Academic and Administrative Audit Report – 2018-19

GOVERNMENT COLLEGE NEDUMANGAD

UNDER GOVERNMENT OF KERALA

NEDUMANGAD, THIRUVANANTHAPURAM, KERALA- 695541

Accredited by NAAC with 'B' Grade

GOVERNMENT COLLEGE NEDUMANGAD

ACADEMIC AUDIT REPORT (2018-2019)

1. Introduction

The Academic Audit of the College was conducted on 15th and 16th October 2019. The Purpose of the Audit is to Provide the opportunity for a regular strategic overview of the entirety of a Institution's Teaching and Learning activity. The AQAR of the College was presented to the Panel. The Panel Members investigated the different aspects of the Document, and authenticated them with the supporting evidences. This report consolidates the findings of the panel and put forth the suggestions and area of improvements possible in the future.

Audit Panel Members

Chairman: Dr. Gladston Raj S., Head, Department of Computer Science

Subject Experts

1. Dr. Simil Thomas, Asst Professor, Department of Physics

2. Dr. Biju A.V, Asst Professor, Department of Commerce

3. Dr. Sunil Kumar, Asst Professor, Department of History

4. Dr.V. Lalu, Asst Professor, Department of Malayalam

5. Dr. Shamli, Asst Professor, Department of Hindi

6. Dr.Vineeth V S, Asst Professor, Department of Malayalam

7. Dr. Anzar R N, Asst Professor, Department of Commerce

8. Dr. Subash, Asst Professor, Department of History

9. Dr. Manju, Asst Professor, Department of English

10. Mr. Nazimudeen, Office superintend

External Experts

1. Dr. Suresh Kumar. K
   Asst. Professor of Commerce
   Govt. Women's College
   Thiruvananthapuram

2. Prof. Vivekanandan. R S
   Department of Physics
   University College
   Thiruvananthapuram

Schedule of the Academic Audit (15th and 16th October 2019)

Day I – 15th October 2019

Time	Activity
9.30 AM – 10.00 AM	Entry Meeting of the Panel with the Principal and IQAC coordinator at Principal's Office
10.15 AM- 11.15 AM	Department wise Presentation in the Department along with IQAC Coordinator and the Panel.
11.15 AM – 11.30 AM	Tea Break
11.30 AM – 12.30 PM	Meeting the faculty members
12.30 PM – 1.30 PM	Lunch Break
1.30 PM – 2.00 PM	Meeting the PG Students
2.00 PM – 2.30 PM	Meeting the UG Students
2.30 PM – 3.00 PM	Meeting the Office Staffs
3.00 PM – 3.15 PM	Tea Break
3.15 PM – 4.30 PM	Meeting the Student Leaders

Day II – 16th October 2019

Time	Activity
9.30 AM – 10.30 AM	Visiting the Infrastructure
10.30 AM- 11.15 AM	Verifying the Audit Report and the Support Evidences
11.15 AM – 11.30 AM	Tea Break
11.30 AM – 12.30 PM	Verifying the Audit Report and the Support Evidences
12.30 PM – 1.30 PM	Lunch Break
1.30 PM – 3.30 PM	Preparation of the Audit Report by the Panel
3.30 PM – 4.30 PM	Exit Meeting with Principal and IQAC Coordinator

2. Outcome of the students meeting

- Students felt that the infrastructure provided by the college and department is fair and good.

- The rules and regulations followed by each department for ensuring discipline were appreciated.

- Advanced curriculum and syllabus was appreciated, but not getting enough time for exercising teaching and learning process at par with the academic calendar framed by the University

- They felt that the staffs of the department are having best expertise and experience and are handling classes in a very professional way with usage of electronic medium

- Library timings are sufficient but are too much congested

- Very minimal participation in extra-curricular activities for PG students.

- Wi-fi bandwidth not sufficient.

- Lunch room with water is expected in every block.

- Girls are getting ample chance to attend competitions outside the campus.

- Importance is not given for English communication

- Soft skills sessions are arranged for the needy

3. Outcome of the Faculty meeting

- They felt very proud to serve for this institution because of the strong bondage between staff and students

- Friendly and professional, academic environment created by HODs were well appreciated.

- PG Programmes in Science stream has to start.

