GOVERNMENT COLLEGE KATTAPPANA

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(Affiliated to Mahatma Gandhi University, Kottayam)

ACADEMIC AUDIT REPORT

INTERNAL QUALITY ASSURANCE CELL

2015 - 16

INTRODUCTION

The Internal Quality Assurance Cell (IQAC) of Government College Kattappana 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 is conducted by a committee 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 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

- Student feedback

- Grievances redress

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 such as

- 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 committees of importance. The report is submitted for the perusal and further action by the IQAC.

DEPARTMENT OF CHEMISTRY

PART A – TEACHING AND LEARNING

Teaching Plan is prepared for courses of study.	>80%
The teaching plan prepared is followed.	>80%
Teachers' diary is maintained by faculty members.	>80%
Classes are conducted as per the department and faculty timetable.	>80%
The curricula of the university is followed and completed in time.	>80%
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes.	60% - 80%
Technology tools are employed in the teaching – learning process.	60% - 80%
Innovative methods are employed in the classroom for course delivery.	60% - 80%
Review of academic progress is conducted at the department level.	60% - 80%
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	>80%
Field experience is provided to students when necessary.	60% - 80%

PART B – INTERNAL ASSESSMENT

Internal evaluation is conducted as per the schedule of the university.	>80%
Student attendance is duly marked and consolidated attendance is published in time.	>80%
Internal evaluation register is properly maintained and entries are properly made.	>80%
Internal examinations are conducted in the pattern prescribed by the university.	>80%
Answer scripts of internal examinations are valued in due time and are made available to students.	>80%
Students employ technology tools to present seminars.	60% - 80%
Faculty members provide proper guidance to students in completing projects, field assignments etc.	>80%
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	>80%
The internal marks are published in due time so that students can redress grievances if any.	>80%
The internal evaluation process is fair and transparent.	>80%
Any grievances regarding internal evaluation is redressed in a transparent manner.	No Grievances reported

PART C – STUDENT SUPPORT

Tutorial system is in place in the department.	>80%
Remedial coaching is conducted in the department.	60% - 80%
Student participation in co-curricular and extra-curricular activities is encouraged.	60% - 80%
Students actively participate in the activities of the department association.	>80%
Study tours, field visits and other extension programmes are conducted for students.	>80%
Proper mentorship and guidance is provided to students by faculty members.	60% - 80%

PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS

Classes are conducted as per the timetable and entries are made in teachers' diary.	>80%
Department meetings are regularly conducted.	>80%
Teachers take up examination duties of the university	>80%
Teachers develop learning resource and course materials.	60% - 80%
Teachers are members of various committees of the college and participate in the administration of the college.	>80%

Faculty members participate in seminars, workshops, conferences etc.	60% - 80%
Faculty members participate in extension activities of the department and the college.	>80%

PART E – RESEARCH AND PUBLICATIONS

Percentage of faculty members with Ph D / other advanced degrees.	20% - 40%
Percentage of faculty members who have undertaken ongoing research and related projects.	20% - 40%
Faculty members submit proposals for research projects to various funding agencies.	40% - 60%
Granted research projects are completed in time.	>80%
Faculty members publish papers in reputed national/ international journals.	40% - 60%
Faculty members present papers in conferences and seminars.	40% - 60%
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	>80%
Experts from academics/industry are invited and interactive sessions are conducted.	60% - 80%
Faculty members are working towards research degrees.	20% - 40%

PART F – STUDENT PROGRESSION

Pass percentage of students in the university examination	>80%
Percentage of students opting for higher studies after completion of the programmes of study.	40% - 60%
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%
Drop out rate of students	<20%

PART G – STUDENT FEEDBACK

Rate the curriculum and syllabi of the programme.	Challenging	25.00%
	More than adequate	41.67%
	Adequate	20.83%
	Inadequate	0.00%
	Poor	4.17%
To what extent does the programme contribute to the enhancement of your knowledge and skills?	To a great extent	45.83%
	To a good extent	37.50%
	Somewhat	12.50%
	A little	4.17%
	Not at all	0.00%

To what extent is the programme beneficial in your preparation for higher studies?	To a great extent	58.33%
	To a good extent	25.00%
	Somewhat	4.17%
	A little	8.33%
	Not at all	4.17%
To what extent does the programme contribute to the developement of your employability skills?	To a great extent	41.67%
	To a good extent	25.00%
	Somewhat	20.83%
	A little	8.33%
	Not at all	4.17%
Rate the applicability and practical value of the programme.	Excellent	45.83%
	Very Good	25.00%
	Good	20.83%
	Satisfactory	0.00%
	Unsatisfactory	4.17%
Rate the teacher-student relationship of the department.	Excellent	41.67%
	Very Good	29.17%
	Good	16.67%
	Satisfactory	4.17%
	Unsatisfactory	4.17%
Rate the internal evaluation process of the programme.	Very fair	29.17%
	Fair	37.50%
	Somewhat fair	16.67%
	Somewhat unfair	4.17%
	Unfair	0.00%
To what extent does the department help you in meeting your academic needs?	To a great extent	45.83%
	To a good extent	33.33%
	Somewhat	8.33%
	A little	4.17%

