

MAR ATHANASIUS COLLEGE (AUTONOMOUS) KOTHAMANGALAM

NAAC Accredited A+ Grade (3rd cycle) 74th position in NIRF College Ranking 2024

INTERNAL ACADEMIC AUDIT REPORT 2023-24

**Mar Athanasius College (Autonomous) Kothamangalam 686 666, Kerala, India Academic Audit (Internal) Report**

**2023-2024**

**PART A**

The Academic Audit of all departments for the year 2023-24 was conducted on 5th and 6th September 2024. Academic Audit is intended to monitor and enhance the quality of education through proper guidelines for both teachers and students, to ensure the quality of students/researchers graduating from the Institution.

## Academic Audit Panel Members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Member | Designation | Department | Signature |
| 1 | Dr. Binu Varghese | Academic Dean & Associate  Professor, Department of Chemistry | Department of Chemistry |  |
| 2 | Dr. Rajesh  Thumbakkara | Research Dean & Associate Professor, Department of  Mathematics | Department of Mathematics |  |
| 3 | Dr. Smitha Thankachan | Administrative Dean & Associate Professor and Head,  Department of Physics | Department of Physics |  |
| 4 | Dr. Asha Mathai | Student Dean, Assistant  Professor & Head, Department of Malayalam | Department of Malayalam |  |
| 5 | Dr. Binitha R N | NAAC co-ordinator & Assistant Professor, Department of  Zoology | Department of Zoology |  |
| 6 | Dr. Minnu James | IQAC Co-ordinator &  Assistant Professor, Department of English | Department of English |  |
| 7 | Dr. Siju Thomas | IQAC Member, Assistant  Professor & Head, Department of Botany | Department of Botany |  |

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| 8 | Dr. Jini Thomas | NAAC Criterion Co-ordinator  & Assistant Professor, Commerce | Department of Commerce |  |

**Schedule of Internal Academic Audit for the year 2023-2024**

**September 05, 2024**

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| --- | --- | --- | --- |
| **Sl.**  **No.** | **Department** | **Time** | **Team** |
| 1 | English | 9.30 am -10.30 am | Dr. Rajesh K Thumbakara, Dr. Binu Varghese |
| 2 | Economics | 10.45 am -11.45 am | Dr. Smitha Thankachan, Dr. Binitha R N |
| 3 | Physics | 1.30 pm - 2.30 pm | Dr. Minnu James, Dr. Siju T Thomas |
| 4 | Sociology | 9.30 am -10.30 am | Dr. Rajesh K Thumbakara, Dr. Binu Varghese |
| 5 | History | 10.45 am -11.45 am | Dr. Smitha Thankachan, Dr. Binitha R N |
| 6 | Chemistry | 1.30 pm - 2.30 pm | Dr. Smitha Thankachan, Dr. Binitha R N |
| 7 | Zoology | 9.30 am -10.30 am | Dr. Minnu James, Dr. Siju T Thomas |
| 8 | Hindi | 10.45 am -11.45 am | Dr. Minnu James, Dr. Siju T Thomas |
| 9 | Statistics | 1.30 pm - 2.30 pm | Dr. Asha Mathai, Dr. Jini Thomas |
| 10 | Mathematics | 9.30 am -10.30 am | Dr. Asha Mathai, Dr. Jini Thomas |
| 11 | Commerce Model-III | 10.45 am -11.45 am | Dr. Rajesh K Thumbakara, Dr. Binu Varghese |
| 12 | Statistics-PG | 1.30 pm - 2.30 pm | Dr. Asha Mathai, Dr. Jini Thomas |

**September 06, 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.**  **No.** | **Department** | **Time** | **Team** |
| 1 | Botany | 9.30 am -10.30 am | Dr. Asha Mathai, Dr. Jini Thomas |
| 2 | Sociology-MA | 10.30 am -11.30 am | Dr. Asha Mathai, Dr. Jini Thomas |
| 3 | B.Voc-Business Accounting and  Taxation | 11.30 am - 12.30 pm | Dr. Asha Mathai, Dr. Jini Thomas |
| 4 | Zoology-M Sc | 9.30 am -10.30 am | Dr. Smitha Thankachan, Dr. Binitha R N |
| 5 | Integrated Biology - M Sc | 10.30 am -11.30 am | Dr. Smitha Thankachan, Dr. Binitha R N |
| 6 | M. Com – IB | 11.30 am - 12.30 pm | Dr. Smitha Thankachan, Dr. Binitha R N |
| 7 | Biosciences- Microbiology, Biochemistry,  Biotechnology- M Sc | 9.30 am -11.00 am | Dr. Rajesh K Thumbakara, Dr. Binu Varghese |
| 8 | M Sc Actuarial Science | 11.00 am – 11.30 am | Dr. Rajesh K Thumbakara, Dr. Binu Varghese |
| 9 | Malayalam | 11.30 am -12.30 am | Dr. Rajesh K Thumbakara, Dr. Binu Varghese |
| 10 | B Voc Data analytics and Machine Learning | 9.30 am -10.30 am | Dr. Minnu James, Dr. Siju T Thomas |
| 11 | M Sc Data Analytics | 10.30 am -11.30 am | Dr. Minnu James, Dr. Siju T Thomas |
| 12 | Commerce | 11.30 am - 12.30 pm | Dr. Minnu James, Dr. Siju T Thomas |
| 13 | Physical Education | 01.30 am - 02.30 am | Dr. Minnu James, Dr. Siju T Thomas |

**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 the 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 year 2023-2024 is given below:

## LIST OF FILES TO BE MAINTAINED BY DEPARTMENTS FOR ACADEMIC AUDIT FOR THE YEAR 2023-2024

1. List all courses under the programs offered in the department under UG and PG and map each course to employability, entrepreneurship, and skill development. Highlight in the syllabus where this is addressed.
2. List of programs where syllabus revision was carried out – BOS minutes
3. List of new courses introduced in the programs.
4. List of value-added and certificate courses – brochure, course syllabus/content, certificate of all students scanned, attendance sheets, geotagged photos, screenshots, recording link
5. Bridge course – syllabus, attendance records, geotagged photos, screenshots, recording link
6. Entry level test – Geotagged photo, question paper and answer key, sample answer scripts, List of students in various categories.
7. Remedial coaching – Topics for remedial coaching to be maintained by each teacher, register with student attendance and signature, outcome, and feedback.
8. List of mentors and mentees in each department – Mentoring register duly filled
9. Faculty Diary of teachers and Teaching plan for all the courses of the concerned programs in the department.
10. Result Analysis with the pass percentage of all semesters of the published results of the programs.
11. 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
12. List of faculty members who were awarded seed money for research by the institution – Title of the project, duration, amount, sanction letter
13. List of teachers awarded national/international fellowships for advanced studies – E copies of award letters
14. List of grants of research projects received by the department/ teachers– nature of award, awarding agency, amount
15. Teachers recognized as research guides – e copies of letters from university
16. List of research scholars under each research guide in the department
17. Workshops /Seminars/Webinars conducted on Research Methodology, IPR, Entrepreneurship skills – detailed report, geotagged photos, details of resource person, brochure
18. List of research papers published by teachers – title of paper, name of authors, name of journal, year of publication, ISBN/ISSN
19. Number of books/chapters in edited volumes or books – with all the details
20. List of teachers rendering consultancy services/training outside the institution, name of the consultancy project/corporate training, consulting or sponsoring agency with contact details, the amount generated
21. Best practices adopted by the departments – a report on outreach and extension activities of the departments which are linked to the best practices
22. Awards/recognition received by the departments or teachers for extension activities from Government/government-recognized bodies
23. List of students participating in the extension/outreach activities- geotagged photos
24. 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
25. Number of functional MOUs with institutions of national, international importance, universities, industries, corporate houses, etc – the name of the organization, year of signing

