

# **GOVERNMENT COLLEGE KATTAPPANA**

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*(Affiliated to Mahatma Gandhi University, Kottayam)*



## **ACADEMIC AUDIT REPORT**

**INTERNAL QUALITY ASSURANCE CELL**

2014-15

# INTRODUCTION

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One of the main objectives of the Internal Quality Assurance Cell (IQAC) of Government College Kattappana is to ensure academic excellence and administrative efficiency. Academic audit is an initiative of the IQAC in this direction.

The Academic audit is conducted by the IQAC to assess and suggest methods to ensure academic accountability, to ensure and enhance the quality of teaching learning process and 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
- Delivery of the duties and responsibilities of faculty members
- Student progression
- Research and publications
- Student feedback

This report has been prepared after visit of the academic audit committee in all departments, interaction with faculty members and scrutiny of documents maintained at the departments.

# DEPARTMENT OF CHEMISTRY

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## PART A – TEACHING AND LEARNING

Teaching Plan is prepared for courses of study.	To a good extent
The teaching plan prepared is followed.	Yes
Teachers' diary is maintained by faculty members.	To a good extent
Classes are conducted as per the department and faculty timetable.	Yes
The curricula of the university is followed and completed in time.	Yes
Technology tools are employed in the teaching – learning process.	To a good extent
Innovative methods are employed in the classroom for course delivery.	To a good extent
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	Yes

## **PART B – INTERNAL ASSESSMENT**

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 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.	To a good extent
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

### **PART C – STUDENT SUPPORT**

Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	To a good extent
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
Grievance of students is redressed in a transparent manner.	Yes

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

Classes are conducted as per the timetable and entries are made in teachers' diary.	To a good extent
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	To a good extent
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.	To a good extent
Faculty members participate in extension activities of the department and the college.	Yes

## PART E – RESEARCH AND PUBLICATIONS

Percentage of faculty members with Ph D / other advanced degrees.	33 %
Percentage of faculty members who have undertaken ongoing research and related projects.	33 %
Percentage of Faculty members who have submitted proposals for research projects to various funding agencies.	66 %
Granted research projects are completed in time.	Yes
Published papers in reputed national/ international journals.	2
Papers presented in conferences and seminars.	2
No. of Seminars, workshops etc. are conducted by the department using plan/UGC fund.	1
Percentage of Faculty members who are working towards research degrees.	33 %

## **PART F – STUDENT PROGRESSION**

Pass percentage of students in the university examination	88 %
Percentage of students opting for higher studies after completion of the programmes of study.	30%
Percentage of students who have secured employment after completion of the programmes of study.	30%
No. of students who have cleared NET/SET/GATE etc.	NA
Percentage of students who have cleared national/state level competitive examinations.	8 %
Drop out rate of students	8 %



# DEPARTMENT OF COMMERCE

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## PART A – TEACHING AND LEARNING

Teaching Plan is prepared for courses of study.	To a good extent
The teaching plan prepared is followed.	To a good extent
Teachers' diary is maintained by faculty members.	To a good extent
Classes are conducted as per the department and faculty timetable.	To a good extent
The curricula of the university is followed and completed in time.	To a good extent
Technology tools are employed in the teaching – learning process.	To a good extent
Innovative methods are employed in the classroom for course delivery.	To a good extent
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	Yes

## **PART B – INTERNAL ASSESSMENT**

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 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.	To a good extent
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	To a good extent
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

### **PART C – STUDENT SUPPORT**

Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	To a good extent
Student participation in co-curricular and extra-curricular activities is encouraged.	To a good extent
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.	To a good extent
Grievance of students is redressed in a transparent manner.	Yes

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

Classes are conducted as per the timetable and entries are made in teachers' diary.	To a good extent
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	To a good extent
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

Percentage of faculty members with Ph D / other advanced degrees.	42 %
Percentage of faculty members who have undertaken ongoing research and related projects.	28 %
Percentage of Faculty members who have submitted proposals for research projects to various funding agencies.	86 %
Granted research projects are completed in time.	Yes
Published papers in reputed national/ international journals.	4
Papers presented in conferences and seminars.	6
No. of Seminars, workshops etc. are conducted by the department using plan/UGC fund.	1
Percentage of Faculty members who are working towards research degrees.	58 %