	Not at all	0.00%
Does the department initiate innovative practices in the transaction of the curriculum?	To a great extent	41.67%
	To a good extent	37.50%
	Somewhat	12.50%
	A little	4.17%
	Not at all	0.00%

PART H – TEACHER EVALUATION (Average of all teachers of the department)

Question	Response	Percentage
Rate the knowledge of the teacher in the subject concerned.	Excellent	69.2
	Very Good	19.9
	Good	8.3
	Satisfactory	1.5
	Unsatisfactory	1.1
Rate the relevance and appropriateness of lecture contents.	Excellent	57.0
	Very Good	28.5
	Good	11.6
	Satisfactory	2.6
	Unsatisfactory	0.2
To what extent does the teacher stimulate critical thinking and encourage alternative points of view?	To a great extent	54.3
	To a good extent	29.7
	Somewhat	9.2
	A little	3.1
	Not at all	3.7
The teacher encourages student inquiry/class discussion and responds to student questions.	To a great extent	72.8
	To a good extent	17.8
	Somewhat	7.3
	A little	1.6

	Not at all	0.4
The teacher is regular in conducting classes and completes the syllabus in time.	Always / Almost always	65.8
	Often	24.1
	Occasionally	6.6
	Rarely	2.4
	Never / Almost Never	1.1
The teacher is well-prepared for the class and presents materials in a well-organized manner.	Always / Almost always	74.9
	Often	16.5
	Occasionally	7.0
	Rarely	1.1
	Never / Almost Never	0.4
Rate the communication skills of the teacher and his/her ability to express ideas clearly.	Excellent	59.7
	Very Good	26.0
	Good	9.6
	Satisfactory	3.3
	Unsatisfactory	1.3
Rate the appropriate and effective use of teaching techniques/methods including technology tools such as smart boards, LCD projector etc.	Excellent	60.4
	Very Good	22.8
	Good	10.2
	Satisfactory	5.7
	Unsatisfactory	0.9
The teacher provides notes/hand-outs/power points which are legible, appropriate and refers to additional source material and references when necessary.	Always / Almost always	66.7
	Often	23.0
	Occasionally	6.7
	Rarely	2.8
	Never / Almost Never	0.7
The teacher deals fairly and impartially with students and treats students with respect.	Always / Almost always	79.4
	Often	15.6

	Occasionally	2.4
	Rarely	1.7
	Never / Almost Never	0.9

DEPARTMENT OF COMMERCE

PART A – TEACHING AND LEARNING

Teaching Plan is prepared for courses of study.	60% - 80%
The teaching plan prepared is followed.	>80%
Teachers' diary is maintained by faculty members.	60% - 80%
Classes are conducted as per the department and faculty timetable.	>80%
The curricula of the university is followed and completed in time.	>80%
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes.	60% - 80%
Technology tools are employed in the teaching – learning process.	60% - 80%
Innovative methods are employed in the classroom for course delivery.	60% - 80%
Review of academic progress is conducted at the department level.	60% - 80%
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	>80%
Field experience is provided to students when necessary.	60% - 80%

PART B – INTERNAL ASSESSMENT

Internal evaluation is conducted as per the schedule of the university.	>80%
Student attendance is duly marked and consolidated attendance is published in time.	>80%
Internal evaluation register is properly maintained and entries are properly made.	>80%
Internal examinations are conducted in the pattern prescribed by the university.	>80%
Answer scripts of internal examinations are valued in due time and are made available to students.	>80%
Students employ technology tools to present seminars.	60% - 80%
Faculty members provide proper guidance to students in completing projects, field assignments etc.	60% - 80%
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	60% - 80%
The internal marks are published in due time so that students can redress grievances if any.	>80%
The internal evaluation process is fair and transparent.	>80%
Any grievances regarding internal evaluation is redressed in a transparent manner.	No Grievances reported

PART C – STUDENT SUPPORT

Tutorial system is in place in the department.	>80%
Remedial coaching is conducted in the department.	60% - 80%
Student participation in co-curricular and extra-curricular activities is encouraged.	60% - 80%
Students actively participate in the activities of the department association.	60% - 80%
Study tours, field visits and other extension programmes. are conducted for students.	60% - 80%
Proper mentorship and guidance is provided to students by faculty members.	60% - 80%

PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS

Classes are conducted as per the timetable and entries are made in teachers' diary.	>80%
Department meetings are regularly conducted.	>80%
Teachers take up examination duties of the university	60% - 80%
Teachers develop learning resource and course materials.	60% - 80%
Teachers are members of various committees of the college and participate in the administration of the college.	60% - 80%

Faculty members participate in seminars, workshops, conferences etc.	>80%
Faculty members participate in extension activities of the department and the college.	60% - 80%

PART E – RESEARCH AND PUBLICATIONS

Percentage of faculty members with Ph D / other advanced degrees.	40% - 60%
Percentage of faculty members who have undertaken ongoing research and related projects.	20% - 40%
Faculty members submit proposals for research projects to various funding agencies.	60% - 80%
Granted research projects are completed in time.	>80%
Faculty members publish papers in reputed national/ international journals.	20% - 40%
Faculty members present papers in conferences and seminars.	40% - 60%
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	>80%
Experts from academics/industry are invited and interactive sessions are conducted.	>80%
Faculty members are working towards research degrees.	40% - 60%

PART F – STUDENT PROGRESSION

Pass percentage of students in the university examination	>80%
Percentage of students opting for higher studies after completion of the programmes of study.	40% - 60%
Percentage of students who have secured employment after completion of the programmes of study.	40% - 60%
Percentage of students who have cleared NET/SET/GATE etc.	<20%
Percentage of students who have cleared national/state level competitive examinations.	<20%
Drop out rate of students	<20%

PART G – STUDENT FEEDBACK

Rate the curriculum and syllabi of the programme.	Challenging	28.00%
	More than adequate	36.00%
	Adequate	32.00%
	Inadequate	0.00%
	Poor	0.00%
To what extent does the programme contribute to the enhancement of your knowledge and skills?	To a great extent	28.00%
	To a good extent	56.00%
	Somewhat	4.00%
	A little	4.00%
	Not at all	4.00%

To what extent is the programme beneficial in your preparation for higher studies?	To a great extent	40.00%
	To a good extent	36.00%
	Somewhat	12.00%
	A little	4.00%
	Not at all	4.00%
To what extent does the programme contribute to the developement of your employability skills?	To a great extent	32.00%
	To a good extent	32.00%
	Somewhat	20.00%
	A little	12.00%
	Not at all	0.00%
Rate the applicability and practical value of the programme.	Excellent	60.00%
	Very Good	24.00%
	Good	12.00%
	Satisfactory	0.00%
	Unsatisfactory	0.00%
Rate the teacher-student relationship of the department.	Excellent	60.00%
	Very Good	20.00%
	Good	4.00%
	Satisfactory	8.00%
	Unsatisfactory	4.00%
Rate the internal evaluation process of the programme.	Very fair	44.00%
	Fair	48.00%
	Somewhat fair	4.00%
	Somewhat unfair	0.00%
	Unfair	0.00%
To what extent does the department help you in meeting your academic needs?	To a great extent	52.00%
	To a good extent	28.00%
	Somewhat	8.00%
	A little	4.00%

	Not at all	4.00%
Does the department initiate innovative practices in the transaction of the curriculum?	To a great extent	48.00%
	To a good extent	32.00%
	Somewhat	8.00%
	A little	8.00%
	Not at all	0.00%

PART H – TEACHER EVALUATION (Average of all teachers of the department)

Question	Response	Percentage
Rate the knowledge of the teacher in the subject concerned.	Excellent	56.7
	Very Good	27.6
	Good	10.3
	Satisfactory	3.8
	Unsatisfactory	1.6
Rate the relevance and appropriateness of lecture contents.	Excellent	36.2
	Very Good	35.2
	Good	19.9
	Satisfactory	6.8
	Unsatisfactory	2.0
To what extent does the teacher stimulate critical thinking and encourage alternative points of view?	To a great extent	31.1
	To a good extent	44.2
	Somewhat	16.0
	A little	6.4
	Not at all	2.2
The teacher encourages student inquiry/class discussion and responds to student questions.	To a great extent	52.1
	To a good extent	18.2
	Somewhat	19.5
	A little	8.1

