ACADEMIC AUDIT 2017-18

Report of the academic audit

for the year 2017-18

of

ST. THOMAS COLLEGE, RANNI

PAZHAVANGADI PO, PATHANAMTHITTA

KERALA, INDIA

689673

on

21st & 22nd March 2018

MEMBERS OF THE AUDIT TEAM

1	Sri Bino P Jose Former IQAC Coordinator, SD College, Kanjirapally (Expert Member)
2	Dr Lata Marina Varghese (Principal)
3	Captain John M George (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

21st -22nd March 2018

Schedule of Visits to Departments

Sl No	Name of the Department (21/3/2018)	Time of Arrival
1	English	9.30 – 10.30 am
2	Chemistry	10.30- 11.30 am
3	Botany	11.30-12.30 am
4	Zoology	1.30- 2.30 pm
5	Physics	2.30-3.30 pm
	Name of the Department (22/3/2018)	
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 2017-18.

St Thomas College, Ranni

15/3/2018

Principal

Prof.Dr.Lata Marina Varghese
Principal
St.Thomas College, Ranni

REPORT OF DEPARTMENT VISIT

2017-2018

Sl No	File Name	Status
1	Department Profile	All departments have department profile. Some handwritten scripts are found and that should be replaced. Vision and Mission was not properly communicated
2	Student's Profile	Students' data sheet was not properly maintained in some departments
3	Annual Action Plan a. Teaching Plan b. Workload c. Time table	The files were incomplete.
4	Remedial Teaching	In some departments attendance is not maintained in attendance register.
5	PTA Register & Report	PTA register and report of some department is not complete
6	Certificate Course File	Some departments didn't keep the mark list. Update the file with student list, attendance signed by students, syllabus and report on certificate course
7	Feedback Forms	Available in all departments
8	Feedback Analysis	Analysis was done but report is not properly documented in some departments
9	Details of Induction programs & Bridge Courses (year wise)	Induction program file is maintained in all departments but the bridge course file is not maintained by all departments.
10	Academic Calendar (year wise)	Academic Calendar is available in all departments
11	Projects (year wise)	Project list is available at all departments. Some departments fail to keep the copies of the dissertation works.
12	Admission List of students (2017-18)	Is available in all departments
13	Total No of students (year wise with Admission Number)	Hard copy is available in all departments

14	SC/ST student List (year wise)	Not properly maintained as a separate file by all the departments
15	Teacher's List (seniority wise) along with supporting documents (appointment order, Adhar, PAN)	Seniority list is available; but the appointment order is not documented
16	Syllabus	Is available in all departments
17	Peer teaching	Only few departments conducted peer teaching. Others have initiated the same in this academic year.
18	Minutes of Dept staff meetings (per year minimum three meetings)	Is available in all departments
19	Simplified notes	All departments provide simplified notes but is not documented
20	Skill development programs	Only some departments maintain the file
21	Internship	Not available in UG departments
22	Field trip/study tour	Available in science departments
23	Internal exam result	Available in all departments
24	Internal exam grievance register	Only some departments maintains the file
25	A form & B form	Is available in all departments
26	Assignments/Test papers	Available in all departments
27	Seminars and Workshops conducted	Incomplete data is available in departments which conducted seminars/workshop
28	Result register	Not completed by all departments
29	Question Bank	Available in all departments
30	Dropout register	None of the department updated the file
31	Mentoring report	Available in all departments- updation required.
32	Mentor Mentee feedback	Not properly maintained in some departments
33	Projects / Grants Received	Available in all departments
34	Publications – Journals and Books	Needs updation
35	Innovations	Not available in all departments
36	Guideship Details	Available in all departments with research Guides.
37	Extension Activities	Only few departments are conducting extension activities and files are maintained
38	Collaborations	Available in all the departments
39	MoU Details	Not available in the departments

40	Awards & Recognition received for Extension activities	Not available in all departments
41	List and details of classrooms/labs/ICT facilities	Available in all departments
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 counselling	Available in all departments
45	List and details of Student Progression and Placement	Available in all departments
46	List and Details of student's Qualified in Competitive Exams (NET, GATE,CAT etc) (supporting documents)	Not available in all departments- needs up dation
47	List and Details of student's achievements in Sports/Cultural Events (supporting documents) (Cultural events organised by departments also to be 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	Available in all departments
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 Department 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

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
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	Needs to be updated
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
64	Association Report	Association report and photos are recorded in all departments
65	Department Account Book	Not found

Prof.Dr.Lata Marina Varghese
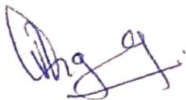Principal
St.Thomas College, Ranni

ACADEMIC AUDIT 2017-18

Major Recommendations

1. Files not updated in most of the departments
2. The dropout file was not maintained in most of the departments
3. Result register not properly updated
4. The vision and mission of the college to be displayed in the notice board
5. Encourage the students to participate in community extension works
6. Departments to properly maintain files in the order provided by IQAC.

General Suggestions

The peer team is not satisfied with the overall performance of all the departments. There is a big lacuna in various files maintained in various departments. The faculties of each department should try to update and modify the files according to the latest revisions in SSR.
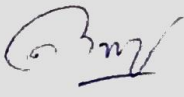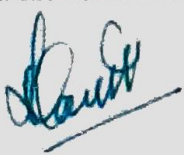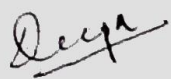
Captain John M George
St Thomas College, Ranni
IQAC Coordinator

Dr Lata Marina Varghese
St Thomas College, Ranni
Principal

NAME & SIGNATURE OF THE PEER TEAM

Name	Designation	Signature with Date
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