

KURIAKOSE GREGORIOS COLLEGE, PAMPADY

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2018-2019

AUDIT COMMITTEE

1. Dr. Antony Joseph K (Associate Professor, St. Berchman's Autonomous College, Changanassery)
2. Dr. Sajeew S (Assistant Professor, St. Peter's College, Kolencherry)
3. Dr. Sherly Kurian (Principal, Kuriakose Gregorios College, Pampady)
4. Ms. Preetha Mathew (IQAC Coordinator, Kuriakose Gregorios College, Pampady)

AUDIT SCHEDULE

16 March 2019

Time	Activity/ Department
9:00-9:10 am	Reception
9:10 – 9: 40 am	Principal
9:40-10:0 am	IQAC
10:00- 10:30 am	Commerce
10:35-11:00am	Language
11.10-11:50 am	Physics
12:00- 12:30 pm	Chemistry
12:30- 1:30pm	Lunch
1:30-2:00 pm	Economics
2:00-2:30pm	Zoology
2:30-2:50 pm	English

AUDIT PROCESS

The Audit Committee interacted with the staff and students of the institution and reviewed various documents produced by the departments showcasing their activities and achievements. Direct visits were made to each department to understand the infrastructure of the institution.

GENERAL OBSERVATIONS AND SUGGESTIONS

The academic and administrative audit of the year was made based on the criteria- curricular aspects, enrichment of curriculum, teaching learning, research and publications, student support and progression. The observations made by the committee in each criterion are summarised below;

- The college offers 7 UG programmes and 3 PG programmes. The Department of Commerce is an approved Research Centre with 4 research guides and 24 research scholars.
- The 3 UGC sponsored add-on programmes are effective to ensure the skill development of UG students and make them employable.
- Teachers efficiently utilize the facilities in the college to enhance the learning experience provided to the students. They also make use of external facilities such as virtual labs offered by premier institutions and free software for designing TLMs.
- The college has organized 2 workshops, 1 national seminar and 10 expert talks in the year.
- The college has been successful in orienting students on issues such as human rights, climate change, gender problems, and environmental conservation through various programmes.
- The college strictly follows the reservation norms.
- The college can provide hostel facilities for boys.
- The college provides best support to students in learning through initiatives like Scholar Support Programme, Remedial Coaching, Collaborative Learning, Walk with the Scholar, Peer Learning etc.
- Both the College Library and Departmental Libraries offer a good collection of reference books, magazines and journals. Some of the Departmental Libraries have a very high usage rate, indicating the quality of teaching learning exercise.
- Many teachers have published papers in national and international journals and have attended and presented papers in conferences.
- The **mentoring system** followed by the college is highly appreciable, where the mentor-mentee relationship starts from the date of admission.
- The IQAC is doing its job in a remarkable way. Customisation of academic calendar, preparation of teaching plan and maintenance and the conduct of academic audit are the best practices of the IQAC.
- Most of the departments have a total pass percentage of above 80% in the UG and PG programmes.

UG PROGRAMMES	
COURSE	PERCENTAGE OF PASS

B.Com	97.43
BA Economics	69.44
B.Sc Physics	100
B.Sc Chemistry	94.12
B.Sc Zoology	85
BBA	82.05
BA English	44.4

PG PROGRAMMES	
COURSE	PERCENTAGE OF PASS
M.Com	85.71
M.Sc Zoology	100
M.Sc Physics	42.1




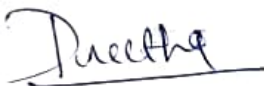
- The Research and Postgraduate Department of Commerce has successfully organised two batches of full-time course work and two batches of part-time course works during the audit period. It has produced 7 PhDs.
- The college has the best student support mechanism in practice. The academic, moral and financial assistance is given to the students, whenever required.



Suggestions

The audit committee gave the following suggestions

- Additional courses can be started.
- Consider the possibility of upgrading postgraduate departments into research departments.
- More extension activities can be initiated.
- Generate more MoUs and collaborations with industries.
- Upgradation of classrooms into ICT enabled.
- The library can be automated.
- Additional scholarships and financial aid can be established to support students.
- LMS may be installed.
- A separate handbook for mentoring may be implemented.
- Alumni engagement may be strengthened.

Name	Signature
Dr. Antony Joseph K (Associate Professor, St Berchman's Autonomous College, Changanassery)	
Dr. Sajeev S (Assistant Professor, St. Peter's College, Kolencherry)	
Dr. Sherly Kurian (Principal, Kuriakose Gregorios College, Pampady)	 Dr. Sherly Kurian Principal Kuriakose Gregorios College Pampady, Kottayam - 686 802
Preetha Mathew (IQAC Coordinator, Kuriakose Gregorios College, Pampady)	



KURIAKOSE GREGORIOS COLLEGE, PAMPADY
ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

PERIOD OF ASSESSMENT: 2019-2020 to 2021-2022

An academic and administrative audit was conducted on **17 August 2022** to assess the general and departmental functioning of the college for the academic year 2019-2020 to 2021-2022. The team interacted with the staff in every department at the college through direct visits and conducted systematic academic audits. The team reviewed documents and different activities of the college and provided helpful comments and suggestions for improvement. This report presents a detailed summary of the audit.