	Not at all	2.0
The teacher is regular in conducting classes and completes the syllabus in time.	Always / Almost always	72.1
	Often	16.0
	Occasionally	7.1
	Rarely	2.2
	Never / Almost Never	2.6
The teacher is well-prepared for the class and presents materials in a well-organized manner.	Always / Almost always	69.6
	Often	14.7
	Occasionally	11.9
	Rarely	3.2
	Never / Almost Never	0.6
Rate the communication skills of the teacher and his/her ability to express ideas clearly.	Excellent	50.3
	Very Good	30.1
	Good	10.6
	Satisfactory	5.8
	Unsatisfactory	3.2
Rate the appropriate and effective use of teaching techniques/methods including technology tools such as smart boards, LCD projector etc.	Excellent	41.3
	Very Good	33.9
	Good	13.9
	Satisfactory	6.5
	Unsatisfactory	4.5
The teacher provides notes/hand-outs/power points which are legible, appropriate and refers to additional source material and references when necessary.	Always / Almost always	58.8
	Often	21.5
	Occasionally	16.1
	Rarely	2.3
	Never / Almost Never	1.3
The teacher deals fairly and impartially with students and treats students with respect.	Always / Almost always	55.6
	Often	18.2

	Occasionally	10.2
	Rarely	8.6
	Never / Almost Never	7.3

DEPARTMENT OF ECONOMICS

PART A – TEACHING AND LEARNING

Teaching Plan is prepared for courses of study.	60% - 80%
The teaching plan prepared is followed.	>80%
Teachers' diary is maintained by faculty members.	>80%
Classes are conducted as per the department and faculty timetable.	>80%
The curricula of the university is followed and completed in time.	>80%
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes.	60% - 80%
Technology tools are employed in the teaching – learning process.	60% - 80%
Innovative methods are employed in the classroom for course delivery.	60% - 80%
Review of academic progress is conducted at the department level.	>80%
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	>80%
Field experience is provided to students when necessary.	60% - 80%

PART B – INTERNAL ASSESSMENT

Internal evaluation is conducted as per the schedule of the university.	>80%
Student attendance is duly marked and consolidated attendance is published in time.	>80%
Internal evaluation register is properly maintained and entries are properly made.	>80%
Internal examinations are conducted in the pattern prescribed by the university.	>80%
Answer scripts of internal examinations are valued in due time and are made available to students.	>80%
Students employ technology tools to present seminars.	60% - 80%
Faculty members provide proper guidance to students in completing projects, field assignments etc.	>80%
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	>80%
The internal marks are published in due time so that students can redress grievances if any.	>80%
The internal evaluation process is fair and transparent.	>80%
Any grievances regarding internal evaluation is redressed in a transparent manner.	No Grievances reported

PART C – STUDENT SUPPORT

Tutorial system is in place in the department.	>80%
Remedial coaching is conducted in the department.	60% - 80%
Student participation in co-curricular and extra-curricular activities is encouraged.	>80%
Students actively participate in the activities of the department association.	>80%
Study tours, field visits and other extension programmes are conducted for students.	>80%
Proper mentorship and guidance is provided to students by faculty members.	>80%

PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS

Classes are conducted as per the timetable and entries are made in teachers' diary.	>80%
Department meetings are regularly conducted.	>80%
Teachers take up examination duties of the university	>80%
Teachers develop learning resource and course materials.	60% - 80%
Teachers are members of various committees of the college and participate in the administration of the college.	>80%

Faculty members participate in seminars, workshops, conferences etc.	>80%
Faculty members participate in extension activities of the department and the college.	>80%

PART E – RESEARCH AND PUBLICATIONS

Percentage of faculty members with Ph D / other advanced degrees.	<20%
Percentage of faculty members who have undertaken ongoing research and related projects.	40% - 60%
Faculty members submit proposals for research projects to various funding agencies.	40% - 60%
Granted research projects are completed in time.	>80%
Faculty members publish papers in reputed national/ international journals.	40% - 60%
Faculty members present papers in conferences and seminars.	60% - 80%
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	>80%
Experts from academics/industry are invited and interactive sessions are conducted.	>80%
Faculty members are working towards research degrees.	60% - 80%

PART F – STUDENT PROGRESSION

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%
Drop out rate of students	<20%

PART G – STUDENT FEEDBACK

Rate the curriculum and syllabi of the programme.	Challenging	14.29%
	More than adequate	28.57%
	Adequate	42.86%
	Inadequate	0.00%
	Poor	0.00%
To what extent does the programme contribute to the enhancement of your knowledge and skills?	To a great extent	14.29%
	To a good extent	42.86%
	Somewhat	0.00%
	A little	28.57%
	Not at all	0.00%

