ACADEMIC AUDIT 2021-22

Report of the academic audit

for the year 2021-22

of

ST. THOMAS COLLEGE, RANNI

PAZHAVANGADI PO, PATHANAMTHITTA

KERALA, INDIA

689673

on

23rd & 24th March 2022

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 Devi Priya M (IQAC Joint Coordinator)
5	Dr R Aruna Devy (Senior Faculty Member)

INTERNAL QUALITY ASSURANCE CELL
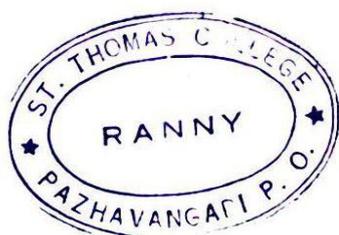
Internal Academic Audit

23rd- 24th March 2022

Schedule of Visits to Departments

Sl No	Name of the Department (23/3/2022)	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	English	1.30- 2.30 pm
5	Physics	2.30-3.30 pm
	Name of the Department (24/3/2022)	
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 2021-22.

St Thomas College, Ranni

22/3/2022

Principal

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

REPORT OF DEPARTMENT VISIT
<u>2021-2022</u>

Sl. No	File Name	Status
1	Department Profile	All departments have updated the department profile.
2	Student's Profile	Students' data sheet properly maintained by the departments
3	Annual Action Plan a. Teaching Plan b. Workload c. Time table	All the departments perfectly maintained annual action plan
4	Remedial Teaching	All the departments maintained remedial teaching record
5	PTA Register & Report	PTA register and report of some department to be updated by some departments
6	Certificate Course File	All departments started certificate courses and documents are also found
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 and bridge course file is well maintained in all departments
10	Academic Calendar (year wise)	Academic Calendar is available in all departments
11	Projects (year wise)	Project report of students is available at all departments.
12	Admission List of students (2021-22)	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)	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 started in this academic Period
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 no 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 maintain 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 found in those departments conducted the 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 Needed
32	Mentor Mentee feedback	Not properly maintained in some departments
33	Projects / Grants Received	Available in all departments
34	Publications – Journals and Books	Need updation
35	Innovations	Not available in departments
36	Guideship Details	Available in all departments
37	Extension Activities	Only few departments 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	Nota 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 some departments
44	List and details of Support to competitive exams and career counselling	Available in all PG 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)	Available in 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.	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 Dept not covered under any of the above items (reports & details)	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	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	Available in some 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 in all departments

ACADEMIC AUDIT 2021-22

Major Recommendations

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

2. More workshops and seminars to be organized on Research Methodology and IPR

3. Apply for major and minor projects

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

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

6. Introduce more certificate courses.

7. Department and Teacher profiles to be updated

General Suggestions

The peer team is satisfied with the overall performance of all the departments. There are some suggestions put forward by the peer team. They are as follows

1. More Orientation Programmes should be conducted

2. While completing the files for the Bridge course & remedial classes try to take the signatures of the students

3. More focus should be given to internships & placement drives

4. Mentoring & Counselling cell should work more effectively

5. Number of Scholarships are given to be enhanced

6. Faculty Development to be encouraged by implementing HOD rotation.

7. Effective utilization of non-teaching staff also for academic improvement

8. Student exchange programmes should be encouraged

9. Green protocol should be strictly practiced. Encourage students to practice '5 R's for protecting the environment

10. Try to adopt schools and villages for the upliftment of future India

11. Try to start new radio station and newsletter also to improve the quality of the college

12. Department beautification should be done with the involvement of students

13. In SC/ST file try to collect signature of the students also

Dr Rigy Idiculla

St Thomas College, Ranni

IQAC Coordinator

Dr Aleyamma Kuruvilla

St Thomas College,Ranni

Principal

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

NAME & SIGNATURE OF THE PEER TEAM

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