The Audit Committee

1. Prof. Dr Ison V. (Principal, Kuriakose Elias College, Mannanam)
2. Dr. Rekha Mathews (Former IQAC Coordinator, BKM College, Amalagiri)
3. Dr. Shyla Abraham (Principal, Kuriakose Gregorios College, Pampady)
4. Lt. Renish Joseph (IQAC Coordinator, Kuriakose Gregorios College, Pampady)

AUDIT SCHEDULE

17 August 2022

Time	Activity/ Department
9:00-9:10 am	Reception
9:10 – 9: 40 am	Principal
9:40-10:0 am	IQAC
10:00- 10:30 am	Commerce
10:35-10:45	Language
10.50-11:10 am	Physics
11:15- 11:35am	Chemistry
11:40 am- 12:10pm	Zoology
12:15-12:35pm	Economics
12:35-1:30pm	Lunch
1:30-1:40pm	Food Science and Quality Control
1:45-1:55 pm	Physical Education
2:05-2:25 pm	Management Science
2:30-2:50 pm	English



- Sessions of mentoring and counselling (academic, professional and personal) can be implemented in a more organised and structured manner. All supporting documents and reports along with attendance are to be maintained properly.
- Independent/Group (Minor/ Major) research, Projects, Consultancy, Collaborations, Tie-ups, etc from UGC, Government and NGOs--regional, national and international-- are to be identified and obtained. More MoUs, Tie-ups and Linkages to be established.
- Placement avenues are to be broadened. Initiatives for skill development and placement are to be planned and implemented in a structured manner at departmental and college level.
- All departments can file the ID card or the pay-slip of the students who secured placements.
- Institutional extension activities and campus-community initiatives can be organised, and brought under a common umbrella. The Madathil Ashan concept can be developed and new possibilities explored. Govt. collaboration, CSR of companies and Philanthropists can be brought in.
- It is good for each department to have a signature extension activity. The reports should contain a schedule, number of students involved, photographs etc.
- The participation of teachers in national/international seminars and paper presentations/chair sessions can be boosted by increasing the monetary support provided. It should be made obligatory for every teacher to publish at least one paper (two would be ideal) every year in any journal of fine repute or publish a book.
- Alumni participation in college activities can be strengthened. It can be utilized for resource mobilization. The college might form a powerful alumni committee to advise and guide students when it is hard to raise adequate funds.
- Fund mobilization can be made more effective and the IQAC can evolve a system for proper and effective departmental accounting, budgeting and reporting.
- Green / Waste / Energy/ Gender Audits etc can be undertaken in a regular and systematic manner. Every initiative should be well planned so that the entire college community can contribute towards it. The main objective should be to reach directly to the community in its entirety through the student body. The number of indirect beneficiaries can be computed for the definite advantage of the Institution. (Reducing waste and increasing efficiency can be the slogan of these audits).

Suggestions and Scope for Improvement

- All teachers can update their understanding about the revised Manual of the NAAC and become acquainted with all the parameters of the NAAC accreditation process. Familiarity with the manual will provide scope for better planning and implementation of innovative activities will drastically improve efficiency and help all departments to come up with unique and distinctive ideas in accordance with the core values of NAAC and the vision/mission of the College.
- In the presentations made by the departments, focus can be shifted to post accreditation initiatives. Questions such as how the departments have revamped their styles to suit the need of the hour, how each department has risen to the challenges posed by the postmodern world- specially the educational scenario can be addressed.
- All departments may shift to the new style of documentation and streamline activities in line with the new framework proposed by NAAC. Data are to be prepared and uploaded in the *templates* prepared for each criterion in a time bound manner under the strict guidance of the IQAC. Supporting documents with *hyperlink* is to be given to all documents mentioned/ claimed in the presentation.
- Can adopt a standard format for documentation of the minutes of meeting (staff meeting, alumni meeting etc) incorporating the headings -Agenda, Minutes, Action taken., etc into it.
- Besides the best practices of the College, each Department can independently include more unique and effective activities as icon activities/ best practices which will create a positive impact.
- Departments need not include all activities on the presentation slides, since this is re-accreditation. Instead, project and highlight only the most important and appealing events and activities such as significant contributions/achievements of the students and teachers.
- Immediate attention is to be given to Mapping of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) by each department for all the programmes being offered in the college.
- If possible, the Programme Plan, Course Plan and Teaching Plan along with the Action Plan and Work Diary are to be prepared on a daily basis for the entire semester/ year and published in the Department/College website. Work diary and class diary have to be maintained, supervised, analysed and reported on a regular basis.
- A uniform plan for monitoring student progression can be developed.
- Question Bank (student initiated and teacher reviewed) can be prepared for all subjects and revising it periodically would be beneficial. It is good to generate questions, from the question bank, for internal evaluation, term examination and similar assessment and evaluation process.



General Observation

- The Institution is affiliated to Mahatma Gandhi University, Kottayam.
- A Minority College.
- **Excellent at turning local disadvantages into chances for extension, innovative practices and incorporating social service into the curriculum.**
- UG Programmes – 8; PG Programmes -3; Research Programme-1
- The collection at the library is of good standard.
- Good IQAC performance
- Preparing for NAAC accreditation.
- Competent and dedicated faculty members comprising both experienced and newly appointed.
- Departments operate in accordance with the policies on institutional quality.
- All the departments are equipped with computers and internet facilities.
- Provides support services like transportation, hostels, and canteens.