## **PART F – STUDENT PROGRESSION**

Pass percentage of students in the university examination	92 %
Percentage of students opting for higher studies after completion of the programmes of study.	40 %
Percentage of students who have secured employment after completion of the programmes of study.	40 %
No. of students who have cleared NET/SET/GATE etc.	1
Percentage of students who have cleared national/state level competitive examinations.	6 %
Drop out rate of students	3 %

# DEPARTMENT OF ECONOMICS

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## PART A – TEACHING AND LEARNING

Teaching Plan is prepared for courses of study.	To a good extent
The teaching plan prepared is followed.	Yes
Teachers' diary is maintained by faculty members.	To a good extent
Classes are conducted as per the department and faculty timetable.	Yes
The curricula of the university is followed and completed in time.	Yes
Technology tools are employed in the teaching – learning process.	To a good extent
Innovative methods are employed in the classroom for course delivery.	To a good extent
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	Yes

## **PART B – INTERNAL ASSESSMENT**

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 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.	To a good extent
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



### **PART C – STUDENT SUPPORT**

Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	To a good extent
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
Grievance of students is redressed in a transparent manner.	Yes

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

Classes are conducted as per the timetable and entries are made in teachers' diary.	To a good extent
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	To a good extent
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

Percentage of faculty members with Ph D / other advanced degrees.	33 %
Percentage of faculty members who have undertaken ongoing research and related projects.	33 %
Percentage of Faculty members who have submitted proposals for research projects to various funding agencies.	66 %
Granted research projects are completed in time.	Yes
Published papers in reputed national/ international journals.	1
Papers presented in conferences and seminars.	2
No. of Seminars, workshops etc. are conducted by the department using plan/UGC fund.	1
Percentage of Faculty members who are working towards research degrees.	66 %

## **PART F – STUDENT PROGRESSION**

Pass percentage of students in the university examination	92 %
Percentage of students opting for higher studies after completion of the programmes of study.	20%
Percentage of students who have secured employment after completion of the programmes of study.	40%
No. of students who have cleared NET/SET/GATE etc.	NA
Percentage of students who have cleared national/state level competitive examinations.	8 %
Drop out rate of students	6 %

# DEPARTMENT OF MATHEMATICS

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## PART A – TEACHING AND LEARNING

Teaching Plan is prepared for courses of study.	To a good extent
The teaching plan prepared is followed.	To a good extent
Teachers' diary is maintained by faculty members.	To a good extent
Classes are conducted as per the department and faculty timetable.	Yes
The curricula of the university is followed and completed in time.	Yes
Technology tools are employed in the teaching – learning process.	To a good extent
Innovative methods are employed in the classroom for course delivery.	To a good extent
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of infrastructure are taken.	Yes

## PART B – INTERNAL ASSESSMENT

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 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.	To a good extent
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

### **PART C – STUDENT SUPPORT**

Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	To a good extent
Student participation in co-curricular and extra-curricular activities is encouraged.	To a good extent
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
Grievance of students is redressed in a transparent manner.	Yes

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

Classes are conducted as per the timetable and entries are made in teachers' diary.	To a good extent
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	To a good extent
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.	To a good extent



## PART E – RESEARCH AND PUBLICATIONS

Percentage of faculty members with Ph D / other advanced degrees.	33 %
Percentage of faculty members who have undertaken ongoing research and related projects.	Nil
Percentage of Faculty members who have submitted proposals for research projects to various funding agencies.	33 %
Granted research projects are completed in time.	NA
Published papers in reputed national/ international journals.	2
Papers presented in conferences and seminars.	1
No. of Seminars, workshops etc. are conducted by the department using plan/UGC fund.	1
Percentage of Faculty members who are working towards research degrees.	33 %

## **PART F – STUDENT PROGRESSION**

Pass percentage of students in the university examination	89 %
Percentage of students opting for higher studies after completion of the programmes of study.	30 %
Percentage of students who have secured employment after completion of the programmes of study.	30 %
No. of students who have cleared NET/SET/GATE etc.	NA
Percentage of students who have cleared national/state level competitive examinations.	11 %
Drop out rate of students	8 %

