



### **6.5.3 Quality Assurance initiatives of the institution Academic Audit (Internal) Report 2020-21 and 2021-22**







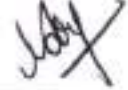


  
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(AUTONOMOUS)  
KOTHAMANGALAM

**Mar Athanasius College (Autonomous)**  
**Kothamangalam 686 666, Kerala, India**  
**Academic Audit (Internal) Report**  
**2020-21 and 2021-22**

**PART A**

The Academic Audit of all departments for the years 2020-21 and 2021-22 was conducted on 8<sup>th</sup> and 9<sup>th</sup> December 2022. Academic Audit is intended to monitor and enhance the quality of education through proper guidelines for both teachers and students, so as to ensure quality of students/researchers passing out from the Institution.

**Academic Audit Panel Members**

Sl.N o	Member	Designation	Department	Signature
1	Dr. Binu Varghese	IQAC co-ordinator & Academic Dean	Department of Chemistry	
2	Dr. Rajesh Thumbakkara	Assistant Professor & Research Dean	Department of Mathematics	
3	Dr. Smitha Thankachan	Assistant Professor & Administrative Dean	Department of Physics	
4	Dr. Diana Ann Issac	Assistant Professor & Head, NAAC coordinator	Department of Commerce	
5	Dr. Deepa S	Assistant Professor & Head Member, Academic Committee	Department of Physics	
6	Dr. Marymol Moothedan	Assistant Professor	Department of Chemistry	
7	Dr. Jini Thomas	Assistant Professor, NAAC Criterion II Co-ordinator	Department of Commerce	
8	Dr. Sibi. M.M	Assistant Professor & Head, Member, Academic Committee	Department of Hindi	



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## Schedule of Internal Academic Audit for the years 2020-2021 and 2021-2022

**December 08, 2022**

Sl. No.	Department	Time	Team
1	English	9.30 am -10.30 am	Dr. Marymol Moothedan, Dr. Diana Ann Issac
2	Economics	10.45 am -11.45 am	Dr. Marymol Moothedan, Dr. Diana Ann Issac
3	Physics	1.30 pm - 2.30 pm	Dr. Marymol Moothedan, Dr. Diana Ann Issac
4	Sociology	9.30 am -10.30 am	Dr. Smitha Thankachan, Dr. Sibi. M.M.
5	History	10.45 am -11.45 am	Dr. Smitha Thankachan, Dr. Sibi. M.M.
6	Chemistry	1.30 pm - 2.30 pm	Dr. Smitha Thankachan, Dr. Sibi. M.M.
7	Zoology	9.30 am -10.30 am	Dr. Rajesh K Thumbakkara, Dr. Jini Thomas
8	Hindi	10.45 am -11.45 am	Dr. Rajesh K Thumbakkara, Dr. Jini Thomas
9	Statistics	1.30 pm - 2.30 pm	Dr. Rajesh K Thumbakkara, Dr. Jini Thomas
10	Mathematics	9.30 am -10.30 am	Dr. Binu Varghese, Dr. Deepa S
11	Commerce Model-III	10.45 am -11.45 am	Dr. Binu Varghese, Dr. Deepa S
12	Statistics-PG	1.30 pm - 2.30 pm	Dr. Binu Varghese, Dr. Deepa S

**December 09, 2022**

Sl. No.	Department	Time	Team
1	Botany	9.30 am -10.30 am	Dr. Marymol Moothedan, Dr. Diana Ann Issac
2	Sociology-MA	10.30 am -11.30 am	Dr. Marymol Moothedan, Dr. Diana Ann Issac
3	B.Voc-Business Accounting and Taxation	11.30 am - 12.30 pm	Dr. Marymol Moothedan, Dr. Diana Ann Issac
4	Zoology-M Sc	9.30 am -10.30 am	Dr. Smitha Thankachan, Dr. Sibi. M.M.
5	Integrated Biology - M Sc	10.30 am -11.30 am	Dr. Smitha Thankachan, Dr. Sibi. M.M.
6	M. Com - IB	11.30 am - 12.30 pm	Dr. Smitha Thankachan, Dr. Sibi. M.M.
7	Biosciences- Microbiology, Biochemistry, Biotechnology- M Sc	9.30 am -11.00 am	Dr. Rajesh K Thumbakkara, Dr. Jini Thomas
8	M Sc Actuarial Science	11.00 am – 11.30 am	Dr. Rajesh K Thumbakkara, Dr. Jini Thomas
9	Malayalam	11.30 am -12.30 am	Dr. Rajesh K Thumbakkara, Dr. Jini Thomas
10	B Voc Data analytics and Machine Learning	9.30 am -10.30 am	Dr. Binu Varghese, Dr. Deepa S
11	M Sc Data Analytics	10.30 am -11.30 am	Dr. Binu Varghese, Dr. Deepa S



  
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12	Commerce Model-I	11.30 am - 12.30 pm	Dr. Binu Varghese, Dr. Deepa S
13	Physical Education	01.30 am - 02.30 am	Dr. Binu Varghese, Dr. Deepa S

## INTRODUCTION

This report is a summary of the observations made by the Academic Audit Committee. This is submitted to the Principal for further necessary action to enable the academic standards of the institution.

Prior to the audit, all the departments were directed to submit the self-assessment report in the format provided by the IQAC. The format of the questionnaire covered all aspects of achievements and progression of the departments as per the NAAC criteria. The audit was conducted on a systematic and sequential manner based on the 7 criteria benchmarked for evaluation by the National Assessment and Accreditation Council (NAAC). Accordingly, the performances of all teaching departments were carefully evaluated.

The format of the questionnaire for the self assessment report and the files to be maintained in the department as prepared by the IQAC, for the academic years 2020-2021 and 2021-2022 is given below:

## Department Performance Report

December 2022

### Criterion I. Curricular Aspect

#### 1. Syllabus Revision

Programme	Date of implementation -	Minutes of Board of Studies meeting

- Program outcomes, program specific outcomes and course outcomes** – whether it is uploaded to the college website- details
- Skill Development /entrepreneurship programmes** conducted– Details with programme code & Date of implementation

Programme	Date of implementation	Minutes of Board of Studies meeting/ Academic Council meeting



  
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4. **New programmes/courses/ certificate courses** introduced during the academic year- with date of introduction

Programme	Date of implementation -	Minutes of Board of Studies meeting/ Academic Council meeting

5. **Field Projects / Internships under taken during the year- Details**  
(Certificate or letter from concerned institution)

Project/Programme Title	Institution	Period – from – to	No. of students enrolled for Field Projects / Internships

### Criterion II - TEACHING-LEARNING AND EVALUATION

1. Demand Ratio during the year (2019-20)

Name of the Programme	Number of seats available	Number of applications Received	Students Enrolled
UG			
PG			

2. **No. of teachers using ICT for effective teaching** – E -resources & Techniques used ( E-Assignments , MOOCS , Moodle , Google class room, Google DOCS, Swayam etc)

Sl.No	teachers using ICT	Number of ICT enabled Classrooms	Number of smart Classrooms	ICT tools & E-resources Used

3. **Number of full time teachers appointed during the year-** No. of Vacant positions, No. of sanctioned posts , No. of faculty with Ph.D

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year		No. of faculty with Ph. D
			Permanent	Guest	



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4. Teachers diary & student log book-

5. Honours and recognitions received by teachers – details

5.