To what extent is the programme beneficial in your preparation for higher studies?	To a great extent	28.57%
	To a good extent	57.14%
	Somewhat	0.00%
	A little	0.00%
	Not at all	0.00%
To what extent does the programme contribute to the developement of your employability skills?	To a great extent	14.29%
	To a good extent	57.14%
	Somewhat	14.29%
	A little	0.00%
	Not at all	0.00%
Rate the applicability and practical value of the programme.	Excellent	28.57%
	Very Good	42.86%
	Good	0.00%
	Satisfactory	0.00%
	Unsatisfactory	0.00%
Rate the teacher-student relationship of the department.	Excellent	42.86%
	Very Good	14.29%
	Good	0.00%
	Satisfactory	0.00%
	Unsatisfactory	0.00%
Rate the internal evaluation process of the programme.	Very fair	28.57%
	Fair	28.57%
	Somewhat fair	0.00%
	Somewhat unfair	0.00%
	Unfair	0.00%
To what extent does the department help you in meeting your academic needs?	To a great extent	42.86%
	To a good extent	42.86%
	Somewhat	0.00%
	A little	0.00%

	Not at all	0.00%
Does the department initiate innovative practices in the transaction of the curriculum?	To a great extent	28.57%
	To a good extent	42.86%
	Somewhat	14.29%
	A little	0.00%
	Not at all	0.00%

PART H – TEACHER EVALUATION (Average of all teachers of the department)

Question	Response	Percentage
Rate the knowledge of the teacher in the subject concerned.	Excellent	83.8
	Very Good	10.5
	Good	5.8
	Satisfactory	0.0
	Unsatisfactory	0.0
Rate the relevance and appropriateness of lecture contents.	Excellent	62.8
	Very Good	29.3
	Good	7.9
	Satisfactory	0.0
	Unsatisfactory	0.0
To what extent does the teacher stimulate critical thinking and encourage alternative points of view?	To a great extent	37.5
	To a good extent	56.3
	Somewhat	6.3
	A little	0.0
	Not at all	0.0
The teacher encourages student inquiry/class discussion and responds to student questions.	To a great extent	77.1
	To a good extent	14.6
	Somewhat	8.3
	A little	0.0

	Not at all	0.0
The teacher is regular in conducting classes and completes the syllabus in time.	Always / Almost always	81.3
	Often	10.4
	Occasionally	8.3
	Rarely	0.0
	Never / Almost Never	0.0
The teacher is well-prepared for the class and presents materials in a well-organized manner.	Always / Almost always	83.3
	Often	12.5
	Occasionally	4.2
	Rarely	0.0
	Never / Almost Never	0.0
Rate the communication skills of the teacher and his/her ability to express ideas clearly.	Excellent	70.8
	Very Good	25.0
	Good	4.2
	Satisfactory	0.0
	Unsatisfactory	0.0
Rate the appropriate and effective use of teaching techniques/methods including technology tools such as smart boards, LCD projector etc.	Excellent	41.7
	Very Good	43.8
	Good	10.4
	Satisfactory	4.2
	Unsatisfactory	0.0
The teacher provides notes/hand-outs/power points which are legible, appropriate and refers to additional source material and references when necessary.	Always / Almost always	76.1
	Often	21.7
	Occasionally	2.2
	Rarely	0.0
	Never / Almost Never	0.0
The teacher deals fairly and impartially with students and treats students with respect.	Always / Almost always	91.7
	Often	6.3

	Occasionally	2.1
	Rarely	0.0
	Never / Almost Never	0.0

DEPARTMENT OF MALAYALAM

PART A – TEACHING AND LEARNING

Teaching Plan is prepared for courses of study.	60% - 80%
The teaching plan prepared is followed.	60% - 80%
Teachers' diary is maintained by faculty members.	60% - 80%
Classes are conducted as per the department and faculty timetable.	>80%
The curricula of the university is followed and completed in time.	>80%
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes.	60% - 80%
Technology tools are employed in the teaching – learning process.	60% - 80%
Innovative methods are employed in the classroom for course delivery.	60% - 80%
Review of academic progress is conducted at the department level.	60% - 80%
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	>80%
Field experience is provided to students when necessary.	>80%

PART B – INTERNAL ASSESSMENT

Internal evaluation is conducted as per the schedule of the university.	>80%
Student attendance is duly marked and consolidated attendance is published in time.	>80%
Internal evaluation register is properly maintained and entries are properly made.	>80%
Internal examinations are conducted in the pattern prescribed by the university.	>80%
Answer scripts of internal examinations are valued in due time and are made available to students.	>80%
Students employ technology tools to present seminars.	60% - 80%
Faculty members provide proper guidance to students in completing projects, field assignments etc.	>80%
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	60% - 80%
The internal marks are published in due time so that students can redress grievances if any.	>80%
The internal evaluation process is fair and transparent.	>80%
Any grievances regarding internal evaluation is redressed in a transparent manner.	No Grievances reported

