



# GOVERNMENT COLLEGE KASARAGOD

VIDYANAGAR, KASARAGOD, KERALA, 671123

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NAAC 3RD CYCLE ACCREDITATION

**ACADEMIC & ADMINISTRATIVE AUDIT  
2021**

# Annual Academic and Administrative (AA&A) Audit 2020-2021

The Annual Academic and Administrative Audit was submitted on 31/03/2021.

**Convener:** Dr Liyaqat Ali, Associate Professor, Department of Arabic.

**Members:**

1. Gopinathan Nair A., Assistant Professor of Geology.
2. Richu Mathew, Assistant Professor of English.

## Report

### Date of Audit 23 to 30 March 2021

The COVID-19 pandemic compelled educational institutions worldwide to adapt swiftly to ensure learning continuity during lockdowns. This transition to online education was both a necessity and a challenge, impacting students, educators, and institutions in various ways. Our institution also evolved in diverse aspects to meet the challenge.

- For students, the shift to online learning during lockdowns brought a mix of advantages and challenges. On the positive side, it provided flexibility in terms of when and where to study, allowing many to better balance their academic pursuits with other responsibilities. However, it also raised issues of internet access, as not all students had equal access to reliable connectivity and technology. This digital divide exacerbated educational inequalities, with some students facing barriers to participation in online classes. The problem was confronted and steps were taken to reduce the digital divide. Smartphones were provided to students belonging to poor economic backgrounds. While all these changes were effected, the quality of education was not compromised.
- Special timetables were chartered in accordance with the instructions from the University.
- Educators experimented with online platforms and faced a steep learning curve. They had to explore new tools to deliver engaging lessons. Student engagement was a challenge without face-to-face interactions.
- Institutionally, educational organizations rapidly developed and implemented robust online learning platforms and strategies.
- The Evaluation procedure was developed to offer timely feedback regarding student performance.

Despite these challenges, the pandemic also catalyzed innovations in education. It pushed institutions to embrace technology more fully, fostering the development of digital resources, virtual labs, and online collaboration tools. Educators experimented with different pedagogical approaches and gained valuable experience in online instruction.



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



Students, too, developed digital literacy and adaptability skills that will be valuable in an increasingly technology-driven world.

## **Administrative Office**

Administrative work in our college office during the time of COVID-19 took on added significance as it had to adapt rapidly to new challenges. The following observations made by the committee are pertinent in this regard:

- The pandemic accelerated the digital transformation of administrative processes. This included matters regarding student admissions, electronic document submissions, and virtual meetings.
- Administrators helped students access online resources, provided guidance on remote learning, and facilitated communication between students and faculty.
- Ensuring compliance with health and safety guidelines has been paramount. Administrators have coordinated efforts to implement safety measures on campus, including managing scheduling and occupancy limits, distributing personal protective equipment (PPE), and facilitating COVID-19 testing and contact tracing when necessary.
- Financial Management by administrators played a critical role in managing budgets, reallocating resources, and securing additional funding sources to address unforeseen expenses related to the pandemic.
- Effective communication has been essential during the pandemic. Administrators have been responsible for disseminating information to students, faculty, and staff about changes in policies, procedures, and health guidelines. They have also managed communication channels, including college websites and social media.
- College office administrators ensured that the admissions process remained accessible and efficient for prospective students.
- College office administrators have been involved in developing and implementing emergency response plans, including protocols for campus closures, remote learning, and communication in case of COVID-19 outbreaks.

The adaptability, efficiency, and commitment of the college office administrators to maintaining the smooth operation of the institution have been essential in ensuring that students continue to receive a quality education while prioritizing health and safety.



Name and Signature of the Principal  
**Dr. Ananthapadmanabha A.I.**

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# Department-Level Audit Reports

## Abstract

The college departments undertook a range of critical tasks to adapt to the new normal of online teaching and learning during the time of the pandemic. The notable changes observed by the committee are:

- College departments swiftly transitioned from traditional classroom-based education to online teaching and learning platforms.
- Faculty and staff worked tirelessly to redesign curricula, create digital learning materials, and conduct virtual classes to ensure uninterrupted education for students.
- College departments undertook necessary steps to support students who were facing financial hardships during the pandemic.
- Recognizing the digital divide among students, departments took measures to bridge the gap. They provided smartphones, internet connectivity solutions, and access to online resources to ensure that every student had the tools necessary for remote learning.
- Departments explored and experimented with various online teaching platforms, learning management systems, and communication tools.
- For assessment and evaluation, methods to suit an online format were crucial. Departments developed online testing platforms, implemented alternative evaluation methods such as assignments and projects, and maintained academic integrity in the evaluation process.
- College departments recognized the importance of maintaining a sense of community and cultural engagement despite the physical distance. They organized virtual cultural activities, events, and webinars to keep the college spirit alive and provide students with extracurricular opportunities.
- The college departments demonstrated resilience, adaptability, and a commitment to student welfare during the COVID-19 pandemic. They navigated the challenges of remote education, addressed the digital divide, and continued to support students' academic and cultural development.

These efforts highlight the dedication of educational institutions to ensure that learning and growth continue even in the face of unprecedented challenges.



A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke.

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



## Stock Verification

### Certificate of articles to be written off

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

Place: Nidyanagar  
Date: 31/03/21

CONVENER

Dr. Lingesath Ali  
HOD of Arabic

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K.F.C. Form No. 21  
(See Chapter 7, Article 10, Note 22)

Report of the Survey of Stores which have been unserviceable during 2020-21

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				
		<u>Nil.</u>						

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: Nidyanagar  
Date: 31/03/2021

Signature, Name and Designation

Dr. Lingesath Ali  
HOD of Arabic  
(Convener).



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

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

Sl.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.	Proj. Hitachi CD-Dx 300	430 CE 13/14/14 Pro 03/08 # 22/3/14	State	1	Not working	
2.	LCD Proj. Hitachi	MKTCECLLT 0010 # 14/15/12	" "	1	Not working	
3.	LCD Proj. Octoma	1771/08.09 Dt. 7/02/09	" "		Transferred to computer science dept.	
4.	Cableless Microphone	4382 Dt. 25/2/2018	" "	1	Working	

Place: Vidyanagar  
Date:

Signature, Name and Designation

1) Dr. Liyazath Ali  
HOD of Arabic (Convener)

2) Richy Mathew  
Asst. Professor of English



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

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