(Copy of award / certificate)

6. Awards and recognitions received by students – details (copy of award / certificate )

7. Pass percentage of students- Programme, Number of students appeared in the final year examination, Number of students passed, Pass percentage

Programme	No of students appeared in the final year examination	Number of students passed	Pass percentage

8. Result Analysis – details (semester wise )

9. Students mentoring/ Remedial system in the department ( proof - register )

10. Class committee/ Course committee - Details (Minutes book)

### Criterion III- Research, Consultancy and Extension

1. Teachers awarded National/International fellowship for advanced studies/ research during the year (copy of sanctioned letter)

2. Whether the department applied for research centre? if not give reason

3. Research funds applied - give details

4. Research funds sanctioned and received from various agencies, industry and other organisations -(Major projects/ Minor Projects/ Students Research Projects- details (copy of sanctioned letter )

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the year

5. Number of ongoing research projects funded by government and non-government agencies during the year



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6. No. of research guides & Ph.D students in the dept – details

Name of research guides	No. of Ph.D students	Ph.Ds produced from the dept	No. of Ph. Ds Awarded during the year

7. No. of faculty with Ph.D having more than 2 years of teaching experience – details

Name of faculty with Ph.D	Year in which Ph.D awarded	Teaching experience after getting Ph.D	Guideship status – Guide / guideship Applied/ not applied

8. Financial Assistance received from govt & non govt agencies for organising Various programmes – details Sanction letter

9. Workshops/Seminars organised during the year - details (proof)

10. Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year - (certificate)

11. No. of start-ups incubated on campus during the year - details

12. Research Publications in the Journals notified on UGC website during the year with Average Impact Factor – **details**

Faculty	No. of Publications	Year of publication	International / national / local	Faculty with registered public google scholar account	Impact factor	h- index

13. Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings - details

Faculty	No. of Publications	Details – ISBN No

14. Faculty participation in Seminars/Conferences and Symposia during the year :details (attended, presented papers, resource persons ) copy of certificate



No. of Faculty	International level	National level	State level	Local level
Attended				
Presented papers				
Resource Persons				

15. Student participation in Seminars/Conferences and Symposia during the year :details (attended, presented papers, resource persons ) copy of certificate

No. of Faculty	International level	National level	State level	Local level
Attended				
Presented papers				
Resource Persons				

16. Research Publications by students in the Journals notified on UGC website during the year with Average Impact Factor – details

Student	No. of Publications	Year of publication	International / national / local	Public google scholar account	Impact factor	h- index

17. Consultancy- details

18. Details of extension and outreach programmes conducted: details (photo)

19. Number of Collaborative activities for research, faculty exchange, student exchange during the year- details

20. Linkages with institutions/industries for internship, on-the-job training, project --

Nature of linkage	Name of the partnering institution/ research lab	Duration(From-To)	No. of students participated

21. MoUs signed with institutions of national, international importance during the year – details

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs



  
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22. E-content developed by teachers :

Name of Faculty	Name of the module	Platform on which module is developed	Date of launching e - content

**Criterion IV. INFRA STRUCTURE AND LEARNING RESOURCES**

	COMPUTERS /Lap tops	LCD facilities	SMART BOARDS	No. of important equipments purchased current year.
Existing				
Added				
Total				
Value of the equipment purchased during the year				

Stock register --All purchased items entered in the stock register

**Criterion V. STUDENT SUPPORT AND PROGRESSION**

1. Scholarships and Financial Support- details

	Name / Title of the scheme	No. of students	Amount
Financial support from institution			
Financial support from other sources – national , state & local			

2. Physically disabled students – details (ID number )

3. Capability enhancement and development schemes such as Soft skill development, Remedial coaching , language lab , Bridge courses, mentoring etc ( DETAILS - register )

Soft skill development,	Remedial coaching	language lab	Bridge courses	mentoring



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4. Number of students benefited by Career Counselling activities & passed in the competitive exams – details (proof)

Year	Number of benefited students by Career Counselling activities	Number & names of students who have passed in the competitive exam	No. of students placed

5. Placement details with proof

- (i) On campus placement                      (ii) Off campus placement

6. **Student Progression to higher education: details**

Programme graduated from	Name of institution joined-& No. of students joined	Name of Programme admitted to

7. **Students qualifying in state/ national/ international level examinations during the year**

NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government	Name of Students selected/qualified	Registration number/roll number for the exam

8. **Alumni Engagement:** (i) Alumni contribution organized by Alumni Association – details - minutes                      (ii) Meetings/activities

**Criterion VI GOVERNANCE AND LEADERSHIP**

1. Number of professional development / administrative training programmes organized for teaching and non teaching staff during the year- details
2. No. of teachers attending professional development programmes, viz., **Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes** during the year - details ( copy of certificate )

Title of the programme	Name of teachers attending the programme	Date and Duration (from – to)

**Criterion VII INSTITUTIONAL VALUES AND BEST PRACTICES**

- Environmental Consciousness and Sustainability/Alternate Energy initiatives:
- Extension activities / Social responsibility programmes :
- Observation of days with global importance :
- Industry / Science lab visit :
- Best practices / good Practices :
- Future plan : details
- Strengths , Weakness, Opportunities & Challenges (SWOC) of the department:



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**NB: Submit proof for all data ( copy of certificates, Brochures, geotagged photographs , Offer letter, Minutes book, Reports and activity Registers etc )**