4. Department of Chemistry

- The presentation should be based on the NAAC criteria indicating the credentials for each metric.
- Need improvements in filing, presentation, etc.
- Show the grants received for the funded programmes.
- Focus only on 2-3 best practices and make it more convincing. Mention their outputs too.
- Plan some activity for managing used chemicals. Present the "micro" approach in the laboratory as a specialty.
- Good number of publications.
- Try to have a working MoU.
- Identify the unique contributions of the department to the college and the society.

Need to be more focused on activities.

5. Department of Zoology

- Excellent in activities and filing of the data. The holistic approach is highly appreciated.
- Plan to upgrade to a research department appointing PhD holders.
- System of keeping health cards for students is unique.

The department is ready for a visit. Other departments can adopt many of its activities.

6. Department of Physical Education

- The activity of the department is very much appreciated.
- The sports infrastructure of the college is adequate.
- The decline of the students' performance in recent years deserves urgent attention.
- Initiatives are to be done for student training.
- E-publication from the department is highly appreciated.

7. Department of Food Science and Quality Control

- Develop food preparation/processing based entrepreneurship activity for students.
- Plan some entrepreneurship activities in an adopted village.
- Try to be in the level of a full-fledged department with activities, filing, presentations, etc., in the future years.

Departmental observations

Each department made a presentation on their activities and achievements during the academic and administrative audit visit. The summary of the evaluation and feedback given to each department is summarised as follows;

1. Department of Commerce

- Excellent performance in curricular and co-curricular aspects.
- Research output is good.
- Framing of the *milestones slide* is very interesting.
- Best practices are appealing.
- Alumni support is commendable.

In summary, the department is on the right track for a visit. Can scale up easily.

2. Department of Languages

- Good number of publications.
- Add names of authors to the publications in the list.
- Plan more programmes to improve communications skills of students in English and Hindi.
- Programmes for improving communication skills in Hindi can be made more distinct.

3. Department of Physics

- The presentation should be based on the NAAC criteria indicating the credentials for each metric.
- The *Lab to School* programme is interesting.
- The Lecture series conducted by students is a variety.
- Give more emphasis to the ranks. Re-orient the slides accordingly.
- Can offer an add-on programme on basic wiring and plumbing practices.
- Can make some contribution to the energy audit of the college.
- Try to have a working MoU.
- Give the outputs of each of the extension programmes, best practices, etc.
- Develop a unique contribution to the college and the society.
- Need improvements in filing, presentation, etc.

Need to be more focused on activities.

8. Department of Economics

- The presentation should be based on the NAAC criteria indicating the credentials for each metric.
- Need improvements in activities, filing, presentation, etc.
- Try to have unique extension activities.

Need to be more focused on activities.

9. Department of Management Science (SF)

- The presentation should be based on the NAAC criteria indicating the credentials for each metric.
- Need improvements in activities, filing, presentation, etc.

9. Department of English (SF)





- The presentation should be based on the NAAC criteria indicating the credentials for each metric.
- Need improvements in activities, filing, presentation, etc.

10. Department of Physics

- The presentation should be based on the NAAC criteria indicating the credentials for each metric.
- Try to have some extension activities like some awareness programmes on energy conservation.
- Measures are to be taken to strengthen the enrollment status of the department.

Audit Team Signature;

Name	Signature
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1. Prof. Dr Ison V. (Principal, Kuriakose Ellias College, Mannanam)	
2. Dr. Rekha Mathews (Former IQAC Coordinator, BKM College, Amalagiri)	
3. Dr. Shyla Abraham (Principal, Kuriakose Gregorios College, Pampady)	 DR. SHYLA ABRAHAM Principal In-charge Kuriakose Gregorios College Pampady Kottayam 686 502
4. Lt. Renish Joseph (IQAC Coordinator, Kuriakose Gregorios College, Pampady)	

KURIAKOSE GREGORIOS COLLEGE, PAMPADY

ACADEMIC AND ADMINISTRATIVE REPORT 2023

An academic and administrative audit was conducted on 26 August 2023 to evaluate the activities and functions of the college and its departments. Each department provided descriptions of their activities and achievements in accordance with the NAAC criteria format through powerpoint presentations. The team reviewed documents and different activities of the college, provided constructive suggestions and identified areas for improvement. This report presents a detailed summary of the audit.

THE AUDIT COMMITTEE

1. Dr. Asha Susan Jacob (Principal, Bishop Speechly College, Pallom)
2. Capt. Jais Kurian (Assistant Professor, St. Stephen's College, Uzhavoor)
3. Dr. Mini Joseph (Principal, Kuriakose Gregorios College, Pampady)
4. Lt. Renish Joseph (IQAC Coordinator, Kuriakose Gregorios College, Pampady)

PERIOD OF ASSESSMENT

2022-2023

AUDIT SCHEDULE

26 August 2023

Time	Activity/ Department
8:30-9:00 am	Reception
9:00 – 9: 10 am	Principal
9:10- 9:30 am	IQAC
9:30- 10:00 am	Commerce
10:05-10:20am	Language
10.30-11:00 am	Physics
11:15- 11:35am	Chemistry
11:40 am- 12:10pm	Zoology
12:15-12:35pm	Economics
12:35-1:30pm	Lunch
1:30-1:40pm	Food Science and Quality Control
1:45-1:55 pm	Physical Education
2:05-2:25 pm	Business Administration
2:30-2:50 pm	English
3:30- 4:30 pm	Exit Meeting

CRITERIA OF EVALUATION

The team evaluated the presentations made by the departments based on the following criteria:

- ❖ **Academic Excellence**: Assessed the quality of academic programmes, teaching methods, and the effectiveness of assessments.
- ❖ **Research and Publications**: Reviewed the research activities, publications, and contributions of the faculty members.
- ❖ **Infrastructure and Resources**: Examined the availability and adequacy of facilities, laboratories, and resources.