MOU, duration, list of activities under each MOU, Number of students/teachers who participated under MOUs

1. E-content developed by faculty members – list, nature of e-content, link to access the e- content
2. Stock register of the department
3. List of students who availed various types of Govt. and non Govt. scholarships.
4. 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 – the name of the activity, year of implementation, number of students enrolled, name of the agencies involved, brochure, detailed report, geotagged photos
5. List of activities for competitive exams preparation and career counseling- name of the activity, year of implementation, number of students enrolled, name of the agencies involved, brochure, detailed report, geotagged photos
6. Placement details of all the students who passed final year exams to be maintained and updated- number and details of students placed, contact details of employer
7. Student progression details of all students who passed the final year exams of the programs
8. Students qualifying for any state level/national level /international level examinations – IIT/JAM/NET/SET/GATE/GMAT/GRE/TOEFL/UPSC/State government exams
9. 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
10. Alumni meetings organized in the department and the details of alumni contributions.
11. Teachers having membership in professional bodies – the name of the body, duration, and nature of membership

# INTERNAL ACADEMIC AUDIT REPORT 2023-2024

## Introduction

The team visited all departments and found that the academic functioning of all the departments was 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 suggestions and improvements needed for the departments as recommended by the AA committee members based on their audit are given below:

## General Comments

* + Keep a detailed Faculty Profile in tabular form. Details like names, qualifications, years of experience, membership in various bodies, awards, and recognition received are to be recorded and copies are to be maintained**.**
  + Keep a separate list of student projects, list of MoUs, list of linkages, details of field trips/IV, field projects, dropout ratio, faculty achievements, student achievements
  + File the details of certificate courses/skill development programs/value-added courses – include the name of the course coordinator
  + 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.
  + Keep Remedial coaching and mentoring students’ registers checked and countersigned by the Academic Dean.
  + Encourage faculty members of the self-financing departments to do research work and earn Ph.D. All faculty members having PhDs have to be enrolled as research guides and encourage the faculty to submit research proposals to different funding agencies.
  + Motivate staff and students to join online certificate courses.
  + All faculty members have to register in Google Scholar.
  + Make a list of the publications of faculty and students of the department with details like impact factor and h-index.
  + File details of e-grants sanctioned for the students in the departments.
  + Keep details of student scholarships received, including institutional & from other sources (other than e-grants)
  + Student progression files are to be maintained in tabular form. The details of each alumnus should be available year-wise -as to where they went for higher studies with a copy of the ID card of their institution.
  + The placement details of students with the proof have to be collected with the details and contact number of the employer.
  + All departments should maintain activity records with geotagged photographs.
  + Keep a SWOC analysis of the department.
  + All club coordinators should keep a proper minutes book and submit an annual report.

## General Recommendations

* + - Improve collaborations with industries and with other national and international research centers.
    - Improve participation in international and national conferences.
    - Facilitate students to undergo online educational programs.
    - Improve the infrastructure and academic facilities for self-financing departments
    - Faculty may be encouraged to conduct research projects, through various funding options.
    - The 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.
    - Motivate the students to write job-oriented online/competitive exams for better placements.
    - Need more faculty participation in consultancy projects.
    - Conduct a Green Audit and Energy audit for the year.
    - More solar lights/sensor-based bulbs to be installed on the campus and in the buildings.
    - Provide effective wi-fi with increased capacity to all places on the campus.
    - Encourage faculty members of the self-financing departments to do research work and earn Ph.D. All faculty members having PhDs have to be enrolled as research guides and encourage the faculty to submit research proposals to different funding agencies.

# Postgraduate Department of English

The Department of English has displayed strengths in workshops, student achievement, sustainability efforts, and faculty development.

## Strengths

* + - * Conducted three workshops/seminars/webinars on research methodology, IPR, and entrepreneurship skills.
      * Faculty attended 21 development programs (5 online and 16 face-to-face FDPs/orientation/short-term courses).
      * Faculty members published three research papers during the audit period, demonstrating academic engagement.
      * One student qualified for the NET examination.
      * Maintained proper records of scholarships availed by students and placement details of alumni.
      * Updated records showing the progression of all students who completed their final year.
      * Conducted three alumni meetings, fostering engagement and networking.
      * Undertook several environment-friendly/green initiatives, contributing to sustainability efforts.
      * One faculty member holds membership in professional bodies.

## Recommendations for Improvement

* + - * Update the syllabus document for value-added courses.
      * Attach the 2023-24 syllabus and geotagged photos to the bridge course file.
      * Initiate internships, field projects, and external projects to provide practical exposure to students.
      * Organize extension and outreach activities to strengthen community engagement.
      * Encourage faculty to publish in reputed journals and contribute to book chapters.
      * Explore opportunities to establish MOUs with other institutions or industries.
      * Organize programs to enhance students' soft skills, language skills, and life skills.
      * Conduct coaching sessions for competitive exams to help students excel in national and international tests.
      * Update files with proof of placements and details of student achievements in state/national-level exams.
      * Ensure that environment-friendly initiatives are systematically documented for future reference.
      * Motivate students to participate in more sports and cultural events, ensuring files are updated regularly.
      * Work towards gaining recognition as a research center and encourage faculty to apply for research guide status.
      * Pursue institutional funding or grants for research projects.

# Undergraduate Department of Hindi

The Department of Hindi has demonstrated strengths in areas such as syllabus revision, research publications, and student skill development. However, the department needs to address gaps in collaborative efforts, outreach activities, and student achievement documentation.

## Strengths:

* + - Adequate files for all courses offered by the department are maintained.
    - Records of Value-added Courses are maintained.
    - Bridge Courses was conducted and documented.
    - Proper records of Entry-Level Test: maintained.
    - Remedial Coaching & Mentoring Registers was updated with the signature of the Academic Dean.
    - Teaching Plans & Result Analysis was properly documented.
    - Faculty members have published research papers, books, and chapters in edited volumes.
    - Organized activities to enhance students' soft skills, language skills, communication skills, and life skills.
    - Conducted activities to prepare students for competitive exams.
    - Faculty members participated in FDP programs and have membership in professional bodies, with documentation maintained.
    - Stock Register was properly maintained.

## Areas for Improvement

* + - No internships, field projects, or external student projects were conducted.
    - Placement details for final-year students are not maintained.
    - Files documenting the progression of students are incomplete and lack proof.
    - No alumni meetings were conducted during the audit period.
    - Scholarship details availed by students are not maintained.
    - Proof of activities conducted for student progression and placement needs to be updated.

