



# **ACADEMIC AUDIT 2020-21**

**GOVERNMENT COLLEGE KOTTAYAM**

## 1. INTRODUCTION

Government College Kottayam is the only Government Arts and Science College in Kottayam district. The college is affiliated to Mahatma Gandhi University and is included in section 2(F) and 12 B of UGC act, 1956. The college was accredited with A grade by NAAC, in the year 2016. The college is included in the Centre of Excellence Scheme of Government of Kerala. At present, the college offers ten undergraduate and six post graduate programmes. The post graduate departments of Economics and Physics are approved research centres. The Internal Quality Assurance Cell (IQAC) of Government College Kottayam functions to monitor and enhance the quality of academic and administrative activities of the college by formulating action plans and providing proper guidelines for their implementation.

The Academic audit was conducted by two separate committees, one for Science programmes and the other for Arts, humanities and Commerce. The committee was formed at the behest of the IQAC to assess and suggest methods for the improvements of course delivery, curricular and co-curricular activities of students, overall academic functioning of the institution, research activities, publications, delivery of the duties and responsibilities of faculty members etc. The academic audit also aims to assess the teaching learning process, academic progress of students, internal assessment, student welfare and grievances. The members of the committees follow:

### Committee 1 (Science Programmes)

Sl. No.	Name and Designation	College
1	Dr. R. Pragash Principal	Government College Kottayam
2	Dr. Seno Jose, HOD Chemistry IQAC Coordinator	Government College Kottayam
3	Dr. Tomlal Jose, HOD Chemistry & IQAC Coordinator (External expert, Committee 1)	St. Berchmans College, Changanassery
4	Dr. Santhosh T. Varghese, HOD Economics IQAC Coordinator (External expert, Committee 2)	Maharajas College, Ernakulam

The main objectives of academic audit are

- To ensure academic accountability
- To ensure and enhance the quality of teaching learning process
- To suggest methodologies to extract maximum academic output from faculty members as well as students

The academic audit process examines the following components by assessing a series of parameters such as

- Teaching and learning
- Internal assessment
- Conduct of examinations
- Innovations in teaching learning process including application of technology
- Co-curricular activities
- Academic ambience
- Delivery of the duties and responsibilities of faculty members
- Student progression
- Research and publications
- Grievance redress

This report was prepared by the committee after its department-level visits, based on the interaction with faculty members and scrutiny of the following documents maintained by the department.

- Class time table and faculty time table
- Students roll
- Attendance book of students
- Consolidated attendance statement of students
- Consolidated statement of marks of internal evaluation
- Internal evaluation – A and B forms
- Teacher's diary
- Minutes of department meetings
- Tutorial log book

- University results
- Students feedback report
- Reports of programmes conducted by the departments
- Research proposals submitted and award letters
- Publications

The academic committee has also examined the documents of the IQAC, Grievance Redress Cell and other important committees. The report is submitted for the perusal and further action by the IQAC.

## DEPARTMENT OF BOTANY

## PART A – TEACHING AND LEARNING

Item Evaluated	Status/Remarks
Teaching Plan is prepared for courses of study	Yes
The teaching plan prepared is followed	Yes
Teachers' diary is maintained by faculty members	Yes
Classes are conducted as per the department timetable.	Yes
The curriculum of the university is followed	Yes
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes	Yes
Technology tools are employed in the teaching – learning process.	Partially
Innovative methods are employed in the classroom for course delivery	Partially
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	Yes
Field experience is provided to students when necessary.	Yes

**PART B – INTERNAL ASSESSMENT**

Items evaluated	Status/Remarks
Internal evaluation is conducted as per the schedule of the university.	Yes
Student attendance is duly marked and consolidated attendance is published in time.	Yes
Internal evaluation register is properly maintained and entries are properly made.	Yes
Internal examinations are conducted in the pattern prescribed by the university.	Yes
Answer scripts of internal examinations are valued in due time and are made available to students.	Yes
Students employ technology tools to present seminars.	Partially
Faculty members provide proper guidance to students in completing projects, field assignments etc.	Yes
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	Yes
The internal marks are published in due time so that students can redress grievances if any.	Yes
The internal evaluation process is fair and transparent.	Yes
Any grievances regarding internal evaluation is redressed in a transparent manner.	No Grievances reported

**PART C – STUDENT SUPPORT**

Items evaluated	Status/Remarks
Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	Partially
Student participation in co-curricular and extra-curricular activities is encouraged.	Yes
Students actively participate in the activities of the department association.	Yes
Study tours, field visits and other extension programmes are conducted for students.	Yes
Proper mentorship and guidance is provided to students by faculty members.	Yes

**PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS**

Items evaluated	Status/Remarks
Classes are conducted as per the timetable and entries are made in teachers' diary.	Yes
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	Partially
Teachers are members of various committees of the college and participate in the administration of the college.	Yes

Faculty members participate in seminars, workshops, conferences etc.	Yes
Faculty members participate in extension activities of the department and the college.	Should be improved

**PART E – RESEARCH AND PUBLICATIONS**

Items evaluated	Status/Remarks
Percentage of faculty members with Ph D / other advanced degrees.	20
Percentage of faculty members who have undertaken ongoing research and related projects.	0
Faculty members submit proposals for research projects to various funding agencies.	20
Granted research projects are completed in time.	NA
Faculty members publish papers in reputed national/ international journals.	Should be improved
Faculty members present papers in conferences and seminars.	Should be improved
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	Yes
Experts from academics/industry are invited and interactive sessions are conducted.	Yes
Faculty members are working towards research degrees.	Yes



