



# GOVERNMENT COLLEGE KASARAGOD

VIDYANAGAR, KASARAGOD, KERALA, 671123

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NAAC 3RD CYCLE ACCREDITATION

**ACADEMIC & ADMINISTRATIVE AUDIT**

**2022**

# Annual Academic and Administrative (AA&A) Audit 2021-2022

An Annual Academic and Administrative Audit was conducted on 11/04/2022.

**Convener:** Dr Sujatha A V, Assistant Professor of English.

**Members:**

1. Asif Iqbal Kakkassery, Assistant Professor of Geology.
2. Akhila P, Assistant Professor of Computer Science.

## Report

**Date of Audit: 25 March to 09 April 2022**

The various aspects of the college's curricular activities, assessment processes, infrastructure development, and commitment to promoting inclusivity and community engagement are audited.

- With regard to Curricular Planning, it is commendable that the college aligns its curricular activities with the academic calendar. This ensures that the teaching and learning processes are well-organized and follow a structured timeline, allowing students to make the most of their academic experience. Having a well-defined procedure for internal assessment is important for maintaining fairness and consistency.
- Centralizing documentation related to assessment details is a practical step as it facilitates a comprehensive analysis of student performance and feedback. This data-driven approach can help in identifying areas for improvement.
- Add-on courses offered by various departments are an excellent way to enhance students' learning experiences. These courses not only strengthen foundational knowledge but also expose students to emerging trends and developments in their respective fields, helping them stay updated and competitive in the job market.
- The result analysis conducted at the departmental level is crucial for evaluating student performance. It not only helps in recognizing and addressing individual student challenges but also provides insights into the effectiveness of teaching methods and course materials.
- Encouraging research activities is pivotal for fostering a culture of innovation and intellectual growth within the institution. Emphasizing the need for more research indicates a commitment to advancing knowledge and contributing to the academic community.
- Infrastructure Development that caters to specific needs is essential for providing a conducive learning environment. Modern facilities can enhance the quality of education and support research and innovation.
- Ensuring equal opportunity through scholarships and freeships is a positive step towards promoting inclusivity.



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



- Financial support can remove barriers to education and create a more diverse student body. The formation of committees for efficient governance, leadership, and management reflects a structured and organized approach to decision-making and administration. Such structures can contribute to effective institutional management.
- Best Practices demonstrates the institution's commitment to excellence. Implementing proven methods and processes can lead to better outcomes and benefit not only students but also the broader community.
- The college appears to have a comprehensive approach to education and administration, focusing on student development, research, infrastructure, inclusivity, and effective governance.

These efforts contribute to a well-rounded and supportive learning environment for students while fostering a sense of responsibility towards society. Continuing to refine and expand upon these initiatives will likely lead to further improvements in the college's overall quality and impact.



A handwritten signature in blue ink, appearing to read "Dr. Ananthapadmanabha A.L.", with a horizontal line underneath.

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



## Administrative Office

The effective administration of our college maintains some essential registers and programs typically managed by the administrative department.

1. The establishment register contains essential details of all employees, including their personal information, employment history, date of appointment, and position within the organization. This comprehensive record of the workforce needs to be updated.
2. The movement register tracks the movements of employees, including details of transfers, promotions, and leaves of absence. It helps maintain transparency and ensures that employees' movements are appropriately documented.
3. A well-kept Stock register records details of all stock items or inventory held by the institution. It tracks the inflow and outflow of materials, ensuring efficient management of resources.
4. The cash book is a financial record that tracks all monetary transactions, including income and expenditure. It provides a detailed account of the institution's financial activities, aiding in budgeting and financial planning.
5. The casual leave register documents the allocation and utilization of casual leave days for employees. It helps ensure that leave policies are adhered to and that employees are granted the appropriate leave entitlements.
6. The OD register records instances when employees are on official duty outside their usual workplace. It documents the purpose, duration, and outcomes of these official duties.
7. An orientation program is designed to welcome and introduce new employees to the organization's culture, policies, and procedures. It aids in their integration and ensures a smooth transition into their roles.
8. Scholarship Details record contains information about scholarships available to students, including eligibility criteria, application procedures, and disbursement details. It helps students access financial support for their education.
9. The welfare program for staff includes initiatives and activities aimed at enhancing the well-being and morale of employees. It may encompass health and wellness programs, recreational activities, and support services.

These registers and programs collectively contribute to effective administrative management in the institution. They ensure the proper documentation of personnel and financial matters, facilitate employee welfare, and support the institution's overall goals and objectives.



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

# Department-Level Audit Reports

## Abstract

All departments of the college do the primary function of a department, that is they deliver high-quality education and instruction to students. This includes designing and delivering courses, conducting lectures, facilitating discussions, and assessing student learning.

1. Many departments engage in research activities, including faculty research projects, student research initiatives, and academic publications. Research contributes to the advancement of knowledge and enhances the department's academic reputation. However, more departments need to register as research departments so that they contribute to the student community as well as to the community at large.
2. Many faculties of the department play a crucial role in designing and updating the curriculum to ensure it remains relevant and aligned with industry trends and educational standards. They create course outlines, syllabi, and teaching materials.
3. Departments provide academic and career guidance to students. They offer advising, mentorship, and support services to help students succeed in their academic endeavours.
4. Departments manage administrative tasks such as scheduling classes, coordinating NAAC work, maintaining records, and ensuring compliance with institutional policies and regulations.
5. Faculty and staff within departments engage in ongoing professional development to stay current in their fields and enhance their teaching and research capabilities.
6. Collaboration with other departments, institutions, and industry partners is essential.
7. Some Departments often engage in interdisciplinary projects and partnerships to broaden their academic reach.
8. Certain departments actively engage with the community through outreach programs, workshops, seminars, and public lectures. This fosters positive relationships and knowledge-sharing beyond the campus.
9. Departments continuously assess and evaluate their programs, courses, and student outcomes to identify areas for improvement and ensure academic quality. Departments manage budgets and allocate resources efficiently to support teaching, research, and departmental activities.
10. All departments participate in the admissions process, reviewing applications, conducting interviews, and selecting prospective students.
11. Departments hold regular meetings to discuss departmental matters, communicate updates, and coordinate activities effectively.
12. All the activities are planned well in advance and recorded in the department minutes.
13. Teachers maintain a teacher's diary where they note down the details of the classes engaged and make a record of the student's performance progression.



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

Submitted

Annual Stock Verification Report for the year 2021-22, with of Department of Physics is submitted herewith.

11.04.2022

Dr. SUJATHA A. V.  
Assistant Professor  
P G Department of English  
Govt. College, Kasaragod  
Vidyanagar P.O. - 671 123

ANNUAL STOCK VERIFICATION FOR THE YEAR 2021-22

Certified that inventory of Dept. of Physics  
Maintained in the Government College Kasaragod as per Article 158 of the  
KFC Vol.I have been verified up to 31.03.2022

FORM

- 1.SI.No : —
- 2.Name of articles : Stocks in register
- 3.Book value and replacement :
- 4.No. of articles : Consumable and non-consumable
- 5.Date of purchase :
- 6.Stock Register : Page No.
- 7.Remarks : Verified and found correct as on 31.03.2022.

*[Signature]*

*[Signature]*

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