## Recommendations:

* + - Organize extension and outreach activities to engage students in community development.
    - Maintain detailed records of student progression, placement, achievements, and scholarships availed.
    - Initiate consultancy services and document them as part of departmental best practices.
    - Conduct regular alumni meetings to build connections.
    - Undertake green initiatives and prepare detailed reports.
    - Organize programs to enhance awareness of constitutional values and gender equity among students.

# Department of Malayalam

The Department of Malayalam has performed well in maintaining academic records and fostering student awareness of constitutional and societal responsibilities. However, there is a need to enhance its research output, and community engagement.

**Strengths**

* + - * Updated **Remedial Coaching Registers** and **Mentoring Registers** with the signature of the Academic Dean.
      * Maintained proper **e-copies of the Teaching Plan** and records of the **Result Analysis**.
      * Proper maintenance of the **stock register** and FDP/short-term course records.
      * One research paper was published during the audit period.
      * Both faculty members hold memberships in professional bodies.
      * Conducted programs on **constitutional values, rights, duties, and gender equity**

for students.

**Recommendations for Improvement**

* + - * + Motivate faculty to contribute more to **research publications**, including book chapters and listed journal articles.
        + Organize workshops and activities to improve students' **language skills**, **communication skills**, and employability.
        + Faculty should focus on creating **e-content** to complement traditional teaching methods and enhance digital learning resources.

# Postgraduate and Research Department of Economics

The Department of Economics has demonstrated strengths in student support, teaching documentation, and cultural engagement. However, focused efforts in areas such as research, collaboration, environmental initiatives, and competitive exam preparation will significantly enhance its academic and institutional contributions.

## Strengths

* Conducted internships, field projects, and external projects focusing on industries across Kerala.
* Recognized as a research center, with faculty members recognized as research guides.
* Maintained records of scholarships availed by students, placement details, and student progression after completing final year exams.
* Documented adequate records of students qualifying for state-level, national-level, and international-level exams.
* Maintained records of awards and medals received by students in cultural and sports activities at various levels.
* Proper files related to alumni activities were maintained.
* Faculty membership in academic bodies was documented.
* Organized activities to enhance soft skills, language skills, communication skills, and life skills.
* Maintained a proper stock register and comprehensive file systems for most activities.

## Areas for Improvement and Recommendations

* Faculty members did not publish research papers during this audit period. They are encouraged to contribute to reputed journals and collaborate within and outside the department.
* Books or chapters in edited volumes were not published. Efforts should be made to diversify academic contributions.
* Workshops, seminars, or webinars on research methodology, IPR, and entrepreneurship skills were not conducted.
* The department has not undertaken any collaborative activities for research, internships, or project work.
* Consultancy services have not been offered. Initiating consultancy projects in areas like regional economic development could benefit the department and community.
* Extension activities should be strengthened and documented, especially in collaboration with local bodies like municipalities.
* Faculty members did not attend orientation or short-term courses during the audit period. Participation in such programs is recommended.
* The department has not organized activities for competitive exam preparation. Regular workshops and coaching sessions should be initiated.
* Value-added course certificates were not duly signed. This should be rectified.
* Copies of field project reports and peer teaching documentation were not maintained.

# Undergraduate Department of History

The Department of History has demonstrated effective record-keeping in some areas and conducted notable activities like internships, field projects, and soft skill enhancement programs. However, there is a need to improve documentation, research contributions, collaboration efforts, and student-oriented initiatives.

**Strengths**

* An activity to enhance **soft skills, language skills, and communication skills** was organized.
* Programs on **constitutional values, rights, duties, responsibilities of citizens, and gender equity** were conducted.
* An **alumni meeting** was conducted.
* Faculty members contributed **book chapters in edited volumes**.
* Some **environment-friendly/green initiatives** were undertaken.

**Areas Needing Improvement**

* Files for **placement details** and **progression of students** need to be updated with appropriate proof.
* Records of **scholarships**, **student achievements**, and **faculty memberships** need to be properly maintained.
* Faculty members have not published any **research papers**.
* No **workshops, seminars, or webinars** on **research methodology**, **IPR**, or

**entrepreneurship skills** were conducted.

* Faculty members have not attended any **FDPs** during the audit period.
* No activities were conducted to prepare students for **competitive exams**.

**Recommendations**

* Maintain comprehensive files for **scholarships**, **student achievements**, and **faculty memberships**.
* Encourage faculty members to publish research papers in reputed journals.
* Conduct workshops on **research methodology**, **IPR**, and **entrepreneurship skills**.
* Promote participation in **FDPs** and professional development programs.
* Organize activities to prepare students for **competitive exams**.
* Introduce **value-added courses** to enhance student skills and employability.
* Organize extension and outreach programs involving students.

# Undergraduate Department of Sociology

The Department of Sociology has made significant strides in research, community engagement, and student exposure to practical experiences. However, there is scope for improvement in areas like skill enhancement, and collaboration with other academic and professional bodies.

## Strengths

* + The department maintains adequate records for all courses, teaching plans, and course relevance mapping.
  + Proper records for entry-level tests, result analysis, and bridge courses are in place.
  + The department has actively facilitated internships, field projects, and external student projects across various sectors in Kerala, offering students practical exposure and industry insight.
  + Faculty members have published **3 research papers** during the audit period.
  + Faculty have also contributed book chapters to edited volumes, which demonstrates academic involvement.
  + The department has organized several workshops, seminars, and webinars, particularly focusing on entrepreneurship skills, enriching the students’ learning experiences.
  + The department has undertaken numerous extension activities during the audit period, contributing positively to community engagement and social responsibility.
  + Several environment-friendly initiatives were documented, reflecting the department's commitment to sustainability.
  + One student qualified for the **NET exam**, a significant academic achievement, which has been properly recorded.
  + Faculty members have participated in **online and face-to-face orientation/FDP/short-term courses** during the audit period. These details were well documented.
  + Two faculty members hold memberships in professional bodies, which promotes academic networking and professional growth.
  + The department successfully conducted one alumni meeting this academic year, promoting stronger alumni relations.

## Recommendations

* Encourage faculty to apply for research grants and seed money for projects. Explore opportunities to establish the department as a research center and appoint faculty as research guides.
* Organize activities to improve students' **soft skills, communication, life skills**, and **preparation for competitive exams**.
* Establish MOUs with national and international institutions, industries, and universities for academic and research collaboration.
* Encourage faculty to develop e-content for courses and to attend more orientation programs, FDPs, and short-term courses.
* Maintain up-to-date records with proof of placements and track the progression of students post-graduation.
* Initiate more community-based projects and consultancy services to enhance the department’s outreach and impact.

# Postgraduate Department of Sociology

The Department of MA Sociology has made notable progress in introducing new courses, conducting field projects, and engaging in best practices such as residential camps. However, the department needs to address gaps in documentation, research output, and collaboration.