Departmental Observations

1. Department of Physics

- ❖ **Termination of PG Course:** The decision to terminate its Postgraduate (PG) programme from this academic year due to a decline in student enrollment should be carefully reviewed in the context of programme relevance and future demand.
- ❖ **Low Number of Paper Publications:** The Department has a relatively low number of paper publications, indicating a potential area for improvement in research output and scholarly activities among faculty members.
- ❖ **Lack of Employer Feedback:** The absence of feedback from employers suggests a gap in assessing the employability and career readiness of graduates, which is essential for programme improvement.
- ❖ **Limited Expert Talks:** Number of academic lectures and invited talks have been minimal. More external expert engagements can enhance the academic exposure and knowledge-sharing opportunities for students.
- ❖ **Ineffective Implementation of Bridge Course:** The implementation of bridge courses appears to be lacking or inefficient. A well-structured bridge course can help students to bridge the gap between different levels of education.
- ❖ **Need for Improved Result Percentage:** Efforts should be made to improve the overall result percentage, which reflects the academic performance of students.
- ❖ **Handling Supplementary/Improvement Results:** The department should devise strategies to support students who have failed in the University examinations, ensuring they achieve better results in their subsequent attempts.
- ❖ **Enhancing Presentation Quality:** Presentations can be made with improved visual appeal and engagement using multimedia and colorful materials to make them more effective. Important milestones in the history of the Department can be added.
- ❖ **Prominent Alumni Network:** Maintaining a database of prominent alumni and their achievements can help strengthen connections between the Department, its graduates, and potential students.



❖ **SWOC Analysis:** A SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis is crucial for strategic planning. A concerted effort to conduct a thorough analysis of its internal and external factors is to be made.

❖ **Incorporating Data from Self-Financed PG Department:** Data and insights from the self-financed PG department should be considered while making decisions and improvements, as they can provide valuable perspectives and experiences.

❖ **Best practices:** Lab to school, PROMPT and Research Forum are appreciable activities which can be improved with definite planning and implementation strategies.

These observations highlight areas where the Department of Physics can focus its efforts for improvement such as research output, student performance, industry engagement, and strategic planning. Addressing these issues can contribute to the overall enhancement of the department's academic quality and relevance.

2. Department of Commerce

❖ **Research Excellence:** The Department is a recognized research department with an impressive record of producing more than 30 PhDs in the last five years. This reflects a strong commitment to research and academic excellence.

❖ **High Number of Paper Publications:** The Department has a commendable track record of a good number of paper publications, indicating a strong research culture among faculty members.

❖ **Lack of Extension Programs:** There is a noted lack of extension programmes, especially those targeting the public. Initiatives to extend the Department's expertise and knowledge to the broader community should be considered.

❖ **Employer Feedback:** The absence of employer feedback suggests a gap in providing an opportunity to establish stronger connections with industry partners and gather input on the skills and competencies needed by graduates.

❖ **Limited Expert Talks:** The Department has conducted a low number of expert talks. More external expert engagements can enrich the academic environment and provide valuable insights to students.

❖ **Result Percentage Improvement:** Efforts should be made to improve the overall result percentage to enhance student academic performance. However, the percentage of student progression is commendable.

❖ **Enhancing Presentation Quality:** Making presentations more engaging and visually appealing can enhance their effectiveness in conveying information and concepts.



- ❖ **Prominent Alumni Network**: Maintaining a database of prominent alumni and their accomplishments can strengthen the department's alumni relations and serve as an inspiration for current students.
- ❖ **SWOC Analysis**: Conducting a comprehensive SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis is crucial for strategic planning and identifying areas for improvement.
- ❖ **Lack of Commerce Computer Lab**: The absence of a commerce lab for online trading experience limits hands-on practical exposure for students in the field of commerce and finance.
- ❖ **Smart Classrooms**: The introduction of smart classrooms can enhance the teaching and learning experience by integrating technology into the educational process.
- ❖ **E-Filing Help Desk**: Starting an e-filing help desk for the public can provide valuable assistance and contribute to the community while enhancing the department's outreach.
- ❖ **Certificate Courses**: Expanding the range of short-term certificate courses, in addition to the Excel certificate course, can provide students with specialized skills and enhance their employability.
- ❖ **Knowledge Dissemination**: The Department should continue to proactively communicate its research findings to government and local bodies to facilitate practical applications and benefits from its research.
- ❖ **Multidisciplinary Journal**: Initiating a multidisciplinary journal can provide a platform for sharing research findings and promoting interdisciplinary collaboration within the college.
- ❖ **Course and Programme Evaluation**: It is important to evaluate course outcomes, programme outcomes, and programme-specific outcomes systematically and publish them as a booklet for transparency and accountability.

These observations highlight the strengths and areas for improvement within the Commerce department, emphasizing the need for stronger industry connections, enhanced outreach, and improved facilities to support teaching and research activities.

3. **Department of Zoology**

- ❖ **Strengthening Ornamental Fish Farming and Mushroom Cultivation**: The Department should focus on strengthening its programmes related to ornamental fish farming and mushroom cultivation, which may have significant potential for research and practical application.

