



GOVERNMENT COLLEGE KASARAGOD

VIDYANAGAR, KASARAGOD, KERALA, 671123

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NAAC 3RD CYCLE ACCREDITATION

ACADEMIC & ADMINISTRATIVE AUDIT

2020

Annual Academic and Administrative (AA&A) Audit 2019-2020

The Annual Academic and Administrative Audit was submitted on 16/03/2020.

Auditing Committee:

Convener: Dr Shridhara N., Assistant Professor, Department of Kannada.

Members:

1. Gopinathan Nair A., Assistant Professor of Geology.
2. Dr Soumya G. S., Assistant Professor of Geology.

Report

Dates of Audit: 09 to 15 March 2020

The provided assessment highlights both the strengths and areas for improvement within the college's educational infrastructure and administrative processes. The key observations are:

- The classroom space and overall campus environment appear to be conducive to learning, contributing to an academic atmosphere. However, the insufficient capacity of infrastructure needs addressing to cater adequately to the student population.
- To enhance the educational experience, the college should prioritize student-centred learning approaches, promote student projects and research, and adopt innovative teaching methods.
- The effective functioning of the Internal Quality Assurance Cell (IQAC) is noted, but there's a call for reaching out to the staff members, emphasizing the need for improved communication collaboration and awareness regarding the learning activities and administrative functions of the college.
- Furthermore, documenting and reporting department-level activities is crucial for comprehensive assessment and quality enhancement. The recommendation for the development of a college/department-level academic calendar to streamline academic, extracurricular, and extension activities underscores the importance of effective planning.
- To foster a culture of research, faculty should be encouraged through workshops and awareness programs, while the digital central library needs enhancement to increase usage.
- Addressing the inadequate IT infrastructure in some departments and providing smart classrooms for research departments is essential.
- The college's placement cell should be strengthened by organizing job fairs and placement drives, as well as offering career guidance and soft skill training.
- Accessibility concerns must also be addressed, including providing ramps and wheelchairs for disabled individuals and ensuring safety measures in laboratories and the college office.

Lastly, feedback mechanisms from all stakeholders should be improved, with a focus on proper analysis and action in response to the feedback received. These recommendations collectively aim to enhance the overall quality of education and infrastructure within the college.

IQAC

The recommendations provided for the Internal Quality Assurance Cell (IQAC) of Government College Kasaragod are aimed at enhancing the quality of education and the overall academic environment.

- A robust feedback mechanism is essential for gathering input from students, faculty, and other stakeholders. Feedback helps identify areas for improvement, and regular feedback cycles enable continuous enhancement of teaching and learning processes.
- Seeking accreditation from the National Assessment and Accreditation Council (NAAC) is a significant step in ensuring and showcasing the quality of education. Organizing a Self-Study Report (SSR) and submitting an application for accreditation reflects the college's commitment to meeting national standards for higher education institutions.
- Encouraging teachers to undertake major research projects can contribute to both faculty development and advancements in knowledge. Research projects often lead to innovative teaching methods and better academic outcomes.
- An orientation program for newly appointed teachers is vital to familiarize them with the college's culture, policies, and teaching practices. It helps in their seamless integration into the academic community.
- Transitioning from conventional teaching methods to newer, more interactive approaches is essential for keeping education relevant and engaging. Encouraging ICT-enabled teaching and setting up smart classrooms aligns with modern educational trends.
- Implementing academic calendars at the departmental level ensures that academic activities are well-planned and coordinated. It helps in the systematic conduct of classes, examinations, and other academic events.
- Implementing a teacher's diary is an effective way to track and document a teacher's activities, including teaching hours, research, and other professional responsibilities. It provides a record of a teacher's contributions to the institution.
- Regular and effective tutorial sessions are essential for providing additional support to students. These sessions can clarify doubts, reinforce learning, and enhance the overall educational experience.
- Properly maintaining documents related to student progressions is crucial for institutional record-keeping and analysis. This data can help in identifying trends, assessing student performance, and making data-driven decisions.

These recommendations collectively aim to improve the quality of education at Government College Kasaragod. By focusing on feedback, research, teaching methodologies, and administrative processes, the college can enhance its educational offerings and ensure that students receive a well-rounded and high-quality learning experience.