**PART F – STUDENT PROGRESSION**

Items evaluated	Status/Remarks
Pass percentage of students in the university examination	>80%
Percentage of students opting for higher studies after completion of the programmes of study.	20% - 40%
Percentage of students who have secured employment after completion of the programmes of study.	20% - 40%
Percentage of students who have cleared NET/SET/GATE etc.	NA
Percentage of students who have cleared national/state level competitive examinations.	<20%
Dropout rate of students	<10%

**Report**

The Department of Botany was established in the year 1972 and offering an undergraduate course in Botany. The department has established a new Microbiology lab and a new B.Sc. Lab in 2018-19 academic year. The present faculty strength of the department is four.

- The teaching and learning of department of Botany good and satisfactory. The result of the department is 87%, which is commendable.
- The internal assessment of the department is found to be fair, transparent and satisfactory.
- The student support offered by the department of botany is found to be satisfactory, the department following a tutorial system which promote student's participation in co-curricular, extracurricular and department association activities. The study tours and field visits were conducted by the department in the assessed academic year. The students are getting proper guidance from the faculty members of the department.

- The faculty members are delivering their duties in a punctual, sincere and systematic way. The conduct of classes and review of classes of the department are conducting in regular time and are properly recorded.
- The criteria in which the department lagging is publication. Out of the present 4 faculty members only one has awarded the PhD degree. The other teachers are enrolled for the for the research activities and in the preliminary stage. The participation of the faculty members in seminar and research events is satisfactory.
- The results of the students in the university level exam are commendable, but the students enrolling for the higher studies is not a promising quantity.

#### **Recommendations of the Committee**

- The modernization of the internal examination systems using the technological tools like the introduction of the online examination and online based assignment submission will be beneficial to the students to appear for the national level and other competitive examinations for jobs and higher studies.
  - The teaching and learning process of the department is suggested to be improved by the employing the use of more technology tools and innovative practices.
  - The recommended to strengthen the remedial coaching to the needy students of the department.
  - The committee recommended the department to submit proposals to the external funding agencies as far as possible and to strengthen the research and publication potential of the department.
  - Committee recommend the department to provide orientation of the students to enroll for higher education.
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**Name and signature of Academic Auditor**

**Name and signature of Coordinator, IQAC**

**Name and signature of the Principal**

## DEPARTMENT OF CHEMISTRY

### PART A – TEACHING AND LEARNING

Item Evaluated	Status/Remarks
Teaching Plan is prepared for courses of study	Yes
The teaching plan prepared is followed	Yes
Teachers' diary is maintained by faculty members	Yes
Classes are conducted as per the department timetable.	Yes
The curriculum of the university is followed	Yes
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes	Yes
Technology tools are employed in the teaching – learning process.	Partially
Innovative methods are employed in the classroom for course delivery	Partially
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	Yes
Field experience is provided to students when necessary.	Yes

**PART B – INTERNAL ASSESSMENT**

Items evaluated	Status/Remarks
Internal evaluation is conducted as per the schedule of the university.	Yes
Student attendance is duly marked and consolidated attendance is published in time.	Yes
Internal evaluation register is properly maintained and entries are properly made.	Yes
Internal examinations are conducted in the pattern prescribed by the university.	Yes
Answer scripts of internal examinations are valued in due time and are made available to students.	Yes
Students employ technology tools to present seminars.	Partially
Faculty members provide proper guidance to students in completing projects, field assignments etc.	Yes
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	Yes
The internal marks are published in due time so that students can redress grievances if any.	Yes
The internal evaluation process is fair and transparent.	Yes
Any grievances regarding internal evaluation are redressed in a transparent manner.	No Grievances reported

**PART C – STUDENT SUPPORT**

Items evaluated	Status/Remarks
Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	Partially
Student participation in co-curricular and extra-curricular activities is encouraged.	Yes
Students actively participate in the activities of the department association.	Yes
Study tours, field visits and other extension programmes are conducted for students.	Yes
Proper mentorship and guidance are provided to students by faculty members.	Yes

**PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS**

Items evaluated	Status/Remarks
Classes are conducted as per the timetable and entries are made in teachers' diary.	Yes
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	Partially
Teachers are members of various committees of the college and participate in the administration of the college.	Yes

Faculty members participate in seminars, workshops, conferences etc.	Yes
Faculty members participate in extension activities of the department and the college.	Yes

**PART E – RESEARCH AND PUBLICATIONS**

Items evaluated	Status/Remarks
Percentage of faculty members with Ph D / other advanced degrees.	50
Percentage of faculty members who have undertaken ongoing research and related projects.	0
Faculty members submit proposals for research projects to various funding agencies.	0
Granted research projects are completed in time.	NA
Faculty members publish papers in reputed national/ international journals.	2
Faculty members present papers in conferences and seminars.	3
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	Yes
Experts from academics/industry are invited and interactive sessions are conducted.	Yes
Faculty members are working towards research degrees.	Yes

**PART F – STUDENT PROGRESSION**

Items evaluated	Status/Remarks
Pass percentage of students in the university examination	>80%
Percentage of students opting for higher studies after completion of the programmes of study.	20% - 40%
Percentage of students who have secured employment after completion of the programmes of study.	20% - 40%
Percentage of students who have cleared NET/SET/GATE etc.	NA
Percentage of students who have cleared national/state level competitive examinations.	<20%
Dropout rate of students	<10%

**Recommendations and Remarks**

- The teaching and learning process of the department is suggested to be improved by the employing the use of more technology tools and innovative practices.
- In the chemistry department modernization of the internal evaluation system by partially incorporating online examination and online based assignment submission process. It will be expected to increase the aptitude of the students to appear for the national level and other competitive examinations
- The committee recommended to strengthen the remedial coaching to the needy students of the department.
- Department is recommended to apply for a Post Graduate course in Industrial chemistry due to its remarkable job /Research /Industrial potential.
- Committee recommend the department to provide orientation of the students to enroll for higher education.