- ❖ **Enhancing Presentation Quality**: Making presentations more visually engaging and colourful can improve their effectiveness in conveying information and concepts.
- ❖ **Prominent Alumni Network**: Maintaining a database of prominent alumni and their accomplishments can help strengthen alumni relations and serve as a source of inspiration for current students.
- ❖ **SWOC Analysis**: A SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis is essential for strategic planning and identifying areas for improvement within the Department.
- ❖ **Water Analysis for the Public**: Offering water analysis services to the public can be a valuable service and connect the Department with the local community.
- ❖ **Lack of Smart Classrooms**: The introduction of smart classrooms can modernize the teaching and learning experience by integrating technology into the educational process.
- ❖ **Course and Programme Evaluation**: It is important to systematically evaluate course outcomes, programme outcomes, and programme-specific outcomes and publish them in a booklet to ensure transparency and accountability.
- ❖ **Limited Research Activities**: Despite being a PG department, the Department's research activities appear to be nil/neglected. Efforts should be made to foster a research culture and encourage faculty and students to engage in research projects.
- ❖ **Water Source Analysis**: Conducting periodic analysis of the college's water source, at least once a semester, can ensure the safety and quality of the water supply for the college community.
- ❖ **Collaborations with Nearby Institutions**: Exploring possibilities for collaborations with nearby institutions such as TIES (Tropical Institute of Ecological Sciences) and the Rubber Board can enhance research and learning opportunities for students and faculty.

These observations provide insights into areas where the Department of Zoology can focus its efforts for improvement, such as expanding outreach, strengthening specific programmes, enhancing research activities, and establishing feedback mechanisms for continuous enhancement.



4. Department of Chemistry

- ❖ **Impressive Presentation**: The Department is commended for its colourful and impressive presentation, which enhances communication and engagement.
- ❖ **Lack of Extension Programmes**: There is a noted absence of extension programmes, especially those targeting the public. Initiatives to extend knowledge and expertise to the community should be explored.
- ❖ **Chemical Analysis of Water Samples**: Starting chemical analysis of water samples in the adopted village is a commendable initiative, demonstrating community engagement and service.
- ❖ **Sufficient Expert Talks**: The Department has conducted a sufficient number of expert talks, contributing to an enriched academic environment.
- ❖ **Prominent Alumni Network**: Maintaining a database of prominent alumni is valuable for strengthening alumni relations and inspiring current students.
- ❖ **SWOC Analysis**: Conducting a SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis is essential for strategic planning and continuous improvement.
- ❖ **Lack of Smart Classrooms**: The introduction of smart classrooms can enhance the teaching and learning experience through technology integration.
- ❖ **Visible Research Activities**: Despite being a UG (Undergraduate) Department, the Department's research activities are noticeable, reflecting a research-oriented culture.
- ❖ **Feedback on Academic Performance**: Establishing feedback mechanisms to gather input on academic performance and the Department's ambience is important for improvement.
- ❖ **Rubber-Based Tie-Ups**: Investigating opportunities for tie-ups related to rubber-based research or industry collaborations can enrich the Department profile.
- ❖ **Placement Initiatives**: Taking more proactive steps in placement initiatives can benefit students in securing career opportunities.
- ❖ **Certificate Programmes**: The certificate programmes in Beauty Therapy and Polymer Chemistry are commendable and can be further promoted and expanded.
- ❖ **Possibilities for PG Department**: Exploring the possibility of upgrading the Department to a PG (Postgraduate) department can offer advanced educational opportunities.
- ❖ **Newspaper Publicity**: Utilizing newspaper publicity can enhance the visibility of the department achievements and activities.

❖ **Student Progression**: Specific tracking of student progression, including further studies or career paths after graduation, can provide valuable data for improvement.



- ❖ **Audited Department Budget**: Ensuring that the department's budget is audited and transparent is essential for financial accountability.
- ❖ **Library Book Enrollment**: Exploring options to enroll department library books into the college central library can enhance accessibility to resources.
- ❖ **Green Chemistry Initiatives**: Providing more information on green chemistry initiatives can highlight the department's commitment to sustainability.
- ❖ **Chemical Waste Recycling Unit**: Initiating a chemical waste recycling unit can align with sustainability goals and responsible waste management practices.

These observations offer valuable insights into areas where the Department of Chemistry can focus its efforts for improvement, including community engagement, research, alumni relations, and educational offerings.

5. **Department of English**

- ❖ **Continuation of English Degree Course**: It is recommended to continue the BA English Degree Programme at least up to the next NAAC visit to ensure programme stability and completion for existing students.
- ❖ **Colourful Presentations**: Enhancing the visual appeal and colourfulness of presentations can make them more engaging and effective.
- ❖ **Lack of Extension Programmes**: There is a noted absence of extension programmes, particularly those targeting the public. Exploring community engagement initiatives can be beneficial.
- ❖ **Coaching Classes for Competitive Examinations**: Starting coaching classes for competitive examinations like IELTS and OET can provide additional value to students and expand the department's service.
- ❖ **Language Lab**: Establishing a language lab can enhance language learning and proficiency among students.
- ❖ **Limited Expert Talks**: Increasing the number of expert talks can enrich the academic environment and expose students to diverse perspectives.
- ❖ **Prominent Alumni Network**: Maintaining a database of prominent alumni is essential for fostering alumni relations and inspiring current students.
- ❖ **SWOC Analysis**: Conducting a SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis is crucial for strategic planning and program enhancement.

