INTERNAL ACADEMIC ADMINISTRATIVE AUDIT

REPORTS

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Introduction

The Academic and Administrative Audit is a peer review process including a self-study and a site visit by peers from inside and outside the institution. The academic audit is allowing the departments to make proper introspection and then proceed to quality improvement.

Academic Audit: - Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in in the college.

Administrative Audit: - It can be defined as a process of evaluating the efficiency and effectiveness of the ad ministrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments, control of the overall administrative system etc.

Christ College conducted two Academic Audits (Internal) during the present accreditation period. IQAC conducted a training session on AAA in 2017 March (Report).

Methodology

There are two parts for the audit.

In the first part the departments are directed to prepare Self Study Report (SSR) of the latest completed academic year. HOD/Programme Coordinator prepares the SSR in association with peer teachers. The completed SSR report is sent to IQAC. The process gives an insight to progress made in the previous year. Many departments identify their shortcomings and corrective actions are designed. In the second part IQAC forms a AAA visit team which include Principal, Vice Principal, IQAC Coordinator and HoD from another department. The visit team visit the department and checks the SSR documents and department files. Suggestions are given in writing and in the concluding meeting the results are shared.

First Audit 2018-19

Circulars

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

11th December 2018

Dear HOD/Course Coordinator,

Please prepare for the Administrative and Academic Audit scheduled during December 2018-January 2019. For convenience departments are divided to five categories (details in IQAC notice Board).

How to prepare for Administrative and Academic Audit ?

a. Fill up the Self Study Report (SSR)- (Most of the details will be in AQAR prepared by the department)
b. Complete the Teaching plan, Stock Register and Department Library Register (all for the year 2018-19)
c. Give marks to each criterion in SSR and add the total marks
d. On the basis of SSR; prepare a plan of action for 2018-19
e. Hand over the prepared SSR, Teaching plan, Completed Stock Register and Department library register to Audit team
f. Present the highlights of the department and plan of action to Audit team

Teaching plan: Each teacher should have a teaching plan (May use the teachers diary for convenience). Teaching plan of current academic year is compulsory (2018-19). There will be additional marks for departments who submit the teaching plan of 2017-18.

Stock Register: Department should have a stock register with details of computers, printers, lcd projectors, instruments, consumables, chemicals etc. (Inventory should be done every three months)

Department Library Register: If there is a department library, maintain the register with list of books, issued and returned details.

IQAC Coordinator

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IRINJALAKUDA

AUDIT SCHEDULE

AUDIT SCHEDULE

Hindi	13-Dec-18	Thursday	2:00 PM	3:00 PM
Malayalam	13-Dec-18	Thursday	3:00 PM	4:00 PM
English self	14-Dec-18	Friday	2:00 PM	3:00 PM
French	14-Dec-18	Friday	3:00 PM	4:00 PM
Sanskrit	14-Dec-18	Friday	3:00 PM	4:00 PM
Physical Education (BPEd)	18-Dec-18	Tuesday	2:00 PM	3:30 PM
Social Work	19-Dec-18	Wednesday	2:00 PM	3:30 PM
Psychology	4-Jan-19	Friday	3:00 PM	4:00 PM
Statistics	4-Jan-19	Friday	2:00 PM	3:00 PM
Functional English	7-Jan-19	Monday	2:00 PM	3:00 PM
Hotel Management	7-Jan-19	Monday	3:00 PM	4:00 PM
Commerce self & Management	8-Jan-19	Tuesday	2:00 PM	3:30 PM
Computer Science	9-Jan-19	Wednesday	2:00 PM	3:30 PM
Commerce aided	10-Jan-19	Thursday	2:00 PM	3:30 PM
History	11-Jan-19	Friday	2:00 PM	3:30 PM
Food technology	14-Jan-19	Monday	2:00 PM	3:00 PM
Library Science	14-Jan-19	Monday	3:00 PM	4:00 PM
Economics	15-Jan-19	Tuesday	2:00 PM	3:30 PM
Mathematics	16-Jan-19	Wednesday	2:00 PM	3:30 PM
Botany	17-Jan-19	Thursday	2:00 PM	3:30 PM
Geology & Environmental Science	18-Jan-19	Friday	2:00 PM	3:30 PM
Chemistry	21-Jan-19	Monday	2:00 PM	3:30 PM
Zoology	22-Jan-19	Tuesday	2:00 PM	3:30 PM
Physics	23-Jan-19	Wednesday	2:00 PM	3:30 PM
Physical Education	24-Jan-19	Thursday	2:00 PM	3:30 PM
Computers division -IT	25-Jan-19	Friday	11:00 AM	1:00 PM
Library	25-Jan-19	Friday	2:00 PM	3:30 PM
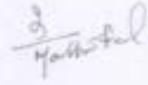
Category of departments