- The committee recommended the department to submit proposals to the external funding agencies to get fund to strengthen their research and publication potential of the department.
- Committee recommend the department to provide orientation of the students to enroll for higher education.

**Name and signature of Academic Auditors**

**Name and signature of Coordinator, IQAC**

**Name and signature of the Principal**

## DEPARTMENT OF GEOLOGY

### PART A – TEACHING AND LEARNING

Item Evaluated	Status/Remarks
Teaching Plan is prepared for courses of study	Yes
The teaching plan prepared is followed	Yes
Teachers' diary is maintained by faculty members	Yes
Classes are conducted as per the department timetable.	Yes
The curriculum of the university is followed	Yes
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes	Yes
Technology tools are employed in the teaching – learning process.	Partially
Innovative methods are employed in the classroom for course delivery	YES
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	Yes
Field experience is provided to students when necessary.	Yes

**PART B – INTERNAL ASSESSMENT**

Items evaluated	Status/Remarks
Internal evaluation is conducted as per the schedule of the university.	Yes
Student attendance is duly marked and consolidated attendance is published in time.	Yes
Internal evaluation register is properly maintained and entries are properly made.	Yes
Internal examinations are conducted in the pattern prescribed by the university.	Yes
Answer scripts of internal examinations are valued in due time and are made available to students.	Yes
Students employ technology tools to present seminars.	Partially
Faculty members provide proper guidance to students in completing projects, field assignments etc.	Yes
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	Yes
The internal marks are published in due time so that students can redress grievances if any.	Yes
The internal evaluation process is fair and transparent.	Yes
Any grievances regarding internal evaluation are redressed in a transparent manner.	No Grievances reported

**PART C – STUDENT SUPPORT**

Items evaluated	Status/Remarks
Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	Partially
Student participation in co-curricular and extra-curricular activities is encouraged.	Yes
Students actively participate in the activities of the department association.	Yes
Study tours, field visits and other extension programmes are conducted for students.	Yes
Proper mentorship and guidance is provided to students by faculty members.	Yes

**PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS**

Items evaluated	Status/Remarks
Classes are conducted as per the timetable and entries are made in teachers' diary.	Yes
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	Partially
Teachers are members of various committees of the college and participate in the administration of the college.	Yes

Faculty members participate in seminars, workshops, conferences etc.	Yes
Faculty members participate in extension activities of the department and the college.	Should be improved

**PART E – RESEARCH AND PUBLICATIONS**

Items evaluated	Status/Remarks
Percentage of faculty members with Ph D / other advanced degrees.	20
Percentage of faculty members who have undertaken ongoing research and related projects.	0
Faculty members submit proposals for research projects to various funding agencies.	20
Granted research projects are completed in time.	NA
Faculty members publish papers in reputed national/international journals.	Should be improved
Faculty members present papers in conferences and seminars.	Should be improved
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	Yes
Experts from academics/industry are invited and interactive sessions are conducted.	Yes
Faculty members are working towards research degrees.	Yes

**PART F – STUDENT PROGRESSION**

Items evaluated	Status/Remarks
Pass percentage of students in the university examination	>80%
Percentage of students opting for higher studies after completion of the programmes of study.	20% - 40%
Percentage of students who have secured employment after completion of the programmes of study.	20% - 40%
Percentage of students who have cleared NET/SET/GATE etc.	NA
Percentage of students who have cleared national/state level competitive examinations.	<20%
Dropout rate of students	<10%

**Recommendations and Remarks**

- Modernization of the internal evaluation system using the technological tools like online examination and online based assignment submission which will increase the aptitude of the students to appear for the national level and other competitive examinations
- The strengthening the remedial coaching to the needy students of the department.
- Committee recommend the department to provide guidance to the society for protecting various natural disasters and the conservation of environment, water resources etc.

**Name and signature of Academic Auditor**

**Name and signature of Coordinator, IQAC**

**Name and signature of the Principal**

## DEPARTMENT OF PHYSICS

### PART A – TEACHING AND LEARNING

Item Evaluated	Status/Remarks
Teaching Plan is prepared for courses of study	Yes
The teaching plan prepared is followed	Yes
Teachers' diary is maintained by faculty members	Yes
Classes are conducted as per the department timetable.	Yes
The curriculum of the university is followed	Yes
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes	Yes
Technology tools are employed in the teaching – learning process.	Partially
Innovative methods are employed in the classroom for course delivery	YES
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	Yes
Field experience is provided to students when necessary.	Yes