❖ Interactive Teaching with Smart Classrooms: Utilizing smart classrooms for interactive teaching can enhance the learning experience and engagement of students.



- ❖ **Departmental Question Banks**: Developing departmental question banks can assist faculty in creating assessments and maintaining academic standards.
- ❖ **Increase in Publications**: Efforts should be made to increase the number of publications in refereed journals, contributing to faculty research visibility.
- ❖ **Department Blog**: Considering the creation of a departmental blog can showcase department activities, research, and achievements to a wider audience.
- ❖ **Structured Training**: Offering structured training for CV/resume preparation, group discussions, interviews, and other soft skills can improve students' employability.
- ❖ **Media Studies Exploration**: Exploring the inclusion of media studies as part of the department's curriculum can align with future career prospects in media and communication.
- ❖ **Single Presentation with Aided Faculty**: Collaborating on a single presentation with faculty in an aided stream can foster the depth of presentation.
- ❖ **Low Result Percentage**: Efforts should be made to improve the low result percentage, which reflects the academic performance of students in the department.

These observations highlight opportunities for the Department of English to enhance its programmes, engagement with the community, teaching methodologies, alumni relations, and student outcomes.

6. **Department of Economics**

- ❖ **Limited Research Activities**: Despite being one of the oldest departments in the college, the Department lacks visible research activities. Fostering a research culture among faculty and students is crucial.
- ❖ **Colourful Presentations**: Making presentations more visually appealing and colourful can enhance their effectiveness in conveying information.
- ❖ **Lack of Extension Programmes**: There is a lack of extension programmes, such as socio-economic surveys among local communities. Developing such initiatives can benefit both the Department and the community.
- ❖ **Coaching Classes for PSC Examinations**: Starting coaching classes for competitive exams like PSC (Public Service Commission) can provide additional opportunities for students and expand the department's profile.

❖ **Add-On Courses:** Expanding the number of add-on courses can offer students a wider range of skills and knowledge.

- ❖ **Academic Feedback**: Establishing mechanisms for academic feedback can help improve teaching and learning processes.
- ❖ **Grievance Redressal System**: Implementing a grievance redressal system for internal examinations can ensure fairness and transparency in academic assessments.
- ❖ **Attainment of POs and COs**: Clear presentation of Programme Outcomes (POs) and Course Outcomes (COs) is important to demonstrate alignment with academic objectives.
- ❖ **Pass Percentage Improvement**: Efforts should be made to improve the pass percentage, reflecting the academic performance of students in the department.
- ❖ **Research Project Funding**: Addressing the deficiency in research project funding is crucial to support faculty research endeavours.
- ❖ **IPR Workshops**: Initiating Intellectual Property Rights (IPR) workshops can help faculty and students understand and protect their intellectual property.
- ❖ **Publications**: Increasing research publications during the last five years is essential for enhancing the Department's academic reputation.
- ❖ **MOUs and Collaborations**: Establishing Memoranda of Understanding (MOUs) and collaborations with other institutions can provide opportunities for research and student exchange.
- ❖ **Capacity Building Initiatives**: Expanding the number of capacity-building and skill enhancement initiatives can better prepare students for future careers.
- ❖ **Progression Data**: Collecting and maintaining data on students' progression to higher studies is important for tracking alumni success and programme effectiveness.
- ❖ **Details of Participation**: Providing information on students' participation in sports and cultural programmes can showcase the holistic development of students.
- ❖ **SWOC Analysis**: Allocating more time for conducting a comprehensive SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis of the Department can lead to strategic planning and improvement efforts.

These observations highlight areas where the Department of Economics can focus its efforts to enhance research, teaching, student outcomes, and community engagement, as well as improve overall programme quality.

7. **Department of Business Administration (BBA)**

❖ **Lack of Extension Programmes:** There is a noted absence of extension programmes targeting the local community. Initiatives such as workshops, seminars, or outreach programmes can engage the public and create value for both the Department and the community.



- ❖ **Tie-Ups with G Tech**: It is commendable that the Department has tie-ups with G Tech for certificate courses, which can enhance students' skills and employability.
- ❖ **Presentation Slides Improvement**: Enhancing the quality of presentation slides can improve the effectiveness of conveying information
- ❖ **Add-on Courses**: Expanding the range of add-on courses can offer students additional skills and knowledge beyond the core curriculum.
- ❖ **Utilizing Self-Financing Wing Facilities**: The Department should effectively utilize the facilities of the separate self-financing wing to enhance the learning experience.
- ❖ **Industry Talks**: As a business administration department, organizing more talks by business leaders and professionals can provide valuable insights and networking opportunities for students.
- ❖ **Attainment of POs and COs**: Clear presentation of Programme Outcomes (POs) and Course Outcomes (COs) is essential to demonstrate alignment with academic objectives.
- ❖ **Pass Percentage Improvement**: Efforts should be made to improve the pass percentage, reflecting the academic performance of students in the Department.
- ❖ **MOUs and Collaborations**: Establishing Memoranda of Understanding (MOUs) and collaborations with leading business firms can create opportunities for internships, research projects, and placement.
- ❖ **Internship Request Letter**: Maintaining a systematic record of internship request letters is important for tracking and ensuring students' internship opportunities.
- ❖ **Employer Feedback**: Collecting feedback from employers who host students for internships can provide valuable insights into the students' performance and areas for improvement.
- ❖ **Outreach Programmes**: Developing outreach programmes to engage with the public can contribute to the Department's community involvement and impact.
- ❖ **Bridge Course Mechanism**: Implementing a robust bridge course mechanism is crucial, especially since students come from diverse backgrounds, ensuring a level playing field in the classroom.
- ❖ **Career Counselling Data**: Maintaining data on students who have benefited from career counselling and guidance for competitive examinations can help assess the effectiveness of these services.
- ❖ **Financial Support Data**: Keeping track of financial support provided to teachers to attend conferences or workshops is essential for budgeting and accountability.