PART C – STUDENT SUPPORT

Tutorial system is in place in the department.	60% - 80%
Remedial coaching is conducted in the department.	60% - 80%
Student participation in co-curricular and extra-curricular activities is encouraged.	>80%
Students actively participate in the activities of the department association.	>80%
Study tours, field visits and other extension programmes. are conducted for students.	>80%
Proper mentorship and guidance is provided to students by faculty members.	60% - 80%

PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS

Classes are conducted as per the timetable and entries are made in teachers' diary.	>80%
Department meetings are regularly conducted.	>80%
Teachers take up examination duties of the university	60% - 80%
Teachers develop learning resource and course materials.	40% - 60%
Teachers are members of various committees of the college and participate in the administration of the college.	>80%

Faculty members participate in seminars, workshops, conferences etc.	60% - 80%
Faculty members participate in extension activities of the department and the college.	>80%

PART E – RESEARCH AND PUBLICATIONS

Percentage of faculty members with Ph D / other advanced degrees.	20% - 40%
Percentage of faculty members who have undertaken ongoing research and related projects.	20% - 40%
Faculty members submit proposals for research projects to various funding agencies.	20% - 40%
Granted research projects are completed in time.	NA
Faculty members publish papers in reputed national/ international journals.	20% - 40%
Faculty members present papers in conferences and seminars.	40% - 60%
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	>80%
Experts from academics/industry are invited and interactive sessions are conducted.	>80%
Faculty members are working towards research degrees.	20% - 40%

PART F – STUDENT PROGRESSION

Pass percentage of students in the university examination	60% - 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.	<20%
Percentage of students who have cleared national/state level competitive examinations.	<20%
Drop out rate of students	<20%

PART G – STUDENT FEEDBACK

Rate the curriculum and syllabi of the programme.	Challenging	38.89%
	More than adequate	16.67%
	Adequate	44.44%
	Inadequate	0.00%
	Poor	0.00%
To what extent does the programme contribute to the enhancement of your knowledge and skills?	To a great extent	38.89%
	To a good extent	55.56%
	Somewhat	0.00%
	A little	0.00%
	Not at all	0.00%

To what extent is the programme beneficial in your preparation for higher studies?	To a great extent	50.00%
	To a good extent	44.44%
	Somewhat	0.00%
	A little	0.00%
	Not at all	0.00%
To what extent does the programme contribute to the developement of your employability skills?	To a great extent	38.89%
	To a good extent	38.89%
	Somewhat	11.11%
	A little	5.56%
	Not at all	0.00%
Rate the applicability and practical value of the programme.	Excellent	38.89%
	Very Good	61.11%
	Good	0.00%
	Satisfactory	0.00%
	Unsatisfactory	0.00%
Rate the teacher-student relationship of the department.	Excellent	27.78%
	Very Good	33.33%
	Good	22.22%
	Satisfactory	5.56%
	Unsatisfactory	11.11%
Rate the internal evaluation process of the programme.	Very fair	33.33%
	Fair	50.00%
	Somewhat fair	16.67%
	Somewhat unfair	0.00%
	Unfair	0.00%
To what extent does the department help you in meeting your academic needs?	To a great extent	44.44%
	To a good extent	38.89%
	Somewhat	5.56%
	A little	11.11%

	Not at all	0.00%
Does the department initiate innovative practices in the transaction of the curriculum?	To a great extent	50.00%
	To a good extent	27.78%
	Somewhat	11.11%
	A little	5.56%
	Not at all	0.00%

PART H – TEACHER EVALUATION (Average of all teachers of the department)

Question	Response	Percentage
Rate the knowledge of the teacher in the subject concerned.	Excellent	74.7
	Very Good	14.9
	Good	5.8
	Satisfactory	2.6
	Unsatisfactory	1.9
Rate the relevance and appropriateness of lecture contents.	Excellent	65.3
	Very Good	22.7
	Good	8.7
	Satisfactory	2.0
	Unsatisfactory	1.3
To what extent does the teacher stimulate critical thinking and encourage alternative points of view?	To a great extent	56.8
	To a good extent	31.1
	Somewhat	9.5
	A little	2.0
	Not at all	0.7
The teacher encourages student inquiry/class discussion and responds to student questions.	To a great extent	71.6
	To a good extent	17.6
	Somewhat	8.1
	A little	2.7