**Strengths**

* The department introduced three new courses—Industrial Sociology, Sociology of Health, and Sociology of Aging—reflecting efforts to diversify the curriculum.
* Proper records of value-added courses have been maintained.
* The department has been actively conducting internships, field projects, and external student projects focused on tribal villages across Kerala since 2014.
* The department organizes residential camps in Pinavoorkudi Village, considered their best practice, with proper documentation maintained.
* The department has organized activities to enhance students' soft skills, communication, and life skills, and prepared students for competitive exams, though documentation needs improvement.
* Adequate files have been maintained for the teaching plan, result analysis, entry-level tests, and stock register.

**Recommendations for Improvement**

* Ensure systematic documentation of activities, particularly efforts to prepare students for

**competitive exams**, student progression, and proof of placements.

* Update files related to awards, scholarships, and medals received by students.
* Encourage faculty to register for Ph.D, undertake course work, publish **research papers**, and contribute to **edited volumes.**
* Conduct **collaborative activities** such as internships, faculty/student exchanges, and project work with other institutions.
* Forge **MOUs** with universities, industries, and corporate entities to enhance academic and research opportunities.
* Expand the scope of extension/outreach activities beyond residential camps.
* Encourage faculty to attend **orientation programs**, **FDPs**, and **short-term courses**.
* Promote memberships in **professional bodies** to increase academic and industry engagement.
* Organize programs to create awareness about **constitutional values**, **gender equity**, and

**citizenship responsibilities** among students.

* Conduct alumni meetings to build a network for mentorship, career guidance, and department support.

# Postgraduate and Research Department of Commerce

The Department of Commerce has shown strengths in research activities, collaborative efforts, and student skill development. However, there is scope for improvement in areas such as documentation, outreach, environmental responsibility, and alumni engagement.

## Strengths

* + Records of Value-added Courses & Bridge Courses are maintained properly.
  + Entry-Level Test and Teaching Plans are well-documented.
  + Result Analysis was properly maintained.
  + Files documenting internships, field projects, and external student projects are up to date.
  + Faculty members recognized as research guides, with records of scholars maintained.
  + Workshops, seminars, and webinars on research methodology, IPR, and entrepreneurship skills conducted and documented.
  + Faculty members published research papers, books, or chapters in edited volumes.
  + Collaborative activities conducted for ACCA training, with MOUs in place.
  + E-content Development: Faculty contributed to MGU online courses.
  + Student Skills Development: Activities to enhance soft skills, communication, and life skills were organized.
  + Conducted activities for exam preparation and maintained placement details, though updates with proof are recommended.
  + Professional Development: Faculty have membership in professional bodies and attended FDP programs.
  + Best Practices: "Incept," a program for fostering innovative and entrepreneurial skills, is a notable departmental initiative.

## Areas for Improvement:

* + Extension/outreach activities involving students were not organized.
  + Programs to sensitize students to constitutional values, rights, duties, responsibilities, and gender equity were not conducted.
  + Consultancy in tax assessment is offered but not documented, and no income has been generated.
  + No details of alumni meetings conducted during the audit period.
  + Details of scholarships availed by students are not adequately maintained.
  + Records of student achievements in exams, sports, and cultural activities need to be updated with proof.
  + Environment-friendly/green initiatives undertaken, but reports are not prepared.
  + Soft copies are maintained for some components, but files for all components of the academic audit need to be developed and updated.

## Recommendations:

* + Maintain detailed and updated records of student achievements and activities with supporting documentation.
  + Organize extension and outreach activities involving students.
  + Conduct sensitization programs on constitutional values, gender equity, and social responsibilities.
  + Document consultancy activities and explore avenues to generate income.
  + Conduct regular alumni meetings and document proceedings.
  + Prepare detailed reports on green initiatives and activities conducted by the department.
  + Ensure physical files are maintained for all components of the academic audit.
  + Strengthen and document innovative practices like “Incept” to showcase the department’s unique contributions.

# Undergraduate Department of Commerce (Model-III)

The Department has demonstrated strengths in documentation, mentorship, student progression tracking, and sustainability initiatives. However, addressing the gaps in skill development activities, practical exposure, and alumni engagement is crucial for holistic development.

## Strengths

* + - Adequate records are maintained for all courses offered with relevant mapping, teaching plans, result analysis, and scholarships availed by students.
    - The department has a proper stock register and maintains e-copies of the teaching plan.
    - The department has conducted bridge courses for students and kept proper records.
    - Extension and outreach activities were organized during the audit period.
    - Mentoring registers of all faculty members have been updated and verified by the Academic Dean.
    - The department has an MOU with corporate entities, demonstrating a focus on industry engagement.
    - Records of student progression after graduation are updated and maintained.
    - Adequate files for awards and medals received by students in sports and cultural activities at various levels have been maintained.

## Recommendations

* Initiate internships, field projects, and collaborations with local industries to provide students with hands-on experience.
* Organize entrepreneurship skill development workshops in collaboration with the commerce department.
* Conduct programs to improve students' soft skills, communication skills, and life skills.
* Organize sessions to prepare students for competitive exams.
* Establish a framework for regular alumni meetings and leverage alumni networks for mentoring and placement opportunities.
* Encourage faculty to attend FDPs, orientation, and short-term courses to stay updated on teaching methodologies and trends.
* Explore opportunities for consultancy services and community outreach projects.
* Update placement files with proof of employment and ensure proper tracking of student achievements in exams and competitions.

# Postgraduate Department of Commerce – Marketing and International Business

The Department of Commerce – Marketing and International Business has made progress in areas such as internships, extension activities, and skill development for students. However, there is significant potential for improvement in research output, collaborations, and documentation.

**Strengths**

* Adequate files are maintained for all courses offered.
* Proper records exist for **value-added courses**, **entry-level tests**, **teaching plans**, and **result analysis**.
* The department conducted **internships**, **field projects**, and **on-the-job training**, supported by proper documentation.
* Successfully organized activities to enhance **soft skills**, **language skills**, and **life skills**

among students.

* Conducted events focusing on **research methodology**, **IPR**, and **entrepreneurship skills**, with files maintained.
* Adopted **extension activities** as a best practice and conducted outreach programs during the audit period.
* Maintained records showing the **progression details** of students who completed their final year.
* Documented medals won by students in **sports and cultural activities** at various levels.
* Conducted an **alumni meeting** with proper documentation, including geotagged photographs.
* Undertook **environment-friendly/green initiatives** during the audit period.

**Recommendations**

* Enhance student preparation for **competitive exams** through focused training sessions and workshops.
* Broaden the scope of **soft skills and language skills activities** to include regular sessions on **career readiness**.
* Develop **MOUs** with reputed institutions and industries to facilitate **faculty exchanges**, **student exchanges**, and **collaborative projects**.
* Expand consultancy opportunities by leveraging faculty expertise in marketing and international business.
* Maintain detailed registers for **scholarships**, **faculty memberships**, and **student achievements**.
* Ensure proper filing of geotagged photographs for all activities and initiatives.
* Faculty members are encouraged to publish in reputed journals and contribute to edited volumes.
* Faculty members are encouraged to attend more **Faculty Development Programs (FDPs)**.
* Establish **MOUs** with institutions, industries, or universities of national or international importance.
* Enhance activities to prepare students for **competitive exams**.
* Registers for **scholarships availed by students** and **faculty memberships in professional bodies** need to be updated and maintained.
* Geotagged photos for **sustainability initiatives** and other activities are to be kept in the department.