❖ **SWOC Analysis:** Enhancing the quality and comprehensiveness of the SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis can guide strategic planning and improvement efforts.



- ❖ **Best Practices:** Identifying and implementing impressive best practices can enhance the Department's educational quality and reputation.

These observations offer valuable insights into areas where the BBA department can focus its efforts to enhance its academic programs, industry connections, student support services, and community engagement.

8. **Language Department**

- ❖ **Composition of Language Department:** The Language Department comprises aided teachers from English, Malayalam, and Hindi, and it has the potential to incorporate self-financing English Department as well, providing a comprehensive language education offering.
- ❖ **Extension Programmes:** The Department's commendable extension programmes, such as Hindi classes for police officers, demonstrate an engagement with the community and the promotion of language skills.
- ❖ **Lack of Malayala Samajam:** A Malayala Samajam (a society promoting the Malayalam language) may be initiated as an opportunity to further promote the mother tongue.
- ❖ **Extension Activities in the Adopted Village:** Details of extension activities in the adopted village should be included to highlight the department's community involvement.
- ❖ **Research Publications:** Research output from the Department of Hindi is commendable, considering the fact that the Department offers only common courses. The Department has made considerable contributions in the field of translation and research.
- ❖ **Language Expert Talks:** Organizing more talks by language experts can enrich students' exposure to linguistic expertise and language-related topics.
- ❖ **Analysis of Common Course Marks:** The analysis of marks obtained by students in their University exams as a common course is necessary for assessing language competency.
- ❖ **Collaborations with Other Colleges:** Collaborating with other colleges to organize seminars and workshops can foster academic exchange and create learning opportunities.
- ❖ **Promotion of Language Competency:** Popularizing programmes aimed at enhancing language competency in targeted languages can benefit both students and the community.
- ❖ **Interactions with Malayalam Poets:** Arranging interactions with Malayalam poets can provide students with insights into the literary and cultural aspects of the vernacular language.

❖ Celebration of Mother Tongue Day & Hindi Week : As Language Departments, celebrating Mother Tongue Day and Hindi Week celebration can promote linguistic diversity and awareness.

- ❖ **Leadership in Soft Skills Training:** Taking leadership in soft skills training within the college with the expertise in language and communication skills will benefit the college.

These observations highlight various opportunities for the Language Department to enhance its academic offerings, community engagement, research, and the promotion of linguistic and cultural aspects.

9. **Department of Physical Education**

- ❖ **Student Participation in University Teams:** The College has received commendable recognition for its students' active participation in university teams, highlighting the active engagement and success of the Department's efforts.
- ❖ **Result Analysis of Open Course:** The impressive result analysis of the open course offered by the Department reflects the quality of education provided.
- ❖ **BMI Calculation:** The suggestion to start BMI (Body Mass Index) calculation for both students and teachers, with proper documentation, is a proactive step towards health monitoring and awareness.
- ❖ **Sports Quota Admissions:** Despite the college's sports legacy, details of students admitted through sports quotas are not well-documented. Creating a comprehensive record would provide valuable insights.
- ❖ **Career Outcomes of Sports Training:** Maintaining data on students who have benefited from sports training and later entered government services through sports quotas can showcase the Department's contributions to students' careers.
- ❖ **Certificate Course in Yoga:** Can offer a certificate course in yoga in line with the increasing interest in yoga and holistic well-being.
- ❖ **Open Gymnasium:** Exploring the potential establishment of an open gymnasium can provide students and the community with access to fitness facilities.
- ❖ **Bicycle Training for Girls:** Can provide bicycle riding training for female students to promote physical fitness and empowerment.
- ❖ **Hosting University Competitions:** The college's initiative to host various university competitions is commendable, promoting sports and offering opportunities for student participation and event organization.

❖ Usage of Indoor Courts: Ensuring the maximum usage of indoor courts aligns with previous NAAC recommendations and optimizes available resources.

❖ **Extension Activities to the Public:** Initiating extension activities like CPR training and BMI calculation for the public can contribute to community health and engagement.

❖ **Documentation of Sports Activities:** Maintaining records of the number of sports activities organized and the participation of students in each activity is essential for transparency and assessment of sports programs.

These observations highlight the strengths and opportunities within the Department of Physical Education, focusing on sports achievements, health monitoring, career outcomes, and the expansion of sports-related programmes and facilities, as well as community engagement.