	Not at all	0.0
The teacher is regular in conducting classes and completes the syllabus in time.	Always / Almost always	75.3
	Often	15.3
	Occasionally	6.7
	Rarely	1.3
	Never / Almost Never	1.3
The teacher is well-prepared for the class and presents materials in a well-organized manner.	Always / Almost always	78.8
	Often	15.2
	Occasionally	3.3
	Rarely	2.0
	Never / Almost Never	0.7
Rate the communication skills of the teacher and his/her ability to express ideas clearly.	Excellent	71.8
	Very Good	18.8
	Good	5.4
	Satisfactory	1.3
	Unsatisfactory	2.7
Rate the appropriate and effective use of teaching techniques/methods including technology tools such as smart boards, LCD projector etc.	Excellent	47.6
	Very Good	23.1
	Good	21.8
	Satisfactory	6.8
	Unsatisfactory	0.7
The teacher provides notes/hand-outs/power points which are legible, appropriate and refers to additional source material and references when necessary.	Always / Almost always	68.5
	Often	20.8
	Occasionally	5.4
	Rarely	2.7
	Never / Almost Never	2.7
The teacher deals fairly and impartially with students and treats students with respect.	Always / Almost always	81.0
	Often	11.1

	Occasionally	3.3
	Rarely	2.6
	Never / Almost Never	2.0

DEPARTMENT OF MATHEMATICS

PART A – TEACHING AND LEARNING

Teaching Plan is prepared for courses of study.	60% - 80%
The teaching plan prepared is followed.	>80%
Teachers' diary is maintained by faculty members.	60% - 80%
Classes are conducted as per the department and faculty timetable.	>80%
The curricula of the university is followed and completed in time.	>80%
Learning outcomes are defined for each course and the course delivery is adapted to achieve the learning outcomes.	60% - 80%
Technology tools are employed in the teaching – learning process.	>80%
Innovative methods are employed in the classroom for course delivery.	60% - 80%
Review of academic progress is conducted at the department level.	60% - 80%
Steps for enhancement of learning infrastructure and laboratory/library facilities are taken.	>80%
Field experience is provided to students when necessary.	60% - 80%

PART B – INTERNAL ASSESSMENT

Internal evaluation is conducted as per the schedule of the university.	>80%
Student attendance is duly marked and consolidated attendance is published in time.	>80%
Internal evaluation register is properly maintained and entries are properly made.	>80%
Internal examinations are conducted in the pattern prescribed by the university.	>80%
Answer scripts of internal examinations are valued in due time and are made available to students.	>80%
Students employ technology tools to present seminars.	40% - 60%
Faculty members provide proper guidance to students in completing projects, field assignments etc.	>80%
Infrastructure facilities such as laboratory, computers etc. are made available to students for completing projects.	>80%
The internal marks are published in due time so that students can redress grievances if any.	>80%
The internal evaluation process is fair and transparent.	>80%
Any grievances regarding internal evaluation is redressed in a transparent manner.	No Grievances reported

PART C – STUDENT SUPPORT

Tutorial system is in place in the department.	>80%
Remedial coaching is conducted in the department.	60% - 80%
Student participation in co-curricular and extra-curricular activities is encouraged.	60% - 80%
Students actively participate in the activities of the department association.	60% - 80%
Study tours, field visits and other extension programmes. are conducted for students.	60% - 80%
Proper mentorship and guidance is provided to students by faculty members.	60% - 80%

PART D – DELIVERY OF DUTIES OF FACULTY MEMBERS

Classes are conducted as per the timetable and entries are made in teachers' diary.	>80%
Department meetings are regularly conducted.	>80%
Teachers take up examination duties of the university	>80%
Teachers develop learning resource and course materials.	40% - 60%
Teachers are members of various committees of the college and participate in the administration of the college.	>80%

Faculty members participate in seminars, workshops, conferences etc.	60% - 80%
Faculty members participate in extension activities of the department and the college.	60% - 80%

PART E – RESEARCH AND PUBLICATIONS

Percentage of faculty members with Ph D / other advanced degrees.	20% - 40%
Percentage of faculty members who have undertaken ongoing research and related projects.	20% - 40%
Faculty members submit proposals for research projects to various funding agencies.	40% - 60%
Granted research projects are completed in time.	>80%
Faculty members publish papers in reputed national/ international journals.	40% - 60%
Faculty members present papers in conferences and seminars.	40% - 60%
Seminars, workshops etc. are conducted by the department using plan/UGC fund.	60% - 80%
Experts from academics/industry are invited and interactive sessions are conducted.	60% - 80%
Faculty members are working towards research degrees.	40% - 60%

PART F – STUDENT PROGRESSION

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%
Drop out rate of students	<20%