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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, followed by "GOVERNMENT COLLEGE" and "KASARAGOD" in a larger font below it.

Administrative Office

Administrative duties in the college office ensure the smooth and efficient operation of the institution. The notable observations are:

- The college office administrators manage records and documentation related to students, faculty, and staff. This includes maintaining accurate databases, handling admissions and registrations, and processing academic transcripts and certificates.
- Timely and accurate record-keeping is essential for tracking student progress and ensuring compliance with institutional policies and regulations.
- College office administrators oversee budgeting, financial reporting, and the disbursement of funds for various academic and administrative purposes.
- They work closely with financial aid offices to manage scholarships, grants, and student loans, ensuring that financial resources are allocated efficiently.
- Office administrators often serve as the first point of contact for students, faculty, and visitors. They manage inquiries, schedule appointments, and coordinate meetings and events.

Additionally, they are responsible for maintaining the college's official correspondence and facilitating communication between different departments and stakeholders.



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

An official purple stamp for the Principal of Government College Kasaragod. The text is arranged in three lines: "PRINCIPAL" at the top, "GOVERNMENT COLLEGE" in the middle, and "KASARAGOD" at the bottom.

Department-Level Audit Reports

The provided list outlines several key goals and recommendations for research departments and various aspects of college improvement.

- Publish in High-Impact Journals: Publishing research findings in high-impact international journals enhances the institution's reputation and contributes to the academic community's knowledge base.
- Focus on Research Leading to Patents: Research leading to patents demonstrates innovation and can have practical applications, fostering the transfer of knowledge into real-world solutions.
- Collaborate with Institutions: Collaboration with other institutions can foster knowledge exchange and resource sharing, particularly regarding laboratory facilities and research equipment.
- Organize Conferences: Hosting national and international conferences provides a platform for knowledge dissemination, networking, and showcasing the institution's research capabilities.
- Benefit Students for Competitive Exams: Departments can offer programs aimed at preparing students for common entrance and competitive examinations, enhancing their academic success.
- Meeting Records: Holding periodic departmental meetings and documenting minutes is essential for effective communication, planning, and accountability.
- Maintain Language Lab: Ensuring the upkeep and modernization of the language lab is crucial for enhancing language skills among students.
- Facilities for Differently-Abled Students: Improving facilities for differently-abled students aligns with inclusivity goals and ensures equal access to education.
- Sustain Initiatives: Commendable initiatives like the biodiversity park and Green Auditing should continue to promote environmental awareness and sustainability. Composting and degradable waste management demonstrate environmental responsibility and can be expanded for greater impact.
- Apply for Research Projects: Faculty seeking major and minor projects from government agencies contribute to research and development while securing funding for their work.
- Strengthen Consultancy and Industry Linkages: Collaborating with industries and offering consultancy services can bridge the gap between academia and practical applications.
- Alumni Association: Establishing a registered Alumni association fosters alumni engagement, networking, and support for the college.
- Monitor Remedial Coaching: Ensuring effective monitoring of remedial coaching programs helps students who require additional support to succeed academically.
- Job-Oriented Courses: Offering job-oriented certificates and add-on courses enhances students' employability and addresses industry demands.

Incorporating these goals and recommendations into the college's strategic planning can contribute to academic excellence, research achievements, student support, and overall institutional development. It reflects a commitment to enhancing the quality of education and preparing students for a competitive and evolving world.



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

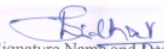
Stock Verification

K.F.C. Form No : 21
(See Chapter 7 , Article 10 , Note 22)
Report of the Survey of Stores which have been unserviceable during 2019-20

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				
			Nil					

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 : Kasaragod
Date : 16-3-2020


 Signature, Name and Designation
 Dr. Shridharan,
 Asst. Professor, Kannada,
 Govt. College, Kasaragod

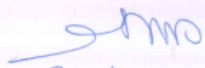
Certificate of articles to be written off


Certified that I have personally verified myself that each item, recommended to be written off in my report, dated 16-3-20, have been unserviceable in the ordinary course through proper usage or by wear and tear.

Place : Kasaragod
Date : 16-3-2020


 CONVENED 16/3/20
 Dr. Shridharan,

PRINCIPAL


 Ananthapadmanabha A.L.


 Soumya G.S.




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

PRINCIPAL
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 KASARAGOD