GENERAL OBSERVATIONS

The expert team has identified certain areas which need critical attention with suggestions for improvement across the various departments of the college. Addressing these observations can contribute to the overall development, quality enhancement, and accreditation standards compliance of the institution. Some key observations and recommendations include:

- ✓ **Previous NAAC Visit:** The last NAAC visit to the college took place on 3rd & 4th November 2017.
- ✓ **Preparation Since the Last Visit:** Departments have initiated preparation efforts following the last NAAC visit. These preparations have been described as moderate in scale.
- ✓ **Academic Excellence:** Most departments demonstrated a commitment to maintaining high academic standards. However, there is a need for more innovative teaching methods and greater emphasis on skill development founded on Outcome Based Education.
- ✓ **Vision and Mission:** Each Department is expected to frame their vision and mission in tune with that of the institution.
- ✓ **Research and Publications:** Several faculty members have made significant contributions to their fields. However, publication per teacher requires more attention. Encouraging more research collaborations and supporting faculty research endeavours should be a priority.
- ✓ **Library Resources:** There is a need to increase the number of journals available in the central library, with specific targets for the UG, PG, and research departments, as per accreditation standards.
- ✓ **Creativity in Presentation:** Faculty should aim to enhance the creativity and visual appeal of their presentation slides to engage and effectively convey information to the audience.

- ✓ **Collaborative Activities**: There is scope to foster more consultancy and collaborative activities with external institutions, organizations, and industry partners.
- ✓ **Placement Record**: Efforts should be made to improve the college's placement record, including stronger industry connections and career guidance.
- ✓ **Entrepreneurial Culture**: Encouraging an entrepreneurial culture within the college can stimulate innovation and business ventures among students.
- ✓ **Marketing of Products**: The college should explore opportunities to collectively market products and initiatives, especially in departments like Chemistry.
- ✓ **Center of Excellence**: Projecting the Department of Commerce as a centre of excellence based on research impact can enhance its reputation.
- ✓ **Department Libraries**: Consolidating departmental libraries into the central library can improve library resources and alignment with NAAC guidelines.
- ✓ **Adopted Ward**: While the activities conducted in the adopted ward are commendable, consideration should be given to periodically change the adopted ward for a more equitable impact.
- ✓ **Departmental Scholarships**: Given the rural context, promoting departmental scholarships for economically disadvantaged students can be beneficial.
- ✓ **Awards and Recognitions**: There should be more emphasis on recognizing and showcasing awards and achievements received by both faculty and students.
- ✓ **New Certificate Courses**: Introducing certificate courses in emerging areas can diversify educational offerings and attract more students.
- ✓ **Use of MOODLE**: The screenshots of MOODLE used by teachers can be added to the presentations to substantiate its operation as an LMS.
- ✓ **Department Milestones**: Highlighting department milestones can provide a clearer picture of departmental progress. Avoid student's University rankings or achievements as a milestone.
- ✓ **SWOC Analysis**: All departments should revise and refine their SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analyses for more effective planning.
- ✓ **Future Plans**: Recommend a revision of the future plans based on NEP and current trends in the field of higher education.
- ✓ **Specific Initiative Names**: Providing specific names to departmental initiatives can make them more identifiable to NAAC assessors.

✓ Programmes Like PROMPT: Commendable programs like PROMPT should be continued and expanded.



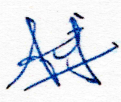
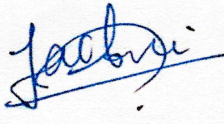
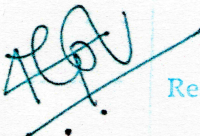
- ✓ **Self-Explanatory Slides**: Presentation slides should be designed to be self-explanatory and visually engaging.
- ✓ **Infrastructure and Resources**: The college has made substantial investments in infrastructure. However, regular maintenance and upgrades are essential to ensure the facilities remain in top condition. Proper documentation of maintenance carried out is required.
- ✓ **Benchmarking Process**: The institution should undertake a systematic process to establish benchmarks. This process may involve assessing current performance, identifying areas for improvement, and setting specific, measurable, and achievable goals.
- ✓ **Alignment with New NAAC Guidelines**: The benchmarks set by the college should align with the requirements and expectations outlined in the new NAAC guidelines. This ensures that the institution is well-prepared for future NAAC assessments.
- ✓ **Timeliness**: Establishing benchmarks should be done in a timely manner to align with the college's future accreditation requirements and quality enhancement goals.
- ✓ **Involvement of Stakeholders**: It is essential to involve various stakeholders, including faculty, administrative staff, and students, in the process of setting benchmarks to ensure that they are meaningful and attainable.
- ✓ **Student Feedback**: The college should regularly solicit and act upon student feedback to improve the overall learning experience.

The Committee commented that each Department has its strengths and also areas which require improvement. **The committee rated the overall academic environment at the College as best.** The external audit team also appreciated **the dedication and commitment of the faculty members** in their respective fields.

The audit concluded with the exit meeting with the entire staff, both teaching and non-teaching. The audit team summarized their observations and provided constructive feedback. The open discussion which followed facilitated clarification regarding the matters discussed.

Audit Team Signature;

Name	Signature
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<p>1. Dr. Asha Susan Jacob (Principal, Bishop Speechly College, Pallom)</p>	
<p>2. Capt. Jais Kurian (Assistant Professor, St. Stephen's College, Uzhavoor)</p>	
<p>3. Dr. Mini Joseph (Principal, Kuriakose Gregorios College)</p>	 <p>Dr. Mini Joseph Associate Professor & Head Research & PG Dept. of Commerce K.G. College, Pampady</p>
<p>4. Lt. Renish Joseph (IQAC Coordinator, Kuriakose Gregorios College, Pampady)</p>	