



GOVERNMENT COLLEGE KASARAGOD

VIDYANAGAR, KASARAGOD, KERALA, 671123

www.gck.ac.in



NAAC 3RD CYCLE ACCREDITATION

ACADEMIC & ADMINISTRATIVE AUDIT

2019

Annual Academic and Administrative (AA&A) Audit 2018-19

The Annual Academic and Administrative Audit was submitted on 28/03/2019.

Auditing Committee:

Convener: Dr Rejuna C A, Assistant Professor, Department of Economics

Members:

1. Gopinathan Nair A, Assistant Professor, Department of Geology
2. Jubeesh M K, Assistant Professor, Department of Physics

Report

Date of Audit 19 to 28 March 2019

The classrooms are adequately furnished and well-maintained, providing an academic atmosphere. Most of the laboratories are spacious and well-equipped, but the Physics laboratories are not sufficient to handle the student strength per batch. Campus discipline is well-maintained, and sanitary and hygiene conditions are good.

The college should initiate more student-centred learning processes, encourage more student projects and student research work, and adopt innovative teaching-learning strategies more fully. The college's IQAC is functioning effectively, and it is suggested that there should be strong liaison between the IQAC coordinator and department-level coordinator. The management and principal should seriously consider this matter and take steps to reconstitute the IQAC.

Department-level IQAC is weak in some departments, and each department's activities should be properly documented and reported to the IQAC coordinator. It is observed that the college simply follows the university's academic calendar. However, an academic calendar is required at the college/department level for the systematic conduct of academic, extracurricular, and extension activities.

The college should take the initiative to attract more faculty members towards research by organizing workshops/awareness programs on research projects and funding opportunities. It is observed that the college does not have a well-equipped digital central library. The library usage rate seems to be very low. Steps should be taken to improve this.

Some departments have inadequate IT infrastructure. This should be addressed as soon as possible. Potential research departments should be provided with smart classrooms. The placement cell activities are found to be weak. Job fairs/placement drives should be conducted. The career guidance and placement cell can organize placement training and soft skill training.

Buildings in the college should be made disabled-friendly by providing ramps and wheelchairs. Necessary safety measures, including the installation of fire extinguishers/fume hoods, should be installed in laboratories and the college office.

Efforts shall be taken to strengthen feedback mechanisms from all stakeholders. Feedback shall be followed by proper analysis and actions.

IQAC

The IQAC of Government College Kasaragod is a recommendatory body that works to improve the quality of teaching-learning, infrastructure, and student evaluation. The Principal and IQAC coordinator are advised to seriously consider the following recommendations:

- Strengthen the feedback mechanism.
- Organize SSR and submit an application for NAAC Accreditation at the earliest.
- Encourage teachers to undertake major research projects.
- Organize an orientation program for newly appointed teachers.
- Improve positive teaching pedagogy from conventional methods to newer methods. Encourage ICT-enabled teaching-learning processes and take steps to set up smart classrooms in all departments.
- Implement the preparation of an academic calendar in each department for the systematic conduct of academic activities.
- Implement the teacher's diary from the next academic year onwards. The next academic audit should audit teacher's diaries from every department.
- Conduct tutorial sessions regularly and properly.
- Take serious steps to keep all documents properly in each department, as it is invariably observed that there are no serious efforts taken to maintain data on student progressions in the department with documentary evidence.

These recommendations are intended to improve the quality of education at Government College Kasaragod and ensure that students receive the best possible learning experience.



A handwritten signature in blue ink, appearing to be "Dr. Ananthapadmanabha A.L.", written over a horizontal line.

Name and Signature of the Principal
Dr. Ananthapadmanabha A.L.

An official purple stamp for the Principal of Government College Kasaragod. The text "PRINCIPAL" is at the top, "GOVERNMENT COLLEGE" is in the middle, and "KASARAGOD" is at the bottom, all in a bold, sans-serif font.

Administrative Office

Audit Report

An audit of the administrative office of Government College Ksaragod was conducted on 21st March 2019 and put forward the following observations for further action (if required).

General

A site map may be displayed at the entrance of the office.

Details of various services provided through the college office are displayed in front of the college office showing the counter.

Administrative Office

- Establishment Register regarding the details of posts sanctioned from time to time and details of posts staff who are working in each post may be maintained.
- The inward and outward register is maintained properly.
- The personal register for the discharge of duties is maintained properly.
- Stock register for all equipment and furniture is to be maintained.
- Admission register for regular programmes is to be maintained.
- The cash book for UGC is not maintained properly. Serious action should be taken.
- The cashbook for general receipt is maintained properly.
- A casual leave register for teaching and non-teaching staff should be maintained uniformly in all departments.
- The tender register is maintained.
- TC/conduct register is maintained properly.
- Orientation programmes for non-teaching staff should be organized and steps may be taken for 100% computer literacy.
- Details of scholarships available to students are displayed at the entrance to inform the public.
- Fix fire extinguishers in the office.
- Adequate schemes for the welfare of the non-teaching staff.



