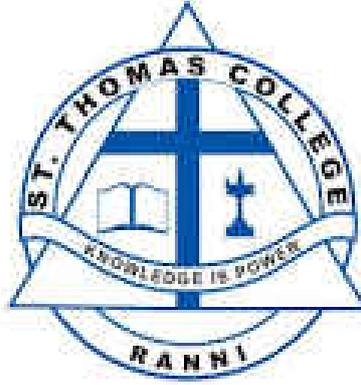# ACADEMIC AUDIT 2020-21

Report of the academic audit

for the year 2020-21

of

ST. THOMAS COLLEGE, RANNI

PAZHAVANGADI PO, PATHANAMTHITTA

KERALA, INDIA

689673

on

24th & 25th March 2021

MEMBERS OF THE AUDIT TEAM

1	Sri. Bino P Jose Former IQAC Coordinator, SD College, Kanjirapally (Expert Member)	
2	Dr. Aleyamma Kuruvilla (Principal)	
3	Dr. Rigy Idiculla (IQAC Coordinator)	
4	Dr. Deepa Roselin Joseph (IQAC Joint Coordinator)	
5	Dr. R. Aruna Devy (Senior Faculty Member)	

INTERNAL QUALITY ASSURANCE CELL

Internal Academic Audit

24th -25th March 2021

Schedule of Visits to Departments

Sl No	Name of the Department (24/3/2021)	Time of Arrival
1	**Chemistry**	9.30 – 10.30 am
2	**Zoology**	10.30- 11.30 am
3	**Botany**	11.30-12.30 am
4	**Physics**	1.30- 2.30 pm
5	**English**	2.30-3.30 pm
	Name of the Department (25/3/2021)	
6	**History**	9.30-10.30 am
7	**Commerce**	10.30- 11.30 am
8	**Economics**	11.30-12.30 am
9	**BTS**	1.30- 2.30 pm
	Evaluation	2.30-3.30 pm

As informed earlier, each department is expected to make a Power point Presentation of 10 minutes duration on 7 criteria of NAAC, also handover a report of your department for the academic year 2020-21.

Principal
St. Thomas College
Pazhavangadi P.O., Ranni

St Thomas College, Ranni
22/3/2021

REPORT OF DEPARTMENT VISIT

2020-2021

Sl No	File Name	Status
1	Department Profile	Some departments have not updated the department profile. Institutioaal distinctiveness is not properly emphasised. Teaching plan is not updated based on NEP
2	Student's Profile	Students' data sheet was well maintained only by all the departments
3	Annual Action Plan	All departments made annual action plan
4	Remedial Teaching	Available in all departments and is properly maintained
5	PTA Register & Report	PTA register is well maintained in all departments
6	Certificate Course File	All departments-maintained certificate curse register. The number of certificate course is very less in some department
7	Feedback Forms	Available in all departments
8	Feedback Analysis	The analysis document is well maintained
9	Details of Induction programs & Bridge Courses (year wise)	Available in all departments and is complete
10	Academic Calendar (year-wise)	The Academic Calendar is available in all departments
11	Projects (year wise)	The project list is available at all departments.
12	Admission List of Students (2017-19)	Is available in all departments
13	Total No of students (year-wise with Admission Number)	The hard copy is available in all departmer departments started collecting in e-form
14	SC/ST student List (year-wise)	Only 2 departments maintained it as a separate file
15	Teacher's List (seniority wise) along with supporting documents (Appointment order, Adhaar, PAN)	The seniority list is available along with the appointment order