## **PART B**

### **LIST OF FILES TO BE MAINTAINED BY DEPARTMENTS FOR ACADEMIC AUDIT FOR THE YEARS 2020-2021 AND 2021-2022**

1. List of all courses under the Programmes offered in the department both under UG and PG and provide a mapping of each course to employability, entrepreneurship, skill development. Highlight in syllabus where this is addressed.
2. List of Programmes where syllabus revision was carried out – BOS minutes
3. List of new courses introduced in a program.
4. List of value added courses – brochure, course syllabus/content, certificate of all students scanned, attendance sheets, geotagged photos, screen shots, recording link
5. Bridge course – syllabus, attendance records, geotagged photos, screen shots , recording link
6. List of students undertaking internships, field projects, student projects – internship completion certificates given by the host organization, field visit report, permission letter from college, geotagged photos, student project reports
7. List of faculty members who were awarded seed money for research by the institution – Title of the project, duration, amount, sanction letter
8. List of teachers awarded national/international fellowships for advanced studies – E copies of award letters
9. List of grants of research projects received by the department/ teachers– nature of award, awarding agency, amount
10. Teachers recognized as research guides – e copies of letters from university
11. Workshops /Seminars/Webinars conducted on Research Methodology, IPR, Entrepreneurship skills – detailed report, geotagged photos, details of resource person, brochure
12. List of research scholars under each research guides in the department
13. List of research papers published by teachers – title of paper, name of authors, name of journal, year of publication, ISBN/ISSN
14. Number of books/chapters in edited volumes or books – with all the above details
15. List of teachers rendering consultancy services/trainings to outside the institution, name of the consultancy project/corporate training, consulting or sponsoring agency with contact details, amount generated
16. Best practices adopted by the departments – and a report on outreach and extension activities of the departments which are linked to the best practices
17. Awards/recognition received by the departments or teachers for extension activities from Government/ government recognized bodies
18. List of students participating in the extension/outreach activities- geotagged photos



  
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19. Number of collaborative activities for research/faculty exchange/student exchange/ internship/on the job training/ project work- title of the collaborative activity, name of the collaborative agency with contact details, source of financial support, year of collaboration, duration, nature of activity
20. Number of functional MOUs with institutions of national, international importance, universities, industries, corporate houses etc – name of the organization, year of signing MOU, duration, list of activities under each MOU, Number of students/teachers participated under MOUs
21. E content developed by faculty members – list, nature of e -content, link to access the e content
22. List of activities organized in the departments for enhancement of soft skills, language and communication skills, life skills (yoga, physical fitness, health and hygiene), awareness of trends in technology – name of the activity, year of implementation, number of students enrolled, name of the agencies involved, brochure, detailed report, geotagged photos
23. List of activities for competitive exams preparation and career counselling- name of the activity, year of implementation, number of students enrolled, name of the agencies involved, brochure, detailed report, geotagged photos
24. Placement details of all the students who passed final year exams to be maintained and updated- number of students placed, contact details of employer
25. Student progression details of all students who passed final year exams of a programme –
26. Students qualifying any state level/national level /international level examinations – IIT/JAM/NET/SET/GATE/GMAT/GRE/TOEFEL/UPSC/State government exams
27. Awards /medals for students in sports/cultural activity -inter university/state/national/international events- name of the award, name of the event, list of students, e copies of award letters
28. Teachers having membership in professional bodies – name of the body, duration and nature of membership
29. List of teachers undergoing online/face to face FDPs – orientation, refresher courses, short term courses – title of the programme, duration, certificate – soft copies
30. Environment friendly/green initiatives adopted in the department
31. Programmes on sensitizing students to constitutional values, rights, duties and responsibilities of citizens, gender equity – with all the details
32. Remedial coaching – syllabus for remedial coaching to be maintained by each teacher, register with student attendance and signature, outcome and feedback on progress
33. List of mentor and mentees in each department – a mentor to be allotted only 20 mentees ideally.
34. Teaching plan for all the courses of the concerned programmes in the department.
35. Result Analysis of all semesters of the published results of the programme.



## INTERNAL ACADEMIC AUDIT REPORT 2020-21 and 2021-22

### Introduction

The team visited all departments and found that the academic functioning of all the departments is good. Basic amenities and infrastructure in the departments are good. Faculty members are well experienced, qualified and enthusiastic. The documentation and file keeping was more than satisfactory in all departments. However, there is room for further improvement. The suggestion and improvements needed for the departments as recommended by the AA committee members based on their audit are given below:

### General Comments

1. Keep a detailed Faculty Profile in tabular form. Details like names, qualification, years of experience, membership in various bodies, awards and recognition received to be recorded and copies to be maintained.
2. Keep separate list of student projects, list of MoUs, list of linkages, details of field trips/IV, field projects, dropout ratio, faculty achievements, student achievements
3. File the details of certificate courses/skill development programmes/value added courses – include the name of the course coordinator
4. All departments should keep an account book with details of all money transactions (including the funds received under various schemes for various activities). This should be countersigned by the HOD.
5. Keep Remedial coaching and mentoring students' registers.
6. All faculty members having PhDs must enrol as research guides.
7. Motivate staff and students to join online certificate courses.
8. All faculty members should register in Google Scholar.
9. Make a list of the publications of faculty and students of the department with details like impact factor and h-index.
10. File details of e-grants sanctioned for the students in the departments.
11. Keep details of student scholarships received, including institutional & from other sources (other than e-grants)



12. Student progression files to be maintained in tabular form. The details of each alumnus should be available year wise- where(or whether) they went for higher studies, details of placements, current employment details etc
13. All departments should maintain Activity records with geotagged photographs.
14. Keep a SWOC analysis of the department.
15. All club coordinators should keep a proper minute's book and submit an annual report.

### **Recommendations**

1. Improve collaborations with industries and with other national and international research centres.
2. Improve participation in international and national conferences.
3. Facilitating students to watch online educational programs.
4. Improve the infrastructure and academic facilities for self financing departments
5. Faculty may be encouraged to conduct research projects, through various funding options.
6. Institution may provide incentives to teachers who receive state, national and international recognition/awards during the year and for national and international publications in UGC-CARE journals/Scopus indexed /Web of Science journals.
7. Motivate the Students to write job oriented online / competitive exams for better placements.
8. Need more faculty participation in consultancy projects.
9. Conduct Green Audit and Energy audit.
10. More solar lights/sensor based bulbs to be installed in the campus and in the buildings.
11. Provide effective wi-fi with increased capacity to all places in the campus.



  
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## DEPARTMENT-WISE COMMENTS & RECOMMENDATIONS

### DEPARTMENT OF ENGLISH

IQAC of our college has prepared guidelines for conducting the academic audit. We have examined the records and files kept by the Department and the major findings of the audit were as follows:

A newsletter from the Department of English, which was focused on gender equity is found to be their most striking activity. The department can take it up as one of their best practices and bring out newsletter annually.