**PART B – INTERNAL ASSESSMENT**

Items evaluated	Status/Remarks
Internal evaluation is conducted as per the schedule of the university.	Yes
Student attendance is duly marked and consolidated attendance is published in time.	Yes
Internal evaluation register is properly maintained and entries are properly made.	Yes
Internal examinations are conducted in the pattern prescribed by the university.	Yes
Answer scripts of internal examinations are valued in due time and are made available to students.	Yes
Students employ technology tools to present seminars.	Yes
Faculty members provide proper guidance to students in completing projects, field assignments etc.	Yes
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	Yes
The internal marks are published in due time so that students can redress grievances if any.	Yes
The internal evaluation process is fair and transparent.	Yes
Any grievances regarding internal evaluation is redressed in a transparent manner.	No Grievances reported

**PART C – STUDENT SUPPORT**

Items evaluated	Status/Remarks
Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	Partially
Student participation in co-curricular and extra-curricular activities is encouraged.	Yes
Students actively participate in the activities of the department association.	Yes
Study tours, field visits and other extension programmes are conducted for students.	Yes
Proper mentorship and guidance are provided to students by faculty members.	Yes

**PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS**

Items evaluated	Status/Remarks
Classes are conducted as per the timetable and entries are made in teachers' diary.	Yes
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	Partially
Teachers are members of various committees of the college and participate in the administration of the college.	Yes

Faculty members participate in seminars, workshops, conferences etc.	Yes
Faculty members participate in extension activities of the department and the college.	Yes

**PART E – RESEARCH AND PUBLICATIONS**

Items evaluated	Status/Remarks
Percentage of faculty members with Ph D / other advanced degrees.	80
Percentage of faculty members who have undertaken ongoing research and related projects.	10
Faculty members submit proposals for research projects to various funding agencies.	0
Granted research projects are completed in time.	1
Faculty members publish papers in reputed national/international journals.	Yes
Faculty members present papers in conferences and seminars.	Yes
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	Yes
Experts from academics/industry are invited and interactive sessions are conducted.	Yes
Faculty members are working towards research degrees.	Yes

**PART F – STUDENT PROGRESSION**

Items evaluated	Status/Remarks
Pass percentage of students in the university examination	>80%
Percentage of students opting for higher studies after completion of the programmes of study.	20% - 40%
Percentage of students who have secured employment after completion of the programmes of study.	20% - 40%
Percentage of students who have cleared NET/SET/GATE etc.	NA
Percentage of students who have cleared national/state level competitive examinations.	<20%
Dropout rate of students	<10%

**Recommendations and remarks**

- The committee recommended to strengthen the remedial coaching to the needy students of the department to increase the pass percentage.
- As a department which have the potential to design and conduct extension activities helpful to the society. Committee recommended to start one or more such activities in the coming academic years.
- It is recommended the department to submit proposals to the external funding agencies to strengthen the research and publication potential of the department.
- Start interdisciplinary research programmes with other departments.
- It is recommended to apply for the qualified teachers for guide ship.
- Committee recommend the department to provide orientation of the students to enroll for higher education and start coaching classes for NET/GATE/JAM.

**Name and signature of Academic Auditor**

**Name and signature of Coordinator, IQAC**

**Name and signature of the Principal**

## DEPARTMENT OF MATHEMATICS AND STATISTICS

### PART A – TEACHING AND LEARNING

Item Evaluated	Status/Remarks
Teaching Plan is prepared for courses of study	Yes
The teaching plan prepared is followed	Yes
Teachers' diary is maintained by faculty members	Yes
Classes are conducted as per the department timetable.	Yes
The curriculum of the university is followed	Yes
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes	Yes
Technology tools are employed in the teaching – learning process.	Partially
Innovative methods are employed in the classroom for course delivery	YES
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	Yes
Field experience is provided to students when necessary.	Yes

**PART B – INTERNAL ASSESSMENT**

Items evaluated	Status/Remarks
Internal evaluation is conducted as per the schedule of the university.	Yes
Student attendance is duly marked and consolidated attendance is published in time.	Yes
Internal evaluation register is properly maintained and entries are properly made.	Yes
Internal examinations are conducted in the pattern prescribed by the university.	Yes
Answer scripts of internal examinations are valued in due time and are made available to students.	Yes
Students employ technology tools to present seminars.	Partially
Faculty members provide proper guidance to students in completing projects, field assignments etc.	Yes
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	Yes
The internal marks are published in due time so that students can redress grievances if any.	Yes
The internal evaluation process is fair and transparent.	Yes
Any grievances regarding internal evaluation is redressed in a transparent manner.	No Grievances reported

**PART C – STUDENT SUPPORT**

Items evaluated	Status/Remarks
Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	Partially
Student participation in co-curricular and extra-curricular activities is encouraged.	Yes
Students actively participate in the activities of the department association.	Yes
Study tours, field visits and other extension programmes are conducted for students.	Yes
Proper mentorship and guidance is provided to students by faculty members.	Yes

**PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS**

Items evaluated	Status/Remarks
Classes are conducted as per the timetable and entries are made in teachers' diary.	Yes
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	Partially
Teachers are members of various committees of the college and participate in the administration of the college.	Yes



Faculty members participate in seminars, workshops, conferences etc.	Yes
Faculty members participate in extension activities of the department and the college.	Yes