# DEPARTMENT OF MALAYALAM

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## PART A – TEACHING AND LEARNING

Teaching Plan is prepared for courses of study.	To a good extent
The teaching plan prepared is followed.	To a good extent
Teachers' diary is maintained by faculty members.	To a good extent
Classes are conducted as per the department and faculty timetable.	Yes
The curricula of the university is followed and completed in time.	Yes
Technology tools are employed in the teaching – learning process.	To a good extent
Innovative methods are employed in the classroom for course delivery.	To a good extent
Review of academic progress is conducted at the department level.	Yes
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	Yes

## PART B – INTERNAL ASSESSMENT

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 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.	To a good extent
Faculty members provide proper guidance to students in completing projects, field assignments etc.	To a good extent
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	To a good extent
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

### **PART C – STUDENT SUPPORT**

Tutorial system is in place in the department.	Yes
Remedial coaching is conducted in the department.	To a good extent
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.	To a good extent
Grievance of students is redressed in a transparent manner.	Yes

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

Classes are conducted as per the timetable and entries are made in teachers' diary.	To a good extent
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	To a good extent
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

Percentage of faculty members with Ph D / other advanced degrees.	14 %
Percentage of faculty members who have undertaken ongoing research and related projects.	14 %
Percentage of Faculty members who have submitted proposals for research projects to various funding agencies.	56 %
Granted research projects are completed in time.	Yes
Published papers in reputed national/ international journals.	8
Papers presented in conferences and seminars.	23
No. of Seminars, workshops etc. are conducted by the department using plan/UGC fund.	1
Percentage of Faculty members who are working towards research degrees.	43 %

## **PART F – STUDENT PROGRESSION**

Pass percentage of students in the university examination	85 %
Percentage of students opting for higher studies after completion of the programmes of study.	20%
Percentage of students who have secured employment after completion of the programmes of study.	30%
No. of students who have cleared NET/SET/GATE etc.	2
Percentage of students who have cleared national/state level competitive examinations.	11 %
Drop out rate of students	4 %



# DEPARTMENT OF ENGLISH

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## PART A – TEACHING AND LEARNING

Teaching Plan is prepared for courses of study.	To a good extent
The teaching plan prepared is followed.	Yes
Teachers' diary is maintained by faculty members.	To a good extent
Classes are conducted as per the department and faculty timetable.	Yes
The curricula of the university is followed and completed in time.	Yes
Technology tools are employed in the teaching – learning process.	To a good extent
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

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

Classes are conducted as per the timetable and entries are made in teachers' diary.	To a good extent
Department meetings are regularly conducted.	Yes
Teachers take up examination duties of the university	Yes
Teachers develop learning resource and course materials.	To a good extent
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

Percentage of faculty members with Ph D / other advanced degrees.	Nil
Percentage of faculty members who have undertaken ongoing research and related projects.	33 %
Percentage of Faculty members who have submitted proposals for research projects to various funding agencies.	66 %
Granted research projects are completed in time.	Yes
Published papers in reputed national/ international journals.	1
Papers presented in conferences and seminars.	1
No. of Seminars, workshops etc. are conducted by the department using plan/UGC fund.	1
Percentage of Faculty members who are working towards research degrees.	33 %

# CONCLUSION

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The following overall observations have been made based on the information collected from departments.

- College level academic calendar has been prepared.
- Teaching and learning is conducted as per the timetable.
- Internal evaluation is conducted as per the schedule of the university.
- Internal evaluation is fair and transparent.
- Faculty members are qualified as per UGC norms.
- Admission is transparent and through the university portal.
- Departments and clubs conduct extra-curricular activities.
- The pass percentage of students is above university average.

Based on the observations and feedback from staff and students the following recommendations are made.

- Course wise and class wise teaching plan may be prepared for all courses.
- Class logs and teachers' diary may be properly maintained.
- Technology tools such as smart boards may be more effectively utilized.
- Student seminars may be conducted using smart class room facility.
- Internet facility may be more effectively used for learning purposes.
- Placement cell may be strengthened.
- Communication skills and soft skill training may be given.

This academic audit report is submitted for the consideration and further action by the IQAC and the college authorities.

Josily Cyriac  
Coordinator, IQAC

Dr. Suma K K  
Principal