A handwritten signature in purple ink, appearing to be "Dr. Ananthapadmanabha.A.L.", written over a horizontal line.

Name and Signature of the Principal
Dr. Ananthapadmanabha.A.L



Department-Level Audit Reports

Summary

1. The following are the key goals for all research departments:
 - Regularly published in high-impact international journals.
 - Focus on research that leads to patents.
 - Collaborate with institutions that use the institution's laboratory facilities.
 - Organize more national and international conferences.
2. The Departments of Mathematics and English should undertake specific programs that would benefit students who are preparing for common entrance examinations and competitive examinations.
3. Departments must hold periodic meetings and record the minutes.
4. The language lab needs to be maintained and upgraded.
5. Facilities for differently-abled students need to be improved. Adequate facilities must be provided for differently-abled students to meet their diverse needs.
6. A history museum needs to be established.
7. The college canteen needs to be shifted to the new place as soon as possible.
8. The Botany Department's initiatives such as the biodiversity park and Green Auditing are two commendable efforts that should be continued with perseverance.
9. The Zoology Department can take up initiatives like vermin composting and degradable waste management on the campus.
10. Faculty need to apply for Major and Minor Projects from state and central government agencies.
11. Consultancy and industry linkages need to be strengthened. The model of the economics department can be emulated in this regard.
12. Steps may be taken to start a registered Alumni association for the college.
13. The IQAC should take serious steps to monitor remedial coaching in all departments.
14. All departments should start more job-oriented certificate courses and add-on courses.
15. The IQAC should plan an Incubation Centre to support students with entrepreneurial aptitude.



Name and Signature of the Principal
Dr. Ananthapadmanabha.A.L

PRINCIPAL
GOVERNMENT COLLEGE
KASARAGOD

Annual Stock Verification

ANNUAL STOCK VERIFICATION FOR THE YEAR 2018-19

Certified that inventory of Department of History Maintained in the Government College Kasaragod as per Article 16B of the KFC Vol I have been verified up to 21/03/2019.

FORM

1. SI No Page 18

2. Name of articles (1, 14, 26, 1/2)
 1. STEEL two standards table with shelf (28)

3. Book value and replacement (Rs. 9275)
 2. PUCH chair (2) (Rs. 9275)
 3. Steel cabinet with glass door (1)
 (Rs. 145, 899/-)
 (Rs. 10264/-)

4. No. of articles 31, 3, 1.

5. Date of purchase 24/1/2019.

6. Stock Register Page No. 18.

7. Remarks Items in the stock register have been verified and found correct and it is in good condition.

Political Science

1. Steel shelf : 1 No.

GOVT. COLLEGE KASARAGOD

DETAILS OF ELECTRONIC EQUIPMENTS AVAILABLE IN THE DEPARTMENT OF History
 [To be returned to the General Convener, Annual Stock Verification Committee]

SI No	Name of the item with specification	No. & Date of Voucher	Whether UGC/STATE fund	Total No. available	Whether working condition or not	Remarks
1.	Computer Printer			1	not working	Unserviceable
2.	OTP Project			1	"	"
3.	laser Printer			1	"	"
4.	LCP Projector			1	"	"
5.	Public Addressing System			1	working	good condition
6.	Lap top			3	"	"
7.	Desk top			1	"	"
8.	Intercomms Board			1	not working	Unserviceable
9.	Color printer			1	working	Repaired & Working Condition
	Computer lap top (Sony Vaio - Model SVF (i No.) - Political Science			1	"	Unserviceable

Place: G.C.K.
 Date: 22/03/19

Signature, Name and Designation: Principle
Rajana C.B.



Name and Signature of the Principal
Dr. Ananthapadmanabha A.L.



Report of the Survey of Stores which have been unserviceable during 2018-2019

Sl. N	No or Qty	Description of articles	Value of the books		Assessed value its reference to the condition of the articles and the existing market	Date of receipt	Remarks by the subordinate in charge explaining the course of the articles becoming unserviceable	Remarks or Orders of the competent authority
			Rate	Amount				
							No item is recommended to be written off.	

Certified that I have personally satisfied myself that each item of articles, recommended to be written off, in the list submitted has become unserviceable in the ordinary course through proper usage or by fair, wear and tear.

Place : GCK.
Date : 22/03/19.

[Signature]
Rajma. C. A.
Dist. Pimpri
Dept of Econmi.
Signature, Name and Designation

Certificate of articles to be written off

Certified that I have personally verified myself that each item, recommended to be written off in my report, dated 28/03/19; have been unserviceable in the ordinary course through proper usage or by wear and tear.

Place : GCK,
Date : 28/03/2019.

[Signature]
28/3/19
Rajma. C. A.
Dist. Pimpri
Dept of Econmi.
CONVENER

[Signature]
PRINCIPAL
28.3.19.

[Signature]

Name and Signature of the Principal
Dr. Ananthapadmanabha. A. L.



**PRINCIPAL
GOVERNMENT COLLEGE
KASARAGOD**