**PART E – RESEARCH AND PUBLICATIONS**

Items evaluated	Status/Remarks
Percentage of faculty members with Ph D / other advanced degrees.	67
Percentage of faculty members who have undertaken ongoing research and related projects.	20
Faculty members submit proposals for research projects to various funding agencies.	0
Granted research projects are completed in time.	NA
Faculty members publish papers in reputed national/international journals.	Yes
Faculty members present papers in conferences and seminars.	Yes
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	Yes
Experts from academics/industry are invited and interactive sessions are conducted.	Yes
Faculty members are working towards research degrees.	No

**PART F – STUDENT PROGRESSION**

Items evaluated	Status/Remarks
Pass percentage of students in the university examination	>60%
Percentage of students opting for higher studies after completion of the programmes of study.	20% - 40%
Percentage of students who have secured employment after completion of the programmes of study.	20% - 40%
Percentage of students who have cleared NET/SET/GATE etc.	NA
Percentage of students who have cleared national/state level competitive examinations.	<20%
Dropout rate of students	<10%

**Recommendations and remarks**

- The committee recommended to strengthen the remedial coaching to the needy students of the department to increase the pass percentage.
- Committee recommend the department to design and conduct short time courses or workshops on modern teaching methods which are helpful to the other students and teachers of the college/other colleges.

**Name and signature of Academic Auditor**

**Name and signature of Coordinator, IQAC**

**Name and signature of the Principal**

## DEPARTMENT OF ZOOLOGY

### PART A – TEACHING AND LEARNING

Item Evaluated	Status/Remarks
Teaching Plan is prepared for courses of study	Yes
The teaching plan prepared is followed	Yes
Teachers' diary is maintained by faculty members	Yes
Classes are conducted as per the department timetable.	Yes
The curriculum of the university is followed	Yes
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes	Yes
Technology tools are employed in the teaching – learning process.	Partially
Innovative methods are employed in the classroom for course delivery	YES
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	Yes
Field experience is provided to students when necessary.	Yes

**PART B – INTERNAL ASSESSMENT**

Items evaluated	Status/Remarks
Internal evaluation is conducted as per the schedule of the university.	Yes
Student attendance is duly marked and consolidated attendance is published in time.	Yes
Internal evaluation register is properly maintained and entries are properly made.	Yes
Internal examinations are conducted in the pattern prescribed by the university.	Yes
Answer scripts of internal examinations are valued in due time and are made available to students.	Yes
Students employ technology tools to present seminars.	Partially
Faculty members provide proper guidance to students in completing projects, field assignments etc.	Yes
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	Yes
The internal marks are published in due time so that students can redress grievances if any.	Yes
The internal evaluation process is fair and transparent.	Yes
Any grievances regarding internal evaluation is redressed in a transparent manner.	No Grievances reported

**PART C – STUDENT SUPPORT**

Items evaluated	Status/Remarks
Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	Partially
Student participation in co-curricular and extra-curricular activities is encouraged.	Yes
Students actively participate in the activities of the department association.	Yes
Study tours, field visits and other extension programmes. are conducted for students.	Yes
Proper mentorship and guidance is provided to students by faculty members.	Yes

**PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS**

Items evaluated	Status/Remarks
Classes are conducted as per the timetable and entries are made in teachers' diary.	Yes
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	Partially

Teachers are members of various committees of the college and participate in the administration of the college.	Yes
Faculty members participate in seminars, workshops, conferences etc.	Yes
Faculty members participate in extension activities of the department and the college.	Should be improved

**PART E – RESEARCH AND PUBLICATIONS**

Items evaluated	Status/Remarks
Percentage of faculty members with Ph D / other advanced degrees.	20
Percentage of faculty members who have undertaken ongoing research and related projects.	0
Faculty members submit proposals for research projects to various funding agencies.	20
Granted research projects are completed in time.	NA
Faculty members publish papers in reputed national/ international journals.	Should be improved
Faculty members present papers in conferences and seminars.	Should be improved
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	Yes

Experts from academics/industry are invited and interactive sessions are conducted.	Yes
Faculty members are working towards research degrees.	Yes

**PART F – STUDENT PROGRESSION**

Items evaluated	Status/Remarks
Pass percentage of students in the university examination	>80%
Percentage of students opting for higher studies after completion of the programmes of study.	20% - 40%
Percentage of students who have secured employment after completion of the programmes of study.	20% - 40%
Percentage of students who have cleared NET/SET/GATE etc.	NA
Percentage of students who have cleared national/state level competitive examinations.	<20%
Dropout rate of students	<10%

The Department of Zoology was established in the year 1972 and offering an undergraduate course in Zoology (B.Sc Zoology Model II aquaculture). The department has a B.Sc. Lab and an aquarium house.

**Recommendations and Remarks**

- The department is recommended to start extension activities based on the aquaculture, for example training of public in ornamental aquaculture etc.
- The department has enough number of PhD holders with remarkable academic background and the department is recommended to start research in the subject, interdisciplinary or multidisciplinary fields.

- The committee recommended to make submit proposals for external funding.