# Department of Business Accounting and Taxation

The Department of Business Accounting and Taxation demonstrates strengths in practical learning and documentation but requires improvement in skill enhancement, collaborations, and community engagement.

## Strengths

* + Proper files maintained for all courses, teaching plans, and result analysis.
  + Entry-level test and mentoring registers were updated with the Academic Dean's signature.
  + Internships, field projects, and external student projects were conducted across industries in Kerala, providing practical exposure to students.
  + Bridge courses were offered, and records were maintained.
  + Stock registers were properly maintained.

## Recommendations

* Organize programs to improve students' soft skills, language skills, and life skills.
* Conduct workshops to prepare students for competitive exams.
* Establish MOUs with relevant industries, universities, and corporate entities.
* Conduct consultancy services and adopt meaningful community outreach activities.
* Motivate faculty to attend FDPs, orientation programs, and short-term courses.
* Encourage membership in professional bodies to enhance academic networking.
* Maintain updated placement records with proof and track the progression of graduates.
* Conduct regular alumni meetings and involve alumni in departmental activities.

# Postgraduate and Research Department of Mathematics

The Department of Mathematics has demonstrated consistent efforts in maintaining academic records and participating in environmental initiatives

**Strengths Identified**

* + Proper records of **value-added courses**, **entry-level tests**, **teaching plans**, and

**result analysis** are in place.

* + Two faculty members, **Dr. Latha S. Nair** and **Dr. Rajeesh Thumbakkara**, are recognized research guides.
  + The department's **Hope Village visit** is well-documented and serves as a commendable best practice.
  + Faculty members have published research papers during this period, showcasing active academic engagement.
  + The department's **Prime Club** has undertaken notable green initiatives.

**Key Areas for Improvement**

* + Faculty should explore opportunities for **seed money**, **national/international fellowships**, and **research grants**.
  + Conduct workshops/seminars on **research methodology**, **IPR**, and

**entrepreneurship skills**.

* + Maintain **separate files for each scholar** within the department to organize research activities.
  + Encourage faculty to contribute to **books or chapters in edited volumes**.
  + Organize activities to enhance students' **soft skills**, **language skills**, and

**communication skills**.

* + Provide targeted training and workshops to prepare students for **competitive exams**.
  + Update the **placement files** with proof and improve records of student progression after graduation.
  + Prepare detailed files on students qualifying for **state, national, or international- level examinations**.
  + Ensure the **stock register** is complete and verified.
  + Maintain a proper register for recording details of student scholarships.
  + Encourage faculty to attend **orientation and short-term courses** to stay updated on academic advancements.
  + Motivate faculty to hold memberships in **professional bodies** for networking and growth opportunities.

# Postgraduate and Research Department of Physics

The Department of Physics has demonstrated significant strengths in course management, research, student support, and collaborative activities. However, there are several areas requiring attention, particularly in the areas of e-content development, and extension activities.

## Merits:

1. The department has maintained adequate files of all courses offered in the department.
2. Proper records of value-added courses have been maintained.
3. The department has conducted a bridge course and kept proper records.
4. Records of the Entry-Level Test are well-maintained.
5. The Activity Register is properly maintained, and supported by photos.
6. The Remedial Coaching Registers and Mentoring Registers are updated with the signature of the Academic Dean.
7. Records of the Teaching Plan and Result Analysis are properly documented.
8. Internships and field projects have been conducted, with proper registers maintained.
9. Programme outcomes and PSOs are displayed appropriately.
10. One faculty member has been awarded seed money for research, and another has received a national or international fellowship for advanced studies.
11. Grants for research projects have been received by the department.
12. Domain-specific workshops and seminars have been conducted.
13. Faculty members have published books or chapters and articles, with a maintained list of publications.
14. The department has developed e-contents and maintains a proper stock register.
15. Adequate files of awards and medals received by students in sports or cultural activities are maintained.
16. The department has conducted alumni meetings and keeps records of these events.
17. Teachers in the department hold membership in professional bodies and have attended orientation or short-term courses.
18. Environment-friendly/green initiatives have been undertaken.

## Weaknesses:

1. The department has not offered consultancy services.
2. No extension or outreach activities were organized during the audit period.
3. The department has only one MOU with industry.
4. Registers for recording details about scholarships availed by students are not properly maintained.
5. Activities to prepare students for competitive exams were not organized.
6. Records of students qualifying for state-level, national-level, or international-level examinations are inadequate.
7. Programs to sensitize students to constitutional values, rights, duties, responsibilities of citizens, and gender equity were not conducted.

## Suggestions for Improvement:

1. The department should plan for syllabus revision and consider introducing new courses to enhance academic offerings.
2. Focus on developing consultancy services and building industry partnerships.
3. Organize extension and outreach activities to foster community engagement.
4. Increase the number of MOUs with industry and academic institutions to enhance collaborative opportunities.
5. Maintain a comprehensive register of scholarships availed by students to provide better support and tracking.
6. Initiate programs to prepare students for competitive exams and provide adequate resources for the same.
7. Enhance record-keeping for students qualifying in competitive exams at various levels.
8. Organize programs to sensitize students to constitutional values, rights, duties, responsibilities, and gender equity.
9. Encourage faculty to publish more articles in international journals to enhance the research profile of the department.
10. Update placement files with proof of placement to strengthen career support services for students.

# Postgraduate and Research Department of Chemistry

The Department of Chemistry has demonstrated significant strengths in course management, research, student support, and collaborative activities. However, there are several areas requiring attention, particularly in the areas of research funding, e-content development, and extension activities.

## Strengths

* + **Teaching plans and faculty diaries** are properly documented, and **result analysis** records are well maintained, reflecting a structured and organized approach to academic delivery.
  + The department has provided **bridge courses** for students and maintained proper records, though it was suggested that the **syllabus** for 2023-24 should be attached to the records and **geotagged photos** included.
  + **Remedial coaching** and **mentoring registers** have been updated with the signature of the Academic Dean. **Internships, field projects, and external student projects** have been successfully conducted, with appropriate documentation.
  + One of the faculty members has been awarded **seed money for research** by the institution, with proper documentation provided during the audit.
  + The department has published **research papers** and paper presentations during the audit period, and **faculty members** have contributed to **books or chapters in edited volumes**. However, the **latest publications** were not updated in the file, and it was recommended to ensure timely updates.
  + The department has successfully conducted **collaborative research activities**.
  + **Extension and outreach activities** have been successfully conducted during the audit period, with participation from students considered a **best practice**. However, the department was advised to maintain a **category-wise report** on these activities for better tracking and documentation.
  + The department has undertaken **environment-friendly/green initiatives**, though a report on these activities was not produced, and the department was encouraged to document these initiatives for future reference.