#### *Suggestions*

1. List of all courses offered in the department is to be maintained other than the syllabus
2. Specify the name and number of papers where syllabus revision was carried out and highlight the same in BOS minutes.
3. Internships/field projects for students should be promoted.
4. Color print of photos and brochures of the student-oriented programs are suggested and they should be accompanied by a brief report of the activity conducted.
5. Identify and implement two specific best practices for the department.
6. A proper list of e content developed by faculty members is required with the youtube links pasted in the appropriate place.
7. List of the students qualifying competitive examinations to be added in the relevant files
8. Teachers should take membership in professional bodies.
9. Appointment letters of students getting placement need to be collected.
10. Physical records of remedial coaching to be maintained.
11. Mentor Mentee register to be maintained (Only list was found)

### DEPARTMENT OF HINDI

IQAC of our college has prepared guidelines for conducting the academic audit. We have examined the records and files kept by the Department and the major findings of the audit were as follows:

The academic audit of the Department of Hindi, Mar Athanasius College (Autonomous) Kothamangalam, was conducted on 8th December 2022 (10.20 am to 11.45 am). The objectives of the academic audit were:

1. To assess the performance, quality of teaching and learning, and file-keeping mechanism of the department.



  
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2. To issue directions for keeping records and files as per the guidelines issued by NAAC.

Department has maintained adequate files of all courses offered in the department.

1. The department maintained BOS minutes properly.
2. The Department has maintained proper records of value-added courses.
3. The department has given Bridge courses to the students and maintained proper records. The audit team suggested attaching geotagged photos of the same in the bridge course file.
4. Internships, field projects, and outside student projects were not initiated by the department so far. The audit team discussed the importance of the same with the Head of the Department and motivated them to undertake the same from this academic year onwards.
5. The department has not yet received any grants for research projects.
6. None of the teachers are recognized as research guides in the department.
7. The department has conducted 1 webinar as part of celebrating Hindi divas but not on Research Methodology, IPR, and Entrepreneurship skills.
8. The department is not recognized as a research center so far so research scholars and research guides were not in the department.
9. Teachers of the department published 4 research papers in this audit period and the audit team encouraged them to publish articles in listed journals.
10. None of the faculty members have books/chapters in edited volumes.
11. The department not offering any consultancy services so far.
12. The department is celebrating Hindi Divas as their Best practice and maintained adequate files for the same.
13. None of the faculty members received any awards/recognition for extension activities from Government/Government recognized bodies.
14. During the pandemic period the department has not conducted any extension/outreach activities.
15. The department has not conducted any collaborative activities for research/faculty exchange/student exchange/ internship/on-the-job training and project work during this audit period
16. The department has no MOUs with institutions of national, international importance, universities, industries, corporate houses etc.
17. Faculty members in the department developed E content and adequate files are maintained by the department.
18. The department has not organized activities for the enhancement of soft skills, language and communication, and life skills among the students.
19. The department is planning to organize activities to equip the students to attend competitive exams.
20. The department has maintained adequate files of placement details of all the students who passed final year exams.



  
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21. Proper records showing Student progression details of all students who passed the final year exams were kept by the department.
22. The department needs to prepare adequate records for entering details of students qualifying for any state-level/national-level/international-level examinations.
23. Adequate files of Awards /medals for students in sports/cultural activity -inter-university/state/national/international events need to be maintained by the department.
24. Teachers in the department do not have membership in professional bodies.
25. Teachers in the department have attended orientation, and short-term courses, and adequate files were maintained in the department.
26. The department has not undertaken any Environment-friendly/green initiatives during the audit period.
27. No Programmes on sensitizing students to constitutional values, rights, duties and responsibilities of citizens, and gender equity – were conducted in the department.
28. The department has maintained proper records of remedial coaching. The record can be used as a base for reference by other departments.
29. The department has maintained adequate records for describing the mentoring mechanisms in the department.
30. The department has maintained the required file of teaching plans for all the courses offered by the department.
31. Result Analysis file of all semesters of the published results was kept by the department.
32. Class committee register for all the classes needs to be prepared by the department
33. Teachers entered attendance in their faculty diary and the pages for recording remedial coaching, mentoring, and leaves taken were not completed.
34. Log book of the department needs to be updated.

#### **DEPARTMENT OF MALAYALAM**

The academic audit of the Department of Malayalam, Mar Athanasius College (Autonomous) Kothamangalam, was conducted on 9<sup>th</sup> December 2022 (11.40 am to 12.45 pm). The objectives of the academic audit were:

1. To assess the performance, quality of teaching and learning, and file-keeping mechanism of the department.
2. To issue directions for keeping records and files as per the guidelines issued by NAAC.



  
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IQAC of our college has prepared guidelines for conducting the academic audit. We have examined the records and files kept by the Department and the major findings of the audit were as follows:

1. Department has maintained adequate files of all courses offered in the department.
2. During the audit period, syllabus revision was not carried out and the department-maintained BOS minutes properly.
3. None of the faculty members of the department were awarded seed money for research by the institution.
4. None of the faculty members were awarded national/international fellowships for advanced studies.
5. The department has received one project under RUSA Scheme.
6. None of the teachers are recognized as research guides in the department.
7. The department has not conducted any workshops and seminars on Research Methodology, IPR, and Entrepreneurship skills.
8. The department is not recognized as a research centre so far so research scholars and research guides were not in the department.
9. Teachers of the department published 7 research papers in this audit period and the audit team encouraged them to publish articles in listed journals.
10. The faculty members have 11 books/chapters in edited volumes or books.
11. The department not offering any consultancy services so far.
12. The department is celebrating literary day, Vayana Dinam as their Best practice and maintained adequate files for the same.
13. None of the faculty members received any awards/recognition for extension activities from Government/Government recognized bodies.
14. During the pandemic period the department has not conducted any extension/outreach activities.
15. The department has not conducted any collaborative activities for research/faculty exchange/student exchange/ internship/on-the-job training and project work during this audit period
16. The department has no MOUs with institutions of national, international importance, universities, industries, corporate houses etc.
17. Faculty members in the department developed E content and adequate files are maintained by the department.
18. The department has not organized activities for the enhancement of soft skills, language and communication, and life skills among the students.
19. The department is planning to organize activities to equip the students to attend competitive exams.
20. Teachers in the department have membership in the professional body of Malayalam Ikkayavedi.
21. Teachers in the department have attended 8 orientations, and short-term courses, and adequate files were maintained in the department. The faculty members acted as resource Persons in the online webinars.



  
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22. The department has not undertaken any Environment friendly/green initiatives during the audit period.
23. The syllabus was modified for sensitizing students to constitutional values, rights, duties, and responsibilities of citizens, and gender equity.
24. The department has maintained records of remedial coaching. The record needs to be updated.
25. The department has not maintained adequate records for displaying the mentoring mechanisms in the department.
26. The department has maintained the teaching plans for all the courses offered by the department.
27. The department has not maintained any record of result analysis.
28. Class committee register for all the classes needs to be prepared by the department.
29. Teachers entered attendance in their faculty diary and the pages for recording remedial coaching; mentoring leaves taken were not completed.
30. Log book of the department needs to be updated.