16	Syllabus	Is available in all departments. The outcomes should be given focus and properly communicated
17	Peer teaching	Only few departments conducted peer teaching. Others started in this academic period
18	Minutes of Dept staff meetings (per year minimum three meetings)	Is available in all departments but the frequency of meetings is less
19	Simplified notes	Available in all departments
20	Skill development programs	Available in science departments
21	Internship	Available in all departments
22	Field trip/study tour	Available in science departments
23	Internal exam result	Available in all departments; some departments failed in the recent result entry
24	Internal exam grievance register	Available in all departments. But only a few grievances were reported
25	A form & B form	Is available in all departments
26	Assignments/Test papers	Available in all departments but not properly maintained
27	Seminars and Workshops conducted	Available in some departments
28	Result register	Available and properly updated
29	Question Bank	Available in all departments
30	Dropout register	None of the department updated the file
31	Mentoring report	Needs uniformity
32	Mentor Mentee feedback	Not properly maintained in some departments
33	Projects / Grants Received	Available in all departments
34	Publications – Journals and Books	Need updating the files
35	Innovations	Not available in departments
36	Guideship Details	Available in all departments
37	Extension Activities	Extension activities is very less, improve the number of activities
38	Collaborations	Available in all the departments
39	MoU Details	Not available in the departments
40	Awards & Recognition received for Extension activities	Nota available in all departments
41	List and details of classrooms/labs/ICT facilities	Available in all departments. E content development by faculties lacking

42	List of details of Scholarships and Free ships with supporting documents	Available in all departments
43	List and details of Capacity Building initiatives, language communication, life skills etc	Not available in all departments
44	List and details of Support to competitive exams and career counseling	Available in all departments-needs up dation
45	List and details of Student Progression and Placement	Available in all departments but needs up dation
46	List and Details of students Qualified in Competitive Exams (NET, GATE, CAT etc) (supporting documents)	Available in all departments
47	List and Details of student's achievements in Sports/Cultural Events (supporting documents) (Cultural events organised by departments also to included)	Not available in all departments
48	Details of students placed through Campus Placement Drive	Not available in all departments
49	List and Details of Faculty participation in FDP, professional development programs etc	New FDP participation was found to be very less
50	Celebration of days of National & International Importance (Supporting document year wise)	Available in all departments
51	Students from other states and countries	Not available in all departments
52	Any other program organised by Dept not covered under any of the above items (reports & details)	Not available in all departments
53	Rank holders and their details	Available in all departments
54	List of seminars/webinars /workshops attended by Faculty not mentioned earlier	Not available in all departments
55	Details of Research activity of faculty members – Topic of research awarded/ongoing research	Not available in all departments

56	Stock Register	Available in all departments
57	Teacher's Diary	Available in all departments but regular entry was not found
58	Attendance register	Available in all departments
59	E content developed	Not available in all departments
60	Dept Library details if any	Available in some departments
61	Best Practices	New initiatives were started by some departments
62	Teachers Designation in Higher Bodies	Available in all departments
63	Alumni Activity report including Alumni meetings, financial assistance (5 years)	Available in all departments but needs up dation
64	Association Report	Association report is well maintained in all departments
65	Department Account Book	Not available in all departments

ACADEMIC AUDIT 2020-21

Major Recommendations

1. Department and Teacher profiles to be updated by some departments.

2. Uniform pattern to be followed for Tutor-ward system and Mentoring system.

3. Programme Outcomes, Programme Specific Outcomes and Course specific outcomes specified in the Syllabus to be properly communicated.

4. Staff meetings to be regularly held and Minutes to be maintained.

5. Identify areas of institutional distinctiveness with regard to vision and Mission of the institution

 6. Introduce more Certificate courses

7. More focus to be laid on Research and Extension activities.

General Suggestions

1. Encourage faculties to attend workshops on E content development

2. Strategic plan to be revised as per NEP norms.

3. Encourage more innovative approaches in teaching-learning process

4. Research activities must be improved.

5. Program outcomes and course outcomes should be evaluated scientifically.

Dr Rigy Idiculla   Dr Aleyamma Kuruvilla

St Thomas College, Ranni   St Thomas College, Ranni

IQAC Coordinator   Principal

NAME & SIGNATURE OF THE PEER TEAM

Name	Designation	Signature with Date
Sri Bino P Jose Former IQAC Coordinator SD College, Kanjirapally	Expert Member	
Dr Aleyamma Kuruvailla	Principal	
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