## Areas for Improvement and Recommendations

* The **bridge course syllabus** for 2023-24 was missing in the records, and the department was advised to ensure that all documents are consistently attached and updated. Additionally, **geotagged photos** should be included in bridge course files for better documentation.
* The department has **not received any research grants** during the audit period. It is recommended that the faculty actively pursue **external funding** opportunities, both from national and international bodies, to support their research projects. The department should work towards developing more structured programs for research collaboration with other institutions and industries.
* The department has conducted **extension and outreach activities**, but the records and reports for these activities need to be **categorically maintained**. A more detailed report of each activity, including participant feedback and outcomes, should be prepared to evaluate the impact of these programs.
* **E-content development** was not observed during the audit period. It is highly recommended that faculty members develop and share **digital content** such as **video lectures, study materials**, and **interactive content** for students.
* The activities related to preparing students for **competitive exams** were not conducted. The department is encouraged to organize workshops, mock exams, and other preparatory activities to help students prepare for various competitive exams.
* The department has conducted **alumni meetings**, but no reports or **documentation** on these meetings were provided. It is important to maintain a record of all alumni interactions, including feedback and suggestions, which can be used for future improvements and networking opportunities.
* Faculty members have **not attended any Faculty Development Programs (FDPs)** during the 2023-24 academic year. It is recommended that faculty members participate in **FDPs**, **workshops**, and **online training programs** to stay updated with current trends and methodologies in teaching and research.

# Postgraduate Department of Botany

The Department of Botany has shown a commendable commitment to academic excellence, research, and community engagement. However, several areas require attention, particularly in research funding, student skill development, and outreach activities.

## Strengths

* **Result analysis** records are properly maintained, showing the department’s focus on academic performance tracking.
* The department has offered **bridge courses** and maintained appropriate records for these courses.
* **Entry-Level Test records** are well-kept, contributing to a solid foundation for student assessment.
* Faculty members have published several **research papers** and contributed **book chapters** in edited volumes during the audit period. This demonstrates the department’s ongoing commitment to academic research.
* Collaboration on plant identification research by **Dr. Jayalaksmi P.S.** with **SH College, Thevara** highlights active research engagement.
* The department prepares **"Karkidaka Kanji"** annually during the Malayalam month of **Karkidakam**. This initiative is seen as a cultural best practice, fostering community spirit.
* The department has undertaken **environment-friendly** and **green initiatives** during the audit period, underscoring the importance of sustainability and eco-conscious activities.

## Recommendations

* + The **value-added courses** syllabus document should be updated to remain relevant and aligned with current trends in the industry.
  + **Internships**, **field projects**, and **external student projects** have not been initiated. These are critical for providing students with practical exposure, and the department is encouraged to implement these initiatives starting from the upcoming academic year.
  + **Seed money** for research has not been awarded to faculty members, and the department has not received any **grants for research projects**. It is

recommended that the department actively pursue funding opportunities to enhance research.

* + Faculty members are not recognized as **research guides**, and the department is not yet designated as a **research center**. Efforts should be made to seek recognition as a research center and encourage faculty to become research guides.
  + The department has **not conducted any extension or outreach activities** during the audit period. It is highly recommended to initiate community engagement programs, such as awareness campaigns or workshops, to promote botany-related knowledge.
  + The department has not organized activities aimed at **enhancing students' soft skills**, **language skills**, or **communication skills**. Organizing programs to improve these skills is crucial for holistic student development.
  + While the department plans to organize **competitive exam preparation activities**, these initiatives need to be implemented promptly to prepare students for various national and state-level exams.
  + The department has not conducted any **alumni meetings** since its inception. Regular alumni interactions would enhance networking opportunities for students and create avenues for career guidance and mentorship.
  + Faculty members have **not developed e-content** for courses. The creation and sharing of e-content should be prioritized to support blended learning and provide online resources for students.
  + The **stock register** is **incomplete** and needs to be verified and updated regularly. Proper documentation of materials and assets is essential for inventory management.
  + The department has not maintained a proper **register for scholarships** availed by students. Regularly updating this register will provide better insight into student support.
  + The department’s **faculty members** do not hold memberships in professional bodies. Encouraging faculty to join relevant **professional associations** will help in enhancing their academic and professional growth.
  + Faculty participation in **orientation or short-term courses** was not adequately recorded. Proper documentation of such activities should be maintained to track professional development.
  + The **"Karkidaka Kanji"** initiative, though recognized as a best practice, has not been properly documented. The department should maintain detailed records of this and other best practices for future reference.

# Undergraduate Department of Zoology

The Department of Zoology has made commendable efforts in maintaining core academic records and participating in research activities. However, significant improvements are needed in documentation, student support, research collaborations, and outreach programs to enhance the department’s overall performance.

**Strengths**

* Two faculty members are recognized as research guides.
* Research papers were published during the audit period.
* Internships and field projects, such as the **DBT summer fellowship**, were conducted.
* Stock registers and progression details of students are maintained (soft copies).
* Placement details are available (soft copy).
* Faculty members hold memberships in professional bodies.
* One faculty member attended an FDP program.

**Areas Needing Improvement**

* **Bridge Courses and Entry-Level Tests:** Records are not properly maintained.
* **Remedial Coaching and Mentoring Registers:** Not updated with the Academic Dean's signature.
* **Research Publications and Consultancy:** No proper documentation of research publications or consultancy efforts.
* No **value-added courses** were conducted.
* The department did not conduct any **extension** or **outreach activities**.
* No environment-friendly or green initiatives were undertaken.
* No **alumni meetings** were conducted.
* Details of **student awards and medals** for sports and cultural activities are not available.

**Recommendations**

* Maintain comprehensive records of **bridge courses**, **entry-level tests**, **consultancy services**, **research publications**, and **student awards**.
* Organize activities to build **soft skills**, **communication skills**, and **competitive exam readiness**.
* Conduct **outreach programs** involving students.
* Implement **green initiatives** and activities promoting sustainability.
* Host regular **alumni meetings** to engage past students.
* Encourage faculty to attend **FDPs** and orientation programs for professional development.

# Postgraduate Department of Zoology

The Department of MSc. Zoology has made commendable efforts in maintaining basic academic records and supporting student preparation for competitive exams. However, significant improvements are required in areas such as file documentation, research contributions, and faculty development.

**Strengths Identified**

* Proper records of **entry-level tests** and **result analysis** are maintained.
* E-copies of the teaching plan have been prepared.
* Stock registers are properly maintained.
* Registers for **remedial coaching** and **mentoring** by all faculty members are updated and produced.
* Activities aimed at preparing students for **competitive exams** have been organized.

**Key Areas for Improvement**

* Ensure **adequate files** for all courses, student progression, placement details, and scholarships are properly maintained and documented.
* Files for **internships**, **field projects**, and **activities for state/national examinations** should be updated.
* Maintain records of **awards and medals** received by students in cultural and sports events.
* Conduct **value-added courses** to enhance student employability and skills.
* Faculty members should register for Ph. D and actively publish **research papers**, **books**, and

**chapters in edited volumes**.

* Establish and document **best practices** in the department.
* Organize **extension and outreach activities** to connect with the community.
* Initiate **MOUs** with institutions, industries, and research organizations for collaborative activities.
* Faculty members should join **professional bodies** and attend **orientation/short-term courses** for skill enhancement.