**DEPARTMENT : SOCIOLOGY**

**DATE: 08-12-2022**

Internal audit of BA Sociology department was conducted 9.30 am.

Head of the department presented all the files prepared.

1. Department has conducted many activities. But many of them have to be filed in proper manner.
2. Best practices have to be restructured.
3. Student's participation in cultural and sports has to be prepared.
4. Class committee of the current year has to be conducted as soon as possible.
5. 2020-2021 class committee minutes of online meeting has to be prepared.
6. Many green activities are done. But files are not completed. Suggestion to restructure the best practices was given.

**DEPARTMENT : HISTORY**

**DATE: 08-12-2022**

Internal audit of BA History department was conducted 10.45 am.

Head of the department presented all the files prepared.

1. Attendance register and report of each year's value added course and bridge courses have to be prepared.
2. Best practices have to be restructured.
3. Student's participation in cultural and sports has to be prepared.



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4. Class committee of the current year has to be conducted as soon as possible. 2020-2021 class committee minutes of online meeting has to be prepared.
5. Many green activities are done. But files are not completed.
6. The faculties of the department demanded some teaching aids like chalk, duster and white board marker for their classrooms.
7. Suggestion to restructure the best practices was given.

## **DEPARTMENT OF ECONOMICS**

The department has a systematic way of maintaining records. The highlight of the department is the internship opportunities given to the students and environment friendly initiatives of the department, namely, maintenance of the tree park of the college.

### **Suggestions**

1. Colour print photographs and brochures of activities and Value-Added courses are recommended for documentation.
2. Attendance report with the signature of students is mandatory for all student oriented activities.
3. The title of the workshops/seminars organized by the department need to be focused on key areas identified by NAAC. (Research Methodology, IPR, Entrepreneurship skills, soft skills, life skills, communication skills, competitive exam preparation, yoga, physical fitness, health and hygiene, human rights/constitution values/gender equity)
4. E content of the faculty members need to be streamlined into the official You Tube channel of the college MAC INSIGHTS
5. MOUs can be signed with institutions offering internship opportunities for students.
6. Collaborative activities with neighboring colleges or institutions need to be promoted.
7. Remedial coaching register and mentor mentee register need to be updated.
8. Year wise list of students qualifying national /international examinations to be provided in the files as index page.
9. Teachers should join in one or other professional bodies related to the discipline.
10. Offer letters/Id cards need to be collected from students who are placed.
11. A year wise index page is recommended for all files maintained.

## **DEPARTMENT OF MICROBIOLOGY, BIOTECHNOLOGY AND BIOCHEMISTRY**

The academic audit of the Department of Micro Biology, Biotechnology and Biochemistry of Mar Athanasius College (Autonomous) Kothamangalam, was conducted on 9th December 2022 (9.30 am to 11.00 am). The objectives of the academic audit were:

1. To assess the performance, quality of teaching and learning, and file-keeping mechanism of the department.



  
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2. To issue directions for keeping records and files as per the guidelines issued by NAAC.

IQAC of our college has prepared guidelines for conducting the academic audit. We have examined the records and files kept by the Department and the major findings of the audit were as follows:

1. Departments have maintained adequate files of all courses offered in the department.
2. During the audit period, syllabus revisions were not carried out and the departments-maintained BOS minutes properly.
3. New courses were not introduced in the departments during the audit period.
4. The Departments have maintained proper records of value-added courses. But certificates are not issued to the students.
5. Bridge courses were given to UG students only. So, this file need not be required.
6. Internships, field projects, and outside student projects were properly organized by the departments. The HODs have ensured the active participation of all the students in these activities.
7. The departments have conducted 5 online webinars during the said audit period, but not on Research Methodology, IPR.
8. The departments were not recognized as research centres.
9. Teachers of the Micro Biology department published 22 research papers in this audit period and the audit team encouraged them to publish articles in listed journals.
10. The faculty members have 5 books/chapters in edited volumes.
11. The departments were offering consultancy services and the files need to be updated.
12. The departments were motivated to plan best practices and maintain adequate files for the same.
13. None of the faculty members received any awards/recognition for extension activities from Government/Government recognized bodies.
14. Department of Microbiology has maintained adequate files.
15. The three departments have not conducted any collaborative activities for research/faculty exchange/student exchange/ internship/on-the-job training and project work during this audit period.
16. The department has one MOU.
17. Faculty members in the departments agreed to develop E content.
18. The departments have not organized activities for the enhancement of soft skills, language and communication, and life skills among the students.
19. The departments were not conducting any activities for preparing for the competitive examination.
20. The departments have maintained adequate files for recording the placement details of all the students who passed final year exams.
21. Proper records showing Student progression details of all students who passed the final year exams were kept by the departments.



  
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22. The departments have prepared adequate records for entering details of students' qualifying for competitive examinations.
23. Adequate files of Awards /medals for students in sports/cultural activity -inter-university/state/national/international events need to be maintained by the department.
24. Teachers in the department have membership in the professional bodies but files need to be prepared.
25. Teachers in the departments have attended 18 orientation, and short-term courses.
26. The department of microbiology has maintained adequate files.
27. No Programmes on sensitizing students to constitutional values, rights, duties and responsibilities of citizens, and gender equity – were conducted in these departments.
28. The departments of Microbiology and Biotechnology have maintained proper records of remedial coaching.
29. The department has not maintained adequate records for displaying the mentoring mechanisms in the department.
30. The departments of Microbiology and Biotechnology have maintained proper records of remedial coaching.
31. The departments of Microbiology and Biotechnology have maintained proper records of remedial coaching.
32. Class committee register for all the classes needs to be prepared by the departments.
33. Teachers entered attendance in their faculty diary and the pages for recording remedial coaching, mentoring, and leaves taken were not completed.
34. Log book of the departments need to be updated.

## DEPARTMENT OF STATISTICS

The academic audit of the Department of Statistics, Mar Athanasius College (Autonomous) Kothamangalam, was conducted on 8th December 2022 (2 .25 pm to 3.45 pm). The objectives of the academic audit were:

1. To assess the performance, quality of teaching and learning, and file-keeping mechanism of the department.
2. To issue directions for keeping records and files as per the guidelines issued by NAAC.