CATEGORY

DEPARTMENT	COURSES					CATEGORY
Hindi	UG	No Core				A
French	UG	No Core				A
Sanskrit	UG	No Core				A
Physical Education	UG	No Core				A
Malayalam	UG	Core				B
Physical Education (BPEd)	UG	Core				B
Functional English	UG	Core				B
Hotel Management	UG	Core				B
Commerce self & Management	UG	Core				B
Food technology	UG	Core				B
Library Science			PG	Core		B
Statistics	UG	No Core	PG	Core		C
Botany	UG	No Core	PG	Core		C
English self	UG	Core	PG	Core		D
Social Work	UG	Core	PG	Core		D
Psychology	UG	Core	PG	Core		D
Computer Science	UG	Core	PG	Core		D
Commerce aided	UG	Core	PG	Core		D
Economics	UG	Core	PG	Core		D
Mathematics	UG	Core	PG	Core		D
History	UG	No Core	PG	Core	Research	E
Geology & Environmental Science	UG	Core	PG	Core	Research	E
Chemistry	UG	Core	PG	Core	Research	E
Zoology	UG	Core	PG	Core	Research	E
Physics	UG	Core	PG	Core	Research	E

Category	No of Departments
A	3
B	7
C	2
D	7
E	5

Summary report

CHRIST COLLEGE

(AUTONOMOUS)

(Regn. No. 137/75; No.F.22-1/2015/AC.U.G.C.)

Affiliated to University of Calicut and Accredited by NAAC 'A' Grade

IRINJALAKUDA - 680 125, KERALA, INDIA

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E-Mail:- christcollegeijk@gmail.com   Web : www.christcollegeijk.edu.in

Date:05-02-19

Summary Report - Academic and Administrative Audit

General observations and recommendations

- All departments are working hard towards the success of their students.
- Departments should organize more student support programs for competitive examinations.
- HOD/Programme Coordinator should maintain the department meeting records. Regular meetings should be conducted and minutes to be recorded.
- The teacher's diary in some of the departments are not properly maintained. HOD/Programme coordinator should make sure that the exiting teachers are submitting the relevant records like internal marks, teacher's diary etc before they leave. IQAC should make proper guidelines for a teacher to leave.
- Departments may maintain a small library consisting of standard text books and materials suitable for competitive examinations.
- More number of value-added certificate programs should be conducted.
- It was general concern of departments about the excessive duty leave of students. Measures are to be taken from Principals office to monitor the duty leave.
- Extension activities are to be improved in all departments.

IQAC Coordinator

Dr. Robinson Ponminiessary

Principal

Dr. Mathew Paul Ukken

Associate Professor
In-charge of Principal

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Circulars

NOTICE

Academic and Administrative Audit (AAA), Departmental Visit & NAAC files

31st December 2020

HoDs / Programme coordinators,

An internal audit on Academic and Administrative performance of each Department is scheduled from 6th January to 8th January as per the Schedule attached. Please prepare for the audit during these days with utmost importance.

1. AAA audit- Fill up the SSR report of department and send to jollyandrews@christcollegeijk.edu.in, cc to iqac@christcollegeijk.edu.in before 06th January 2021. Keep all documentary evidences.
2. Update all department files (list is attached)
3. All teachers should be present during the audit.