PART G – STUDENT FEEDBACK

Rate the curriculum and syllabi of the programme.	Challenging	39.13%
	More than adequate	43.48%
	Adequate	17.39%
	Inadequate	0.00%
	Poor	0.00%
To what extent does the programme contribute to the enhancement of your knowledge and skills?	To a great extent	26.09%
	To a good extent	52.17%
	Somewhat	0.00%
	A little	8.70%
	Not at all	13.04%

To what extent is the programme beneficial in your preparation for higher studies?	To a great extent	52.17%
	To a good extent	26.09%
	Somewhat	0.00%
	A little	8.70%
	Not at all	13.04%
To what extent does the programme contribute to the developement of your employability skills?	To a great extent	26.09%
	To a good extent	26.09%
	Somewhat	17.39%
	A little	30.43%
	Not at all	0.00%
Rate the applicability and practical value of the programme.	Excellent	56.52%
	Very Good	34.78%
	Good	8.70%
	Satisfactory	0.00%
	Unsatisfactory	0.00%
Rate the teacher-student relationship of the department.	Excellent	56.52%
	Very Good	34.78%
	Good	0.00%
	Satisfactory	0.00%
	Unsatisfactory	8.70%
Rate the internal evaluation process of the programme.	Very fair	47.83%
	Fair	52.17%
	Somewhat fair	0.00%
	Somewhat unfair	0.00%
	Unfair	0.00%
To what extent does the department help you in meeting your academic needs?	To a great extent	26.09%
	To a good extent	43.48%
	Somewhat	8.70%
	A little	8.70%

	Not at all	13.04%
Does the department initiate innovative practices in the transaction of the curriculum?	To a great extent	34.78%
	To a good extent	34.78%
	Somewhat	8.70%
	A little	21.74%
	Not at all	0.00%

PART H – TEACHER EVALUATION (Average of all teachers of the department)

Question	Response	Percentage
Rate the knowledge of the teacher in the subject concerned.	Excellent	75.7
	Very Good	16.9
	Good	6.4
	Satisfactory	0.5
	Unsatisfactory	0.5
Rate the relevance and appropriateness of lecture contents.	Excellent	52.9
	Very Good	31.1
	Good	14.8
	Satisfactory	0.9
	Unsatisfactory	0.2
To what extent does the teacher stimulate critical thinking and encourage alternative points of view?	To a great extent	46.8
	To a good extent	34.5
	Somewhat	12.3
	A little	3.4
	Not at all	3.0
The teacher encourages student inquiry/class discussion and responds to student questions.	To a great extent	63.0
	To a good extent	20.9
	Somewhat	11.6
	A little	4.3

	Not at all	0.2
The teacher is regular in conducting classes and completes the syllabus in time.	Always / Almost always	77.2
	Often	17.3
	Occasionally	3.2
	Rarely	2.1
	Never / Almost Never	0.2
The teacher is well-prepared for the class and presents materials in a well-organized manner.	Always / Almost always	78.4
	Often	17.4
	Occasionally	3.4
	Rarely	0.2
	Never / Almost Never	0.5
Rate the communication skills of the teacher and his/her ability to express ideas clearly.	Excellent	58.8
	Very Good	23.7
	Good	12.4
	Satisfactory	4.4
	Unsatisfactory	0.7
Rate the appropriate and effective use of teaching techniques/methods including technology tools such as smart boards, LCD projector etc.	Excellent	42.4
	Very Good	21.1
	Good	21.3
	Satisfactory	12.9
	Unsatisfactory	2.3
The teacher provides notes/hand-outs/power points which are legible, appropriate and refers to additional source material and references when necessary.	Always / Almost always	60.9
	Often	24.5
	Occasionally	9.0
	Rarely	5.1
	Never / Almost Never	0.5
The teacher deals fairly and impartially with students and treats students with respect.	Always / Almost always	83.1
	Often	11.8

	Occasionally	3.2
	Rarely	1.4
	Never / Almost Never	0.5

CONCLUSION

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

- Course delivery is conducted as per the curricula of the university.
- Department meetings are regularly conducted.
- Classes are conducted as per the timetable and records are maintained.
- Internal evaluation is fair and transparent.
- Faculty members actively participate in the administrative process.
- Departments conduct seminars and workshops.
- The pass percentage is high compared to university average for many of the programmes.
- Student placement is at mediocre level only.
- Laboratory facilities are sufficient.
- Many of the departments offering only UG programme have good infrastructure adequate for starting of PG courses.
- New equipment and books are purchased.
- The 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.

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.
- Coaching programmes may be effectively conducted for NET/SET/ etc.
- A course diary may be maintained for each course.

- 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.

It is hoped that the academic audit will help the college in its quality enhancement process and in developing the future plans of the college.

Josily Cyriac   Dr. Suma K K

Coordinator, IQAC   Principal