IQAC of our college has prepared guidelines for conducting the academic audit. We have examined the records and files kept by the Department and the major findings of the audit were as follows:

1. Department has maintained adequate files of all courses offered in the department.



  
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2. During the audit period, syllabus revision was not carried out and the department-maintained BOS minutes properly.
3. New courses were not introduced in the department during the audit period.
4. The Department has maintained proper records of value-added courses.
5. The department has given Bridge courses to the students and maintained proper records. The audit team suggested attaching geotagged photos of the same in the said file.
6. Internships, field projects, and outside student projects were not initiated by the department so far. The audit team discussed the importance of the same with the Head of the Department and motivated them to undertake the same from this academic year onwards.
7. The department has conducted 3 Workshops as webinar series but not on Research Methodology, IPR, and Entrepreneurship skills.
8. The department is not recognized as a research centre so far so research scholars and research guides were not in the department.
9. Teachers of the department were not published research papers in this audit period and the audit team encouraged them to publish articles in listed journals.
10. None of the faculty members have books/chapters in edited volumes.
11. The department not offering consultancy services so far. Teachers of the statistics department are willing to render consultancy services and training to outside institutions and thereby they can generate revenue. For rendering this consultancy service they suggested the setting up of a central lab computer with an internet connection. The head of the department has suggested performing consultancy services in data analysis for research-related activities inside and outside the organization.
12. The department is celebrating National Statistics Day as their Best practice and maintained adequate files for the same.
13. None of the faculty members received any awards/recognition for extension activities from Government/Government recognized bodies. Jithu Rose Abraham (2018-21 batch) received the Chief Minister's educational award
14. During the pandemic period the department has not conducted any extension/outreach activities.
15. The department has not conducted any collaborative activities for research/faculty exchange/student exchange/ internship/on-the-job training and project work during this audit period
16. MOUs with institutions of national, international importance, universities, industries, corporate houses etc – details
17. Faculty members in the department developed E content and adequate files are maintained by the department.
18. The department has not organized activities for the enhancement of soft skills, language and communication, and life skills among the students.
19. The department is planning to organize activities to equip the students to attend competitive exams.





20. Soft copies of the placement details of all the students who passed final year exams were maintained by the department. The audit team advised them to maintain proper records of the same.
21. Soft copies of student progression details of all students who passed the final year exams were kept by the department.
22. The department needs to prepare adequate records for entering details of students qualifying for any state-level/national-level/international-level examinations.
23. Adequate files of Awards /medals for students in sports/cultural activity -inter-university/state/national/international events need to be maintained by the department.
24. Teachers in the department are having membership in professional bodies but the details about the same need to be filed.
25. Teachers in the department have attended orientation, and short-term courses but no files were maintained in the department. The audit team directs the department to keep adequate files for the same.
26. The department has not undertaken any Environment-friendly/green initiatives during the audit period.
27. No Programmes on sensitizing students to constitutional values, rights, duties and responsibilities of citizens, and gender equity – were conducted in the department.
28. Records for Remedial coaching need to be maintained by the department
29. Records for the mentoring need to be maintained by the department.
30. Only a soft copy of the Teaching plan for all the courses was maintained by the department.
31. Only a soft copy of the Result Analysis of all semesters of the published results was kept by the department.
32. Class committee register for all the classes needs to be prepared by the department
33. Teachers entered attendance in their faculty diary and the pages for recording remedial coaching, mentoring, and leaves taken were not completed.
34. Log book of the department needs to be updated.

## DEPARTMENT OF ACTUARIAL SCIENCE

The academic audit of the Department of Actuarial Science, Mar Athanasius College (Autonomous) Kothamangalam, was conducted on 9th December 2022 (11.05 am to 11.30 am). The objectives of the academic audit were:

1. To assess the performance, quality of teaching and learning, and file-keeping mechanism of the department.



2. To issue directions for keeping records and files as per the guidelines issued by NAAC.

IQAC of our college has prepared guidelines for conducting the academic audit. We have examined the records and files kept by the Department and the major findings of the audit were as follows:

1. Department has maintained adequate files of all courses offered in the department.
2. During the audit period, syllabus revision was not carried out and the department-maintained BOS minutes properly.
3. New courses were not introduced in the department during the audit period.
4. The Department has maintained proper records of value-added courses. But certificates are not issued to the students.
5. Bridge courses were given to UG students only. So, this file need not be required.
6. Internships, field projects, and outside student projects were properly organized by the department. The HOD has ensured the active participation of all the students in these activities.
7. The department has conducted 2 online webinars and 2 offline seminars during the said audit period, but not on Research Methodology, IPR, and Entrepreneurship skills.
8. The department is not recognized as a research centre so far so research scholars and research guides were not in the department.
9. Teachers of the department published 9 research papers in this audit period and the audit team encouraged them to publish articles in listed journals.
10. None of the faculty members have books/chapters in edited volumes.
11. The department not offering any consultancy services so far.
12. The department motivated their students to join Coursera courses as part of their best practice and maintained adequate files for the same.
13. None of the faculty members received any awards/recognition for extension activities from Government/Government recognized bodies.
14. During the pandemic period the department has not conducted any extension/outreach activities.
15. The department has not conducted any collaborative activities for research/faculty exchange/student exchange/ internship/on-the-job training and project work during this audit period
16. The department has no MOUs with institutions of national and international importance, universities, industries, and corporate houses and has taken initial steps for signing MOUs with reputed organizations.
17. Faculty members in the department developed E content and adequate files are maintained by the department.
18. The department has not organized activities for the enhancement of soft skills, language and communication, and life skills among the students. As part of their curriculum, a separate paper for improving their business communication skill is included in II Semester.



  
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19. The department is regularly given coaching classes for students to write ACET (Actuarial Common Entrance Test).
20. The department has maintained adequate files for recording the placement details of all the students who passed final year exams.
21. Proper records showing Student progression details of all students who passed the final year exams were kept by the department.
22. The department needs to prepare adequate records for entering details of students qualifying for IFOA, IAI examinations.
23. Adequate files of Awards /medals for students in sports/cultural activity -inter-university/state/national/international events need to be maintained by the department.
24. Teachers in the department have membership in the professional body of Actuaries (Institute of Actuaries of India).
25. Teachers in the department have not attended orientation, and short-term courses.
26. The department has included one paper in the first-semester syllabus for inculcating Environment-friendly/green initiatives attitudes among the students.
27. No Programmes on sensitizing students to constitutional values, rights, duties and responsibilities of citizens, and gender equity – were conducted in the department.
28. The department has maintained proper records of remedial coaching. The record can be used as a base for reference by other departments.
29. The department has not maintained adequate records for displaying the mentoring mechanisms in the department.
30. The department has maintained a file of teaching plans for all the courses offered by the department.
31. Only a soft copy of the Result Analysis of all semesters of the published results was kept by the department.
32. Class committee register for all the classes needs to be prepared by the department
33. Teachers entered attendance in their faculty diary and the pages for recording remedial coaching, mentoring, and leaves taken were not completed.
34. Log book of the department needs to be updated.

**DEPARTMENT : CHEMISTRY**

**DATE: 08-12-2022**

Internal audit of Chemistry department was conducted 1.30 pm.