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NOTICE

Academic Administrative Audit Schedule

Departments	Date	Time
Botany	Wednesday, January 6, 2021	10:00 AM
Botany (Self)	Wednesday, January 6, 2021	10:30 AM
Commerce	Wednesday, January 6, 2021	11:00 AM
Hotel Mgt & Catering Sci	Wednesday, January 6, 2021	11:30 AM
Library Science	Wednesday, January 6, 2021	12:00 PM
French	Wednesday, January 6, 2021	12:30 PM
BVOC	Wednesday, January 6, 2021	2:00 PM
Physics (Self)	Wednesday, January 6, 2021	2:30 PM
Food Science	Wednesday, January 6, 2021	3:00 PM
Sanskrit	Wednesday, January 6, 2021	3:30 PM
Zoology	Thursday, January 7, 2021	10:00 AM
History	Thursday, January 7, 2021	10:30 AM
Commerce (Self)	Thursday, January 7, 2021	11:00 AM
Management Studies	Thursday, January 7, 2021	11:30 AM
Psychology	Thursday, January 7, 2021	12:00 PM
Social Work	Thursday, January 7, 2021	12:30 PM
Malayalam	Thursday, January 7, 2021	2:00 PM
Mathematics	Thursday, January 7, 2021	2:30 PM
Functional English	Thursday, January 7, 2021	3:00 PM
Hindi	Thursday, January 7, 2021	3:30 PM
E&H Double Main	Friday, January 8, 2021	10:00 AM
Statistics	Friday, January 8, 2021	10:30 AM
Geology (Self & Aided)	Friday, January 8, 2021	11:00 AM
Environmental Science	Friday, January 8, 2021	11:30 AM
English Literature	Friday, January 8, 2021	12:00 PM
Chemistry (Aided & Self)	Friday, January 8, 2021	12:30 PM
Physical Education	Friday, January 8, 2021	2:00 PM
Economics	Friday, January 8, 2021	2:30 PM
Physics	Friday, January 8, 2021	3:00 PM
Computer Science	Friday, January 8, 2021	3:30 PM

Academic and Administrative Audit (AAA), Departmental Visit & NAAC files

11th January 2020

HoDs / Programme coordinators,

Please follow the following schedule for the Academic and Administrative performance evaluation of departments.

Departments	Academic Audit Status	Date
Management Studies	Re Visit	12 Jan 21 @ 10:00 am
BVOC	Re Visit	12 Jan 21 @ 10:30 am
Library and Information Science	Re Visit	12 Jan 21 @ 11:00 am
French	Re Visit	12 Jan 21 @ 11:30 am
Food Technology	Re Visit	12 Jan 21 @ 12:30 pm
Mathematics	First Visit	12 Jan 21 @ 2:00 pm
Zoology	First Visit	12 Jan 21 @ 2:30 pm
Physics (Self)	Re Visit	13 Jan 21 @ 10:00 am
Psychology	Re Visit	14 Jan 21@2:00 pm
Physics	Re Visit	15 Jan 21 @11:00 am
Sanskrit	Re Visit	15 Jan 21@ 11:30 am
Hotel Management and Catering Science	Re Visit	15 Jan 21@ 12:00 pm
Chemistry	Re Visit	15 Jan 21 @ 2:00 pm
BPEd	Re Visit	15 Jan 21 @ 2:30 pm
Social Work	Re Visit	15 Jan 21 @3:00 pm

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Reports of Departments

Self-study reports of departments are attached in the link:

AAA Reports of Departments

Visit reports are attached in the link:

CHRIST COLLEGE
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E-Mail:- christcollegeijk@gmail.com   Web : www.christcollegeijk.edu.in

10th February 2021

AAA Summary Report

General observations and recommendations

Improvements since last audit

- The files are properly maintained in all the departments. IQAC should arrange proper cupboards to keep the NAAC files.
- Most of the departments are offering value added courses and many of them are having collaboration with industries.

Areas to be improved

- Departments should provide more chances for internships to students.
- The teacher's diary in some of the departments are still not properly maintained. IQAC should take necessary measures to make online teachers diary.
- Departments like Geology & Environmental Science, Chemistry, Commerce and Zoology has started creating lecture videos for ICT enabled teaching. More departments should offer lecture videos to Christ opencourseware.
- The moodle LMS should be used by departments to conduct additional internal exams.
- More number of value-added certificate programs should be conducted.
- Year wise PTA meetings are to be conducted at Class level immediately after internal exams
- The stock register of self-financing departments is to be improved.

IQAC Coordinator

Dr. Robinson Ponminiessary

Dr. Robinson P Ponminiessary
Asst. Professor (Chemistry) & IQAC Coordinator
Christ College (Autonomous) Irinjalakuda

Principal

Dr. Fr. Jolly Andrews

Assistant Professor-
In-charge of Principal
Christ College (Autonomous)

Dept. of Chemistry

Dept. of Computer Science

Dept. of Double Main

Dept. of Commerce (Self)

Dept. of Commerce (Self)

**Dept. of Commerce
(Management Studies)**

Dept. of English Literature

Dept. of Functional English

Dept. of Economics

Dept. of Geology & Environmental Science 1

Dept. of Geology & Environmental Science 2

Dept. of History

Dept. of Language 1

Dept. of Malayalam

Dept. of Mathematics

**Dept. of Physical
Education**

Dept. of Physics

Dept. of Psychology

Dept. of Statistics

Dept. of Social Work

Dept. of Zoology