- Should explore the possibility of MPhil and more research programmes

4. Overall assessment

- Plan of Action, Achievements/Outcomes has to be grouped and rewritten
  For Ex. i) Plan of action: Upgrade departments; Outcome: Research programs started
  ii) Plan of action: Elevate academic status; outcome: Regular PTA, Seminars/workshops etc

- Item 1.2.2 CBCS implementation date is 2010 onwards

- In 4.2.3, E-content developed by teachers, most of the details given were not e-content
- In 6.2.1, With Collaboration of KSCSTE, Mathematics and Physics departments orgranised workshops last year
- The evaluation process followed in the laboratory is good.
- The smart classroom with audio visual facility is good.
- No of volumes of text books in the library is not sufficient.
- Wi-fi bandwidth is too low.
- Publications and participations in FDP, seminars, conferences and workshops by faculty members should be increased
- Placement activities and placement related training should be improved and documented
- To complete 90 working days in every semester is not feasible because of strikes and other extra-curricular and exam related activities.

5. Suggestions

- More no of text book volumes has to be purchased
- More Indexed journals at-least Scopus indexed is to be subscribed.
- Publications and participations in FDP, seminars, conferences and workshops by faculty members are to be increased.
- External funded research projects and consultancy has to be taken up by the faculty members.
- Students may be asked to write job oriented online exams for better placements
- Importance has to be given for communication and soft skills classes.
- Try to implement at least one IT enabled classroom in all departments
- Recommended to establish Internet center for Students
- Research initiatives and publications have improved.
- More international and national seminars are to be organised
- More ramps and rest rooms for physically challenged are needed.
- College and Department News Letters need to be published annually

STRENGTHS

- The college campus is automated with admission procedures, student attendance
- The public addressing system and the student notice board to inform students.
- Teachers participation in International, National, State and Regional seminars and conferences.
- The college also facilitates ASAP (Additional Skills Acquisition Programme)
- Highly qualified and committed teachers.
- Equity of access is taken care of in the admissions
- The Admission committee is vigilant in making the admission process transparent and efficient.
- Annual sports day to enhance sports culture.
- Gym facilities, yoga classes.
- NSS to promote shared responsibility and commitment in serving society.
- College magazine published annually as a students' Union Initiative.
- IQAC collects and analyses feedback from all stakeholders
- Grievance redressal cell for students and teachers.
- Extension activities are innovative
- The Faculty, students, alumnae and community support the infrastructure initiatives of the college.
- CCTV surveillance cameras.

WEAKNESS

- Lack of academic flexibility in the curriculum.
- Classrooms have to be upgraded
- Space constraints for initiating new courses and enhancing infrastructure.
- Administrative burden of the teachers.
- Absence of lab assistant in Physics and Computer Labs

6. **Conclusion**

- Fundamental rules and regulations followed by the college and department staff members are very good.
- Basic amenities and infrastructure in the college and the departments are very good.
- Library facility is very good and there is a vast scope of development.
- Guest faculty should be replaced with permanent employees

ADMINISTRATIVE AUDIT REPORT

We have conducted an audit of the Administrative Office, Government College, Nedumangad and put forward the following observations for further actions (if required)

Strengths:

1. Casual leave register is maintained for non-teaching staffs.

2. Aquittance register is maintained without signature of employees and pay bill register is maintained owing to 'SPARK' system.

3. Inward Register is properly maintained.

4. Contingent Register is properly maintained.

5. The Dispatch Register is properly maintained.

6. Tender Register is properly maintained.

7. Register of valuables is maintained for valuables received and for UGC funds, the same is attested by the Principal in every occasion on the same date of receipt.

8. Stock Register for fee receipt book is maintained properly. Unused receipt book is under the safe custody of the Head of the institution/ Head of the office

9. Stock Register of all furniture and equipment and fittings is maintained.

10. Caution deposit register and register of disbursement is maintained

11. Admission Register is maintained properly.

12. TC counter foils be maintained for future reference and verification

13. Personal Register is maintained in DDFS

General Suggestions

- A site map (legend) may be displayed at the entrance of the office.

- Details of various services provided thorough the office of the College be displayed in front of the College Office showing, the station / counter.

- Name of each station /counter with the officer dealing the particular station/ counter may be provided.

- The details of scholarships and fellowships available and distributed be displayed at the entrance to inform the public.

- Establishment Register regarding the details of posts sanctioned from time to time and the details of staff who were working in each such post may be maintained.

- Separate cash book for General Receipts, for UGC fund is maintained.

- Scholarships, Educational concessions/Stipends be documented in a Register. The details of scholarships received by the students from Government by online be noted in a register.

Signature of the Academic and Administrative audit committee Members

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External Experts

1. **Dr. Suresh Kumar. K**

SURESH KUMAR.K
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2. **Prof. Vivekanandan. R S**

Chairman: Dr. Gladston Raj S.