# Postgraduate Department of Actuarial Science

The Department of MSc Actuarial Science demonstrates several strengths, including its commitment to student skill development, proper documentation, and collaboration with industry. However, addressing gaps in research, practical exposure, outreach activities, and alumni engagement will elevate its academic and professional standards.

## Strengths

* + Proper documentation of value-added courses and entry-level tests is evident.
  + Mentoring registers of all faculty members have been updated and verified by the Academic Dean.
  + The department has established an MOU with an industry partner, demonstrating its intent to connect with professional networks.
  + Two faculty members hold memberships in professional bodies, showcasing their active involvement in their field.

## Recommendations

* + The faculty should publish research papers and books, and apply for research grants and fellowships.
  + Strengthen alumni engagement through regular meetings and collaborations.
  + Facilitate participation in faculty development programs and short-term courses to enhance skills and knowledge.
  + Establish a proper scholarship register to track financial aid provided to students.
  + Initiate consultancy services and enhance programs to prepare students for competitive exams.

# Postgraduate Departments of Microbiology, Biochemistry, and

**Biotechnology**

The Departments of Microbiology, Biochemistry, and Biotechnology have shown strong academic performance and have contributed positively to research, student engagement, and community service.

## Strengths

* The departments have maintained adequate records for all the courses offered, including **relevance mapping**, **teaching plans**, and **result analysis**. The records of **bridge courses** and **entry-level tests** are well-organized.
* A total of **25 internships**, field projects, and external student projects were initiated by the departments during the audit period, providing students with practical exposure and real-world application of theoretical concepts.
* Faculty members have published a total of **19 research papers** during the audit period, with significant contributions from **Biotechnology (11)**, **Microbiology (7)**, and **Biochemistry (1)**.
* Faculty members have also contributed **10 book chapters** to edited volumes, further strengthening their academic profiles.
* Teachers have served as **question paper setters** and **journal reviewers**, demonstrating a commitment to academic excellence.
* The department has organized several **workshops, seminars**, and **webinars**, focusing on essential skills such as **entrepreneurship**. These workshops have equipped students with practical skills applicable to industry settings.
* The department has established **six MOUs** with institutions of national and international importance, enhancing academic and research collaborations.
* All faculty members hold memberships in **professional bodies**, fostering networking and professional development.
* The department has maintained records of student **achievements** and **awards**

in various academic, cultural, and sporting activities.

* The department is also tracking **student progression** and has records of students who qualified for national exams.

## Best Practices

* **Alumni Talk**: Engaging alumni in discussions and career guidance for current students.
* **Mushroom Cultivation**: Practical initiatives like mushroom cultivation have been identified as a significant success.
* **Research Collaboration**: The department’s focus on research collaboration enhances its academic standing and fosters a culture of inquiry.

## Recommendations

* Implement programs focusing on **soft skills**, **language skills**, **communication skills**, and **life skills** for students.
* Start organizing activities and guidance programs to help students prepare for competitive exams.
* Begin holding regular **alumni meetings** to strengthen the alumni network and facilitate professional development for students.
* Encourage faculty to develop and upload **e-content** for their courses to enhance online learning experiences.
* Ensure all placement files are updated with proof of placement and keep records of students’ **state/national/international exam qualifications**.
* Maintain proper records of **scholarships** availed by students, and actively seek recognition for faculty members' extension activities.

**Undergraduate Department of Statistics**

The Department of Statistics has shown a strong commitment to academic excellence, and student success. However several areas need improvement, particularly in the areas of research funding, collaborative activities, extension programs, and the documentation of activities.

## Strengths

* **Dr. Nidhi P. Ramesh** and **Dr. Jitto Jose** have published **research papers** during the audit period, contributing to the department’s research output. **Dr. Nidhi P. Ramesh** has been recognized as a **research guide** and is awaiting the university’s allocation of scholars, showcasing the department's potential for future research supervision.
* The department has maintained a **list of placement details** for all students who passed their final exams. **Progression details** of students who passed their final year exams have been properly documented.
* The department has organized various activities to enhance **students' soft, language**, and **communication skills**, contributing to holistic student development.
* The department has also undertaken significant efforts in preparing students for

**competitive exams**, although these efforts need better documentation.

## Recommendations for Improvement

* The department has conducted **bridge courses**; however, **proper records** were not maintained. It is essential to organize and maintain proper records for such courses to track student participation and learning outcomes.
* The department has not conducted any **workshops**, **seminars**, or **webinars** on **entrepreneurship skills**. It is recommended to organize such events to foster a research-oriented culture.
* The department has not conducted **internships**, **field projects**, or **external student projects**, particularly in tribal villages or other community settings.

Such initiatives would provide students with real-world experience and valuable field exposure, enhancing their practical skills.

* The department has not received **research grants** or been awarded **seed money** for research by the institution. It is encouraged to actively pursue funding opportunities for research projects to strengthen the department’s research infrastructure.
* The department has not organized any **extension/outreach activities** during the audit period. Organizing outreach programs would help in enhancing community engagement and promoting the application of statistical methods in real-world problems.
* While the department has maintained some records well, there are gaps in maintaining **records for various activities**. It is essential to categorize and document all activities, particularly outreach and extension initiatives, as well as community engagement programs.
* The department has not maintained a proper register for recording **scholarships** availed by students. This should be a priority to ensure all student financial support is properly documented.
* The department has not offered any **consultancy services** or **collaborative research projects**. This is an area of potential growth, and the department should seek opportunities to collaborate with industries, governmental bodies, and other institutions.
* Faculty members have not developed **e-content** for their courses. In the current educational landscape, developing and sharing e-content will enhance the learning experience, especially for students who may need additional resources for self-study.
* The department has conducted **alumni meetings**; however, the **records** for these meetings were not adequately maintained. Regular alumni engagement and proper documentation of these events will help create a robust alumni network and facilitate career support for current students.
* Faculty members do not hold membership in **professional bodies**, and this is an area for improvement. Encouraging faculty members to join relevant professional organizations will foster their academic and professional development.
* While faculty members have attended **orientation or short-term courses**, the **details** were not properly recorded. Maintaining proper documentation of professional development activities is crucial to track faculty growth and skill enhancement.

# Postgraduate Department of Statistics

The Department of MSc. Statistics has demonstrated notable strengths in academic record maintenance, skill development initiatives, and implementing best practices like residential camps.

**Strengths**

* Comprehensive records of **value-added courses**, **entry-level tests**, **teaching plans**, and

**result analysis** are available.

* The department has organized activities to enhance students' **soft skills**, **language skills**, and **life skills** effectively.
* The department has actively prepared students for **competitive exams**, although documentation requires improvement.
* The department's **Pinavoorkudi Village residential camp** is a noteworthy best practice, and records for the same are well-maintained.