The teacher in charge of the department presented all the files prepared. Department has conducted many activities.

1. PO - PSO mapping of the programme has to be filed.
2. Files for Students participation in extension or outreach activities, yoga, zumba, and sensitization programmes have to be prepared.



  
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3. File for professional body membership of teachers has to be updated.
4. Suggestion was given to include water analysis farming in environment friendly or green initiatives adopted in the department.

**DEPARTMENT : M.Sc. Zoology**

**DATE: 09-12-2022**

Internal audit of M. Sc. Zoology department was conducted 9.30 am.

Head of the department presented all the files prepared.

1. Department has conducted many activities. But many of them have to be filed in proper manner.
2. Many green activities and skill development Programmes are done. But files are not completed.
3. File for teaching plan has to be prepared.
4. Suggestion was given to prepare class committee register.

**DEPARTMENT : MSc. Integrated Biology**

**DATE: 09-12-2022**

Internal audit of M.Sc. Integrated Biology department was conducted 10.30 am.

As the department is new, instructions were given to faculty members about the IQAC and files to be maintained.

1. Mentor – mentee, remedial coaching files have to be maintained.
2. A sub - committee member from the department has to be selected.
3. Teaching plan format and other file formats are not known to the faculty.
4. A projector is very much needed for the department.

**DEPARTMENT : M.Com. International Business**

**DATE: 09-12-2022**

Internal Audit of M.Com. International Business department was conducted 11.30 am.

Head of the department presented all the files prepared.

1. PO - PSO mapping of the programme has to be filed.
2. Department has conducted many activities. But many of them have to be filed in proper manner.
3. Files for Teaching plan and functional MOUs have to be prepared.
4. Enhancement of soft skills and skill development programmes are done. But files are not completed.
5. Proof of student progression has to be collected in file.
6. Files have to be prepared for environment friendly and green initiatives and students sensitization programmes.



  
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7. 2020-2021 class committee minutes of online meeting has to be prepared.
8. Suggestion to prepare attendance register was given.

## **DEPARTMENT OF COMMERCE**

**DATE: 09-12-2022**

- Academic documentation is fine.
- The system of maintaining records and files with proof is of good quality.
- Involvement of the teachers in the department level activities is appreciated.
- Pass percentage of the students and student progression are highly appreciated.
- Student support activities like signing MoU with business organisations; Industrial Visit, internship etc are remarkable.
- Alumni activities and Alumni engagement are commendable.
- Consultancy services in the department may be strengthened. For instance, Income Tax Consultancy Service, which provides consultation for the staff, students and the public, Data Analysis consultancy for NGOs, Consultancy to the research scholars in data analysis using SPSS etc.
- The department may arrange knowledge exchange programme by a linkage with village and Khadi industries or Kudumbasree units etc.
- There is scope for undertaking international projects.
- Student exchange and faculty exchange may be strengthened in the department.
- Faculty and students can be motivated to undergo MOOC courses of their area of interest.

## **DEPARTMENT OF B. COM MODEL III (TAXATION)**

**DATE: 08-12-2022**

- Academic documentation and the system of maintaining records and files are very good.
- The academic commitment of the faculty members and efforts undertaken thereby to improve the standards of the students by conducting remedial coaching, extra hour classes and value education are highly appreciated.
- Involvement and participation of the teachers in the department level activities are highly delightful.
- Pass percentage of the students and student progression are highly appreciated.
- Student support activities including Industrial Visit, internship etc is remarkable.
- Efforts of the department to send students to other colleges and various institutions for student development activities and awareness of social interest are commendable.
- Result analysis and its records kept in the department are praiseworthy.
- Extension activities of the department are appreciated.
- Consultancy services in the department may be strengthened. For instance, Data Analysis consultancy for NGOs.(Kudumbashree)



- The department may have Industrial collaborations with Small Scale Industries and Microfinance organisation
- Conduct at least one program a year on human rights/constitution values/gender equity/ IPR/ Research Methodology/Entrepreneurship skills/ soft skills/life skills, communication skills/competitive exam preparation/yoga, physical fitness, health and hygiene.

## **Department of M.Sc. Statistics**

**DATE: 08-12-2022**

The commitment of the faculty members and their efforts to improve the academic standards of the students are highly appreciated. Departmental activities are commendable. The department needs better infrastructural support to further enhance the academic quality.

### **Recommendations**

1. Promote online courses to faculty & students to enhance the efficiency of teaching and learning process
2. Encourage students participation in interactive sessions / seminars / conferences
3. Dept may seek the possibility of consultancy service to the public.
4. Department may extend its socially relevant extension /outreach activities.
5. Class committee register for all the classes needs to be prepared by the department.
6. Teachers entered attendance in their faculty diary and the pages for recording remedial coaching, mentoring, and leaves taken were not completed.
7. Log book of the department needs to be updated.
8. Conduct at least one program a year on human rights/constitution values/gender equity/ IPR/ Research Methodology/Entrepreneurship skills/ soft skills/life skills, communication skills/competitive exam preparation/yoga, physical fitness, health and hygiene.

## **Department of Mathematics**

**DATE: 08-12-2022**

1. Good Pass percentage is appreciable.
2. Social outreach programmes to be enhanced considerably.
3. Application oriented teaching methodologies can be introduced.
4. The journal publications of the faculty are highly appreciated.
5. Student support activities can be enhanced.
6. Consultancy was found nil which can be improved.
7. Extension and social responsibility activities can be improved.



  
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8. Class committee register for all the classes needs to be prepared by the department
9. Teachers entered attendance in their faculty diary and the pages for recording remedial coaching, mentoring, and leaves taken were not completed.
10. Log book of the department needs to be updated.
11. Conduct at least one program a year on human rights/constitution values/gender equity/ IPR/ Research Methodology/Entrepreneurship skills/ soft skills/life skills, communication skills/competitive exam preparation/yoga, physical fitness, health and hygiene.

## **Department of Physical Education**

**DATE: 09-12-2022**

The department should be appreciated and congratulated for various activities and achievements and for their consistent and excellent sports records in national and international levels. The efforts put by faculties and students are praise worthy. Faculty membership in various professional bodies at the state & national and Board of Studies is to be encouraged. The sports activities organised by the dept during the year is well appreciated. A large no. of sports students got placements in reputed institutions/companies. Khelo India programme received by the department is highly commendable & will strengthen the sports activities.