**Name and signature of Academic Auditor**

**Name and signature of Coordinator, IQAC**

**Name and signature of the Principal**



## DEPARTMENT OF ECONOMICS

### PART A – TEACHING AND LEARNING

Item Evaluated	Status/Remarks
Teaching Plan is prepared for courses of study	Yes
The teaching plan prepared is followed	Yes
Teachers' diary is maintained by faculty members	Yes
Classes are conducted as per the department timetable.	Yes
The curriculum of the university is followed	Yes
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes	Yes
Technology tools are employed in the teaching – learning process.	Partially
Innovative methods are employed in the classroom for course delivery	No
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	No
Field experience is provided to students when necessary.	Yes

**PART B – INTERNAL ASSESSMENT**

Items evaluated	Status/Remarks
Internal evaluation is conducted as per the schedule of the university.	Yes
Student attendance is duly marked and consolidated attendance is published in time.	Yes
Internal evaluation register is properly maintained and entries are properly made.	Yes
Internal examinations are conducted in the pattern prescribed by the university.	Yes
Answer scripts of internal examinations are valued in due time and are made available to students.	Yes
Students employ technology tools to present seminars.	Partially
Faculty members provide proper guidance to students in completing projects, field assignments etc.	Yes
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	Yes
The internal marks are published in due time so that students can redress grievances if any.	Yes
The internal evaluation process is fair and transparent.	Yes

Any grievances regarding internal evaluation is redressed in a transparent manner.	No Grievances reported
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**PART C – STUDENT SUPPORT**

Items evaluated	Status/Remarks
Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	Partially
Student participation in co-curricular and extra-curricular activities is encouraged.	Yes
Students actively participate in the activities of the department association.	Yes
Study tours, field visits and other extension programmes are conducted for students.	Yes
Proper mentorship and guidance are provided to students by faculty members.	Yes

**PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS**

Items evaluated	Status/Remarks
Classes are conducted as per the timetable and entries are made in teachers' diary.	Yes
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes

Teachers develop learning resource and course materials.	Partially
Teachers are members of various committees of the college and participate in the administration of the college.	Yes
Faculty members participate in seminars, workshops, conferences etc.	Yes
Faculty members participate in extension activities of the department and the college.	Should be improved

**PART E – RESEARCH AND PUBLICATIONS**

Items evaluated	Status/Remarks
Percentage of faculty members with Ph D / other advanced degrees.	20
Percentage of faculty members who have undertaken ongoing research and related projects.	0
Faculty members submit proposals for research projects to various funding agencies.	20
Granted research projects are completed in time.	NA
Faculty members publish papers in reputed national/international journals.	Should be improved
Faculty members present papers in conferences and seminars.	Should be improved
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	Yes

Experts from academics/industry are invited and interactive sessions are conducted.	Yes
Faculty members are working towards research degrees.	Yes

**PART F – STUDENT PROGRESSION**

Items evaluated	Status/Remarks
Pass percentage of students in the university examination	>80%
Percentage of students opting for higher studies after completion of the programmes of study.	20% - 40%
Percentage of students who have secured employment after completion of the programmes of study.	20% - 40%
Percentage of students who have cleared NET/SET/GATE etc.	NA
Percentage of students who have cleared national/state level competitive examinations.	<20%
Dropout rate of students	<10%

**Recommendations and remarks**

- The committee recommended to strengthen the remedial coaching to the needy students of the department to increase the pass percentage.
- As a research department, the department is recommended to submit proposals to the external funding agencies to strengthen the research and publications of the department.
- It is recommended to apply for the qualified teachers for research guideship.

**Name and signature of Academic Auditor**

**Name and signature of Coordinator, IQAC**

**Name and signature of the Principal**

## DEPARTMENT OF ENGLISH & LANGUAGES

### PART A – TEACHING AND LEARNING

Item Evaluated	Status/Remarks
Teaching Plan is prepared for courses of study	Yes
The teaching plan prepared is followed	Yes
Teachers' diary is maintained by faculty members	Yes
Classes are conducted as per the department timetable.	Yes
The curriculum of the university is followed	Yes
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes	Yes
Technology tools are employed in the teaching – learning process.	Partially
Innovative methods are employed in the classroom for course delivery	No
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	No
Field experience is provided to students when necessary.	Yes

**PART B – INTERNAL ASSESSMENT**

Items evaluated	Status/Remarks
Internal evaluation is conducted as per the schedule of the university.	Yes
Student attendance is duly marked and consolidated attendance is published in time.	Yes
Internal evaluation register is properly maintained and entries are properly made.	Yes
Internal examinations are conducted in the pattern prescribed by the university.	Yes
Answer scripts of internal examinations are valued in due time and are made available to students.	Yes
Students employ technology tools to present seminars.	Partially
Faculty members provide proper guidance to students in completing projects, field assignments etc.	Yes
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	Yes
The internal marks are published in due time so that students can redress grievances if any.	Yes
The internal evaluation process is fair and transparent.	Yes
Any grievances regarding internal evaluation is redressed in a transparent manner.	No Grievances reported



**PART C – STUDENT SUPPORT**

Items evaluated	Status/Remarks
Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	Partially
Student participation in co-curricular and extra-curricular activities is encouraged.	Yes
Students actively participate in the activities of the department association.	Yes
Study tours, field visits and other extension programmes are conducted for students.	Yes
Proper mentorship and guidance is provided to students by faculty members.	Yes

**PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS**

Items evaluated	Status/Remarks
Classes are conducted as per the timetable and entries are made in teachers' diary.	Yes
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	Partially
Teachers are members of various committees of the college and participate in the administration of the college.	Yes

Faculty members participate in seminars, workshops, conferences etc.	Yes
Faculty members participate in extension activities of the department and the college.	Should be improved