**Key Areas for Improvement**

* Faculty should aim to register for Ph.D and publish **research papers**, **books**, and **chapters in edited volumes**.
* Initiate **internships**, **field projects**, and **external student projects** to enhance experiential learning.
* Maintain detailed records of **scholarships availed**, **student placements**, and **student progression**.
* Prepare and update records of students qualifying for **state-level, national-level, or international-level examinations**.
* Conduct **extension/outreach activities** to benefit the local community.
* Establish **MOUs** with reputed institutions, industries, and universities for collaborations in research and student exchange programs.
* Update files with **proof of placements**, awards, and achievements to ensure comprehensive records.
* Encourage faculty to attend **orientation or short-term courses** for skill enhancement.
* Motivate faculty to join **professional bodies** to expand their academic network.

# Postgraduate Department of Data Analytics

The Department of MSc Data Analytics has demonstrated strengths in organizing internships, projects, and student development activities.

**Strengths**

* + Records of **value-added courses**, **bridge courses**, and **entry-level tests** are well- documented.
  + A proper **stock register** is maintained.
  + Internships, field projects, and external student projects are conducted, with separate files maintained for each activity.
  + Organized workshops and seminars on **research methodology**, **IPR**, and

**entrepreneurship skills**, supported by appropriate documentation.

* + Activities to enhance **soft skills**, **language skills**, and **life skills** are well-organized.
  + Excellent efforts in preparing students for **competitive exams**, though documentation requires improvement.

**Areas of Concern and Suggestions**

* + - The department lacks records for the **Teaching Plan** and must establish a consistent system for maintaining this.
    - Records of **student achievements** (e.g., qualifying exams, awards in sports, and cultural events) need to be improved.
    - Scholarship details must be recorded in a dedicated register.
    - No **extension or outreach activities** were conducted during the audit period.
    - Faculty members have not attended orientation programs or short-term courses.
    - Faculty do not hold memberships in **professional bodies**, which could enhance networking and academic growth.

**Recommendations**

* + - Develop MOUs with reputed institutions and industries for collaborative projects, internships, and faculty/student exchange programs.
    - Maintain a proper **Teaching Plan** and improve documentation for competitive exams, achievements, and scholarships.
    - Categorize all activities conducted, ensuring they are recorded with relevant files and geotagged photographs.
    - Conduct **extension and outreach programs** to strengthen community engagement and enhance the department's visibility.
    - Encourage faculty members to attend orientation programs, FDPs, and short-term courses.
    - Motivate faculty to join **professional bodies** to expand their academic networks.

# Undergraduate Department of Data Analytics and Machine Learning

The department should focus on improving documentation practices, establishing collaborations with external entities, and undertaking extension and environmental initiatives to strengthen its academic profile and overall performance.

**Strengths:**

1. The department has maintained adequate files for all courses, mapped appropriately.
2. Proper records of value-added courses are maintained.
3. **Bridge Courses** were **c**onducted and documented adequately.
4. **Entry-Level Test** Records were maintained systematically.
5. **Remedial Coaching** Registers were updated for all faculty members.
6. Internships and Projects are conducted with separate files for each activity.
7. Organized events on research methodology, IPR, entrepreneurship, and other topics, with files properly maintained.
8. Activities were organized to prepare students effectively, though documentation needs improvement.
9. Activities to enhance soft skills, communication, and life skills were conducted.

**Areas for Improvement:**

* + Mentoring registers lack the signature of the Academic Dean.
  + No records of teaching plans are maintained.
  + Efforts for competitive exam preparation are not properly documented.
  + Records of student achievements in exams, sports, and cultural activities are inadequate.
  + No extension or outreach activities were conducted.
  + No MOUs with institutions of importance.
  + Although scholarship awardees were listed, no proper register was maintained for detailed records.

**Recommendations:**

* + Ensure proper documentation of mentoring, teaching plans, student achievements, and activities.
  + Maintain a register for scholarships and categorize activities appropriately.
  + Organize extension activities and establish MOUs with reputed institutions and industries.
  + Motivate faculty to attend training, orientation, and short-term courses.

# DEPARTMENT OF MSC. Integrated Biology

## ACADEMIC AUDIT REPORT FOR THE YEAR 2023-24

The academic audit of the Department of MSc. Integrated Biology, Mar Athanasius College (Autonomous) Kothamangalam, was conducted on 5th September 2024 (02 .45 pm to 03.15 pm). The objectives of the academic audit were:

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

The IQAC of our college has prepared guidelines for conducting the academic audit. We have examined the records and files maintained by the department, and the major findings of the audit are as follows:

1. Department has not maintained adequate files of all courses offered in the department.
2. The syllabus revision was conducted during the audit period. No files produced.
3. New courses were introduced in the department during the audit period no file submitted.
4. The department has not conducted value-added courses.
5. The department has not submitted files for Bridge course.
6. The department has not maintained proper records of the Entry -Level Test.
7. The Remedial Coaching Registers of all faculty members are not produced.
8. The Mentoring Registers of all the faculty members not produced.
9. The department has not filed proper records of the Teaching Plan.
10. The department has not maintained proper records of the Result Analysis.
11. The department has not conducted Internships, field projects were conducted but not properly documented. The audit team discussed their importance with the faculty members and direction given for keeping separate files for each activity.
12. None of the faculty members in the department have been awarded seed money for research by the institution.
13. None of the faculty members have been awarded national or international fellowships for advanced studies.
14. The department has not yet received any grants for research projects.
15. Teachers in the department are not recognized as research guides.
16. The department has not recognized as research center.
17. The department has not conducted workshops and seminars which were related to research methodology, IPR, and entrepreneurship skills.
18. Teachers in the department not yet published research papers during this audit period, and the audit team encouraged them to publish articles in the listed journals in association with teachers in their parent department.
19. None of the faculty members have published books or chapters in edited volumes.
20. The department has not offered any consultancy services so far.
21. The department has not adopted any best practice.
22. None of the faculty members have received any awards or recognition for extension activities from the government or government-recognized bodies.
23. During the audit period the department has not organized extension/outreach activity.
24. The department has not conducted any collaborative activities for research, faculty exchange, student exchange, internships, on-the-job training, or project work during this audit period.
25. The department has no MOUs with institutions of national or international importance, universities, industries, or corporate entities.
26. Faculty members in the department have not developed e-content.
27. The Department has not maintained proper stock register. The Audit team Insisted to maintain a stock register.
28. The department has not maintained a proper register for recording details about the various scholarships availed by students.
29. The department has not organized activities to enhance students' soft skills, language skills, communication skills, and life skills.
30. The department has not organized activities to prepare students for competitive exams.
31. No students pass out from the department as it starts functioning from 2020.
32. No student placement. First batch of the student not yet passed out.
33. The department has not maintained adequate files of students who qualify for state-level, national-level, or international-level examinations.
34. Adequate files of awards and medals received by students in sports or cultural activities at inter-university, state, national, and international events are not maintained by the department.
35. The department has not conducted an alumni meetings yet.
36. The teachers in the department do not hold membership in any professional bodies
37. The teachers in the department did not attend orientation or short-term courses during the audit period.
38. The department has not undertaken Environment-friendly/green initiatives during the audit period.
39. Programs on sensitizing students to constitutional values, rights, duties, responsibilities of citizens, and gender equity were not conducted by the department during the audit period