### **Recommendations**

1. Year wise documentation of participation & achievements of students in state, inter university, national and international level is to be maintained.
2. Maintain a year wise record of faculty/dept achievements/awards.
3. Maintain record of funding from various agencies. The department should keep an account book with details of all money transactions (including the funds received under various schemes).
4. Keep record of sports facilities of the dept /sports equipments purchased.
5. Need proper filing & Documentation for the placements details – collect proof for placements.
6. Keep a file for the year wise list of students with full fee exemption from management / scholarships from various agencies /free ships.
7. Department may organise some orientation programme to sports students.
8. Conduct at least one program a year on human rights/constitution values/gender equity/ IPR/ Research Methodology/Entrepreneurship skills/ soft skills/life skills, communication skills/competitive exam preparation/yoga, physical fitness, health and hygiene.

**DEPARTMENT : M.Sc. Data Analytics**

**DATE: 09-12-2022**



  
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Internal audit of M.Sc. Data Analytics department was conducted 10.30 am.

As the department is new, instructions were given to faculty members about the IQAC and files to be maintained.

1. Mentor – mentee, remedial coaching files have to be maintained.
2. A sub - committee member from the department was selected.
3. Teaching plan format and other file formats was given to the faculty and instructions were given for the preparation of files.
4. A projector and desktop is very much needed for the department.
5. Class committee register for all the classes needs to be prepared by the department.
6. Teachers entered attendance in their faculty diary and the pages for recording remedial coaching, mentoring, and leaves taken were not completed.
7. Log book of the department needs to be updated.
8. Conduct at least one program a year on human rights/constitution values/gender equity/ IPR/ Research Methodology/Entrepreneurship skills/ soft skills/life skills, communication skills/competitive exam preparation/yoga, physical fitness, health and hygiene

**DEPARTMENT: B. Voc. Data Analytics and Machine learning**

**DATE: 09-12-2022**

Internal audit of B. Voc. Data Analytics and Machine learning department was conducted 11.30 am.

As the department is new, instructions were given to faculty members about the IQAC and files to be maintained.

1. Mentor – mentee, remedial coaching files have to be maintained.
2. A sub - committee member from the department was selected.
3. Teaching plan format and other file formats was given to the faculty and instructions were given for the preparation of files.
4. Report of the departmental activities with geotagged photographs is suggested.
5. Conduct atleast one program a year on human rights/constitution values/gender equity/ IPR/ Research Methodology/Entrepreneurship skills/ soft skills/life skills, communication skills/competitive exam preparation/yoga, physical fitness, health and hygiene.

**DEPARTMENT OF PHYSICS**

Class committee records, log book, value added course records, Result analysis files, log book and faculty diary are updated and well maintained. Files are numbered and arranged systematically.

Suggestions



  
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1. Colour print brochures are suggested for documentation purposes
2. Attendance records of bridge course are to be maintained.
3. Separate list of all courses offered by the department need to be maintained (other than the syllabus).
4. A certificate from the institutions/industry to where academic visits are conducted is recommended.
5. Year wise list of workshops and seminars can be given as the index page for the file containing the details of the same.
6. Indexing is also missing in the files having research papers published by teachers.
7. List of teachers rendering consultancy services need to be prepared.
8. Energy conservation could be chosen as the best practice of the department and conduct extension activities on the same.
9. Attendance records to be maintained for all student related activities.
10. You tube link to be pasted in the e content file
11. Environment friendly initiatives of the department have to be thought about and implemented.
12. Conduct atleast one program a year on human rights/constitution values/gender equity/ IPR/ Research Methodology/Entrepreneurship skills/ soft skills/life skills, communication skills/competitive exam preparation/yoga, physical fitness, health and hygiene.
13. Mentor -Mentee register need to be prepared with geo tagged photos.

## **DEPARTMENT OF BOTANY**

List of courses with bearing on employability is well explained and maintained. The Department has maintained the files in an orderly manner and seriously approached the academic audit with adequate preparations.

### **Suggestions**

1. Certificates of the Value-Added courses to be distributed and scanned copies to be maintained in the department.
2. Report of the seminars and activities conducted by the department to accompany the brochures and photos
3. Hyperlink to the research papers published by faculty members need to be added in the relevant file.
4. Two specific activities to be adopted as the best practices of the department.
5. Students' progression details need to be updated.
6. Documentary proofs of teachers having membership in professional bodies to be kept.
7. A year wise list of faculty members undergoing FDP/orientation/refresher /short term courses need to be given as index page.
8. Conduct at least one program a year on human rights/constitution values/gender equity/ IPR/ Research Methodology/Entrepreneurship skills/ soft skills/life skills, communication skills/competitive exam preparation/yoga, physical fitness, health and hygiene
9. Mentor Mentee Register to be maintained (Only list was found)

## **PG DEPARTMENT OF SOCIOLOGY**





1. List of all courses offered in the department to be maintained separately
2. Prepare attendance register for the value added courses
3. Total number of attendees in the workshops/seminars/ conducted by the department is to be appended.

#### **B. VOC Accounting and Taxation**

1. Has opened all the necessary files
2. Found to be lacking guidance on what to do and how to go about
3. Enthusiastic bunch of teachers who are willing to work as a team. They just need a good direction.
4. Have obtained an MOU.
5. Since, it is a new department, they don't have much data to present.

#### **Concluding Remarks**

The academic audit conducted across various departments of Mar Athanasius College has yielded valuable insights into the institution's educational processes and practices. This comprehensive evaluation has enabled us to make several key observations and recommendations:

1. **Strengths Acknowledged:** The audit recognized several strengths within the institution, including dedicated faculty members, a diverse and dynamic student body, a robust curriculum, and a commitment to research and innovation. These strengths provide a solid foundation upon which to build and improve.

2. **Areas for Improvement:** The audit also identified specific areas where improvement is needed. These areas may include enhancing pedagogical methods, ensuring alignment with industry demands, optimizing resource allocation, and improving student support services. Addressing these areas will contribute to the overall quality of education at Mar Athanasius College.

3. **Quality Assurance:** The audit reaffirms the institution's commitment to maintaining high standards of academic quality. The implementation of regular academic audits serves as a testament to the college's dedication to continuous improvement and accountability.

4. **Recommendations for the Future:** To further enhance the institution's educational offerings, the audit report recommends the development of a strategic plan that outlines



specific actions, timelines, and responsible parties. It is crucial to prioritize these recommendations and allocate resources accordingly.

5. Stakeholder Involvement: The involvement of all stakeholders, including faculty, students, alumni, and administrative staff, in the ongoing process of academic audit and improvement is vital. Their insights and feedback can help in shaping the future direction of Mar Athanasius College.

In conclusion, the academic audit conducted across various departments of Mar Athanasius College serves as a valuable tool for self-assessment and improvement. By acknowledging its strengths and addressing areas of concern, the institution can continue to provide a high-quality education that meets the evolving needs of its students and the community it serves. This commitment to excellence will undoubtedly contribute to the college's continued success and reputation in the field of higher education.



  
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