**PART E – RESEARCH AND PUBLICATIONS**

Items evaluated	Status/Remarks
Percentage of faculty members with Ph D / other advanced degrees.	20
Percentage of faculty members who have undertaken ongoing research and related projects.	0
Faculty members submit proposals for research projects to various funding agencies.	20
Granted research projects are completed in time.	NA
Faculty members publish papers in reputed national/ international journals.	Should be improved
Faculty members present papers in conferences and seminars.	Should be improved
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	Yes
Experts from academics/industry are invited and interactive sessions are conducted.	Yes
Faculty members are working towards research degrees.	Yes

**PART F – STUDENT PROGRESSION**

Items evaluated	Status/Remarks
Pass percentage of students in the university examination	>80%
Percentage of students opting for higher studies after completion of the programmes of study.	20% - 40%
Percentage of students who have secured employment after completion of the programmes of study.	20% - 40%
Percentage of students who have cleared NET/SET/GATE etc.	NA
Percentage of students who have cleared national/state level competitive examinations.	<20%
Dropout rate of students	<10%

**Recommendations & remarks**

- The committee recommended to strengthen the remedial coaching and to the needy students.
- The committee recommended to conduct an add on course on communicative English to the students of the college
- Committee recommend the department to provide orientation of the students to enroll for higher education.
- Strengthening of research activities are recommended.

**Name and signature of Academic Auditors**

**Name and signature of Coordinator, IQAC**

**Name and signature of the Principal**

## DEPARTMENT OF POLITICAL SCIENCES

## PART A – TEACHING AND LEARNING

Item Evaluated	Status/Remarks
Teaching Plan is prepared for courses of study	Yes
The teaching plan prepared is followed	Yes
Teachers' diary is maintained by faculty members	Yes
Classes are conducted as per the department timetable.	Yes
The curriculum of the university is followed	Yes
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes	Yes
Technology tools are employed in the teaching – learning process.	Partially
Innovative methods are employed in the classroom for course delivery	No
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	No
Field experience is provided to students when necessary.	Yes

**PART B – INTERNAL ASSESSMENT**

Items evaluated	Status/Remarks
Internal evaluation is conducted as per the schedule of the university.	Yes
Student attendance is duly marked and consolidated attendance is published in time.	Yes
Internal evaluation register is properly maintained and entries are properly made.	Yes
Internal examinations are conducted in the pattern prescribed by the university.	Yes
Answer scripts of internal examinations are valued in due time and are made available to students.	Yes
Students employ technology tools to present seminars.	Partially
Faculty members provide proper guidance to students in completing projects, field assignments etc.	Yes
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	Yes
The internal marks are published in due time so that students can redress grievances if any.	Yes
The internal evaluation process is fair and transparent.	Yes
Any grievances regarding internal evaluation are redressed in a transparent manner.	No Grievances reported

**PART C – STUDENT SUPPORT**

Items evaluated	Status/Remarks
Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	Partially
Student participation in co-curricular and extra-curricular activities is encouraged.	Yes
Students actively participate in the activities of the department association.	Yes
Study tours, field visits and other extension programmes are conducted for students.	Yes
Proper mentorship and guidance are provided to students by faculty members.	Yes

**PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS**

Items evaluated	Status/Remarks
Classes are conducted as per the timetable and entries are made in teachers' diary.	Yes
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	Partially
Teachers are members of various committees of the college and participate in the administration of the college.	Yes

Faculty members participate in seminars, workshops, conferences etc.	Yes
Faculty members participate in extension activities of the department and the college.	Should be improved

**PART E – RESEARCH AND PUBLICATIONS**

Items evaluated	Status/Remarks
Percentage of faculty members with Ph D / other advanced degrees.	20
Percentage of faculty members who have undertaken ongoing research and related projects.	0
Faculty members submit proposals for research projects to various funding agencies.	20
Granted research projects are completed in time.	NA
Faculty members publish papers in reputed national/ international journals.	Should be improved
Faculty members present papers in conferences and seminars.	Should be improved
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	Yes
Experts from academics/industry are invited and interactive sessions are conducted.	Yes
Faculty members are working towards research degrees.	Yes



**PART F – STUDENT PROGRESSION**

Items evaluated	Status/Remarks
Pass percentage of students in the university examination	>80%
Percentage of students opting for higher studies after completion of the programmes of study.	20% - 40%
Percentage of students who have secured employment after completion of the programmes of study.	20% - 40%
Percentage of students who have cleared NET/SET/GATE etc.	NA
Percentage of students who have cleared national/state level competitive examinations.	<20%
Dropout rate of students	<10%

**Recommendations and remarks**

- The committee recommended to strengthen the remedial coaching to the needy students of the department to increase the pass percentage.
- As a department which have the potential to design and conduct extension /community activities which will be helpful to the society. Committee recommended to start such activities in the coming academic years.
- It is recommended the department to submit proposals to the external funding agencies to strengthen the research and publication potential of the department.
- It is recommended to apply for the qualified teachers for guideship and apply for the status of a research department under Mahatma Gandhi University.

