoUs with other institution shall be gained
- Certificate course shall be started.

Physics

- Increase the usage of ICT technologies for teaching.
- Encourage faculties for presentation of papers in seminars/Conferences.
- Conduct National Seminars.
- Apply for minor Projects/Programme.

Chemistry

- Results are satisfactory
- Department shall conduct some extension activities for the benefits of the neighbouring community.
- Research infrastructure in the research centre should be improved. All qualified faculty members shall apply for guideship. Teachers who are already research guides shall enroll students for research.
- ICT and smart system are low in use.

Botany

- Results can be improved
- Laboratory facilities should be improved
- ICT and smart systems are low in usage
- Butterfly garden and botanical garden is well maintained
- Updating of departmental records is necessary

Economics

- The department may add more Journals
- Increase the usage of ICT devices
- Measures to take for offering Capacity Enhancement Training sessions
- Improve the Result
- Department shall organise national seminars and invited talks.

Politics

- Result should be improved
- Documentation should be more systematic
.Increase the use of ICT
- Review the departments involvement in interdisciplinary initiatives
- Sensitisation programs for student should be initiated

English

- Updating of departmental records is necessary. Formatting should be proper
- Work environment within staff room is excellent.
- Teachers shall be encouraged to bring forth more research output
- The gender-equity programmes of the department is praiseworthy
- Shall focus on language -based extension work for the society around.

BCA

- Results should be improved.
- Faculty members shall be encouraged to have more research publications.
- Remedial classes should be arranged for slow learners.
- Documentation for accreditation work is to be taken care of.

Commerce(Aided)

- Results should be improved.
- Proper documentation is needed.
- Improve your ICT usage.
- Ensure proper maintenance of computer equipment

Food Science

- Proper maintenance of log book for lab equipment
- Academic result should be improved
- Organize alumini association in the department
- Conduct more activities in association with food safety department

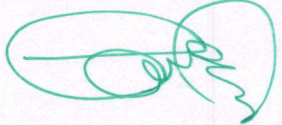
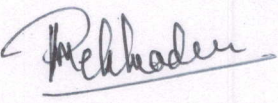

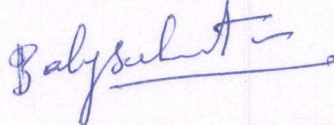
Mass Communication

- Appreciated the extension activities
- College Channel programme opportunities are used.
- MoU extension should be made
- Use of ICT is appreciated

Commerce (SF)

- Inadequate use of ICT in teaching- learning.
- Encouraging students for competitive examinations and higher education.
- Proper documentation is required for all activities.

AAA 2017-18 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 30/03/2018 and 31/03/2018**

1. The audit recommended the faculty to keep the Teacher Performance Report updated and duly signed by the HoD and the Principal.
2. Research wing of the institution is to be strengthened and IQAC recommended the faculty to pursue their research work.
3. 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
4. IQAC instructed the departments to organise more capacity building programmes especially soft skill development programmes and computing skills and many programmes were organised by the departments.
5. All departments were asked to design their best practices in tune with the institutional best practices.
6. Those departments with relatively low pass percentage were asked to strengthen the remedial coaching and pre- exam preparations and help for the students



Dr. M V Georgekutty

PRINCIPAL

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