**Name and signature of Academic Auditor**

**Name and signature of Coordinator, IQAC**

**Name and signature of the Principal**

## DEPARTMENT OF COMMERCE

### PART A – TEACHING AND LEARNING

Item Evaluated	Status/Remarks
Teaching Plan is prepared for courses of study	Yes
The teaching plan prepared is followed	Yes
Teachers' diary is maintained by faculty members	Yes
Classes are conducted as per the department timetable.	Yes
The curriculum of the university is followed	Yes
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes	Yes
Technology tools are employed in the teaching – learning process.	Partially
Innovative methods are employed in the classroom for course delivery	No
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	No
Field experience is provided to students when necessary.	Yes

**PART B – INTERNAL ASSESSMENT**

Items evaluated	Status/Remarks
Internal evaluation is conducted as per the schedule of the university.	Yes
Student attendance is duly marked and consolidated attendance is published in time.	Yes
Internal evaluation register is properly maintained and entries are properly made.	Yes
Internal examinations are conducted in the pattern prescribed by the university.	Yes
Answer scripts of internal examinations are valued in due time and are made available to students.	Yes
Students employ technology tools to present seminars.	Partially
Faculty members provide proper guidance to students in completing projects, field assignments etc.	Yes
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	Yes
The internal marks are published in due time so that students can redress grievances if any.	Yes
The internal evaluation process is fair and transparent.	Yes
Any grievances regarding internal evaluation is redressed in a transparent manner.	No Grievances reported

**PART C – STUDENT SUPPORT**

Items evaluated	Status/Remarks
Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	Partially
Student participation in co-curricular and extra-curricular activities is encouraged.	Yes
Students actively participate in the activities of the department association.	Yes
Study tours, field visits and other extension programmes are conducted for students.	Yes
Proper mentorship and guidance is provided to students by faculty members.	Yes

**PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS**

Items evaluated	Status/Remarks
Classes are conducted as per the timetable and entries are made in teachers' diary.	Yes
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	Partially
Teachers are members of various committees of the college and participate in the administration of the college.	Yes

Faculty members participate in seminars, workshops, conferences etc.	Yes
Faculty members participate in extension activities of the department and the college.	Should be improved

**PART E – RESEARCH AND PUBLICATIONS**

Items evaluated	Status/Remarks
Percentage of faculty members with Ph D / other advanced degrees.	20
Percentage of faculty members who have undertaken ongoing research and related projects.	0
Faculty members submit proposals for research projects to various funding agencies.	20
Granted research projects are completed in time.	NA
Faculty members publish papers in reputed national/ international journals.	Should be improved
Faculty members present papers in conferences and seminars.	Should be improved
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	Yes
Experts from academics/industry are invited and interactive sessions are conducted.	Yes
Faculty members are working towards research degrees.	Yes

**PART F – STUDENT PROGRESSION**

Items evaluated	Status/Remarks
Pass percentage of students in the university examination	>80%
Percentage of students opting for higher studies after completion of the programmes of study.	20% - 40%
Percentage of students who have secured employment after completion of the programmes of study.	20% - 40%
Percentage of students who have cleared NET/SET/GATE etc.	NA
Percentage of students who have cleared national/state level competitive examinations.	<20%
Dropout rate of students	<10%

**Recommendations and remarks**

- The committee recommended to strengthen the coaching for NET/SET to increase the number of students clearing NET/SET.
- As a department is recommended to design and conduct extension /community activities which will be helpful to the society. Committee recommended to start such activities in the coming academic years.
- It is recommended the department to submit proposals to the external funding agencies to strengthen the research and publication potential of the department.
- It is recommended to apply for the qualified teachers for guideship and apply for the status of a research department under Mahatma Gandhi University.

**Name and signature of Academic Auditors**

**Name and signature of Coordinator, IQAC**

**Name and signature of the Principal**

## **GENERAL CONCLUSION**

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The overall observations of the academic audit committee based on input collected from all departments are

- More than 95% percent of faculty members are permanent and are appointed by Kerala Public Service Commission, Government of Kerala.
- Course delivery is conducted as per the curricula of Mahatma Gandhi university.
- Department meetings are regularly conducted.
- Classes are conducted as per the master timetable and records are maintained.
- Smart classrooms are not fully explored by teachers and students.
- Internal evaluation is fair and transparent.
- Faculty members actively participate in the administrative process.
- Departments conduct seminars and workshops.
- The pass percentage is higher than University average for all programmes.
- Student placement and employment is at mediocre level.
- Students who qualify national level competitive examinations is relatively less in number.



- Laboratory facilities are sufficient and at par with national level in some departments.
- Science departments offering only UG programme have infrastructure adequate for starting PG courses.
- New equipment and books are purchased in the assessed academic year.
- Departments have purchased equipment and software using research grants.
- The innovative methods and extension activities of the college help to develop socially responsible citizens.
- Students actively participate in college level programmes.
- The dropout rate of students is low.

Based on the aforementioned observations, the committee recommends the following suggestions for the improvement of the academic performance of the college.

- Smart rooms may be more effectively utilized by employing specialized software.
- Tutorial and remedial systems may be centrally organized.
- Coaching programmes may be effectively conducted for competitive exams.
- Class log may be maintained in each class in addition to teachers' diary.
- Study materials may be made available using *Moodle*.
- Faculty members may take up more research projects.
- Faculty members may publish more research papers in peer reviewed journals.
- Faculty members with Ph D may take up research guideship and research centers may be established with the approval of the university.
- More PG programmes may be started in science departments.
- The college is recommended to start interdisciplinary research centers and interdisciplinary courses having job/higher study/ research potential.
- Strengthening of Common Instrumentation Facility

**Name and signature of Academic Auditors**

**Name and signature of Coordinator, IQAC**

**Name and signature of the Principal**