



GOVERNMENT COLLEGE KASARAGOD

VIDYANAGAR, KASARAGOD, KERALA, 671123

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NAAC 3RD CYCLE ACCREDITATION

ACADEMIC & ADMINISTRATIVE AUDIT

2023

Annual Academic and Administrative (AA&A) Audit 2022-2023

An Annual Academic and Administrative Audit was conducted on 27/03/2023.

General Convener: Dr Liyaqat Ali, Vice Principal

Auditing Committee:

Convener: Dr Balakrishna B. M., Associate Professor of Kannada.

Members:

1. Sumy Vijayan, Assistant Professor of Commerce
2. Dr. Keethy Mohan, Assistant Professor of Chemistry

Report

Date of Audit 24 to 27 March 2023

The Annual Academic Audit Report is a comprehensive review of the academic processes and outcomes of the college for the academic year 2022-23. The purpose of this audit is to assess the institution's performance, and adherence to academic standards, and identify areas for improvement. This report presents a summary of the key findings and recommendations derived from the audit process. The methodology of the audit included a review of documents, interviews with faculty and students, classroom observations, and data analysis.

Key Findings:

- **Teaching and Learning:** The institution demonstrated a commitment to high-quality teaching and learning. The curriculum remained well-structured, and faculty members were dedicated to their teaching responsibilities. However, there was a need for more emphasis on innovative teaching methodologies to engage students effectively.
- **Assessment and Evaluation:** The assessment and evaluation processes were generally well-established. However, there was a recommendation to further align assessment methods with learning outcomes and provide more comprehensive feedback to students.
- **Student Support:** The institution provided various student support services, including counselling, academic advising, and career guidance. There was a need to enhance outreach efforts to ensure that all students were aware of and utilized these services.
- **Research and Scholarly Activities:** Faculty engagement in research and scholarly activities varied across departments. The audit recommended providing more incentives and resources for research initiatives and fostering a research culture throughout the institution.
- **Infrastructure and Technology:** The institution has made substantial investments in infrastructure and technology. However, improvements were suggested in updating and maintaining technological resources and ensuring their accessibility to all students.

Recommendations:



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Dr. Ananthapadmanabha A.L.

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- **Pedagogical Innovation:** Encourage faculty to explore and implement innovative teaching methodologies to enhance student engagement and learning outcomes.
- **Assessment Enhancement:** Develop a comprehensive assessment framework that aligns assessment methods with learning outcomes and ensures timely and constructive feedback to students.
- **Student Outreach:** Strengthen efforts to inform students about available support services and opportunities for academic and personal development.
- **Research Culture:** Promote a culture of research and scholarship by providing incentives, resources, and mentorship to faculty members. Encourage interdisciplinary collaboration.
- **Technology Infrastructure:** Invest in updating and maintaining technology infrastructure, ensuring its accessibility and reliability for both faculty and students.

The findings and recommendations in this report are intended to guide the institution's efforts in enhancing teaching and learning, research, and student support. It is essential to implement these recommendations in a systematic manner to continuously improve the institution's academic standards and overall quality.



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

The Annual Administrative Audit summarizes the key findings and recommendations derived from the audit process. The methodology included document reviews, interviews with administrative staff, observations, and data analysis.

Key Findings:

- **Financial Management:** The institution demonstrated prudent financial management practices, maintaining a balanced budget and ensuring timely financial reporting. However, there was a need for more rigorous monitoring of expenditures and budget allocation to align with strategic priorities.
- **Infrastructure and Facilities:** The institution has invested in improving its infrastructure and facilities. Still, there were instances where maintenance was delayed, leading to inefficiencies and disruptions in operations.
- **Information Technology:** The IT infrastructure and systems support administrative functions effectively. However, there was a need to address cybersecurity measures and data privacy concerns more comprehensively.
- **Compliance and Regulatory Matters:** The institution largely complied with relevant laws and regulations. However, there were minor compliance issues related to documentation and reporting that needed attention.

Recommendations:

- **Financial Oversight:** Implement stricter financial controls and monitoring mechanisms to ensure that budgets align with strategic priorities and expenditures are well-documented and justified.
- **Professional Development:** Enhance professional development opportunities for staff and faculty to foster skill development, improve morale, and support career growth.
- **Infrastructure Maintenance:** Establish a proactive maintenance schedule for infrastructure and facilities to prevent disruptions and ensure a conducive environment for students and staff.
- **Scholarship services:** Dispersal of student scholarship needs to be more time-bound transparent and well-documented.
- **Compliance Review:** Conduct periodic compliance reviews to identify and address any documentation or reporting gaps to ensure full compliance with all relevant laws and regulations.

Implementing these recommendations will contribute to more efficient administrative operations and support the institution's mission and goals.



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



Department–Level Audit Reports

Summary

1. The department displayed a commitment to high-quality teaching and learning. Faculty members were dedicated and employed effective teaching methodologies. However, there was a need for further incorporation of technology and active learning strategies. The department's curriculum was generally well-structured and aligned with departmental goals. However, a review indicated the need for updates to ensure alignment with emerging industry trends and changing student needs.
2. Faculty engagement in research and scholarly activities varied within the department. Some members demonstrated strong research contributions, while others required additional support and resources. Assessment methods were well-established, but there was room for improvement in aligning assessments with learning outcomes.
3. Feedback to students needed to be more comprehensive and timely. The department provided academic advising and support services. However, the audit recommended an enhanced focus on proactive outreach to ensure students were aware of and utilized these services effectively.
4. Encourage faculty to integrate technology effectively into teaching, embracing digital tools and active learning strategies to enhance student engagement and learning outcomes.
5. Conduct a thorough curriculum review, updating course content and structures to align with industry trends and student needs. Involve industry experts for insights.
6. Provide additional resources, incentives, and mentorship to faculty members to promote a culture of research and scholarly activities within the department.
7. Revise assessment methods to closely align with learning outcomes, and ensure prompt and constructive feedback to students to support their academic progress.
8. Enhance efforts to inform students about available support services, academic advising, and career guidance opportunities within the department. The findings and recommendations provided aim to guide the department's efforts in enhancing its academic quality and aligning its activities with departmental goals and evolving industry standards.



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

Stock Verification

ANNUAL STOCK VERIFICATION FOR THE YEAR 2022-23

Certified that inventory of Department of English
Maintained in the Government College Kasaragod as per Article 158 of the
KFC Vol.I have been verified up to 30.03.2023

FORM

- 1.SI.No : 1 to 25 of Stock Register of English Dept
1 to 4 of Stock Register of Language Lab
- 2.Name of articles : Electronics & Furniture of Language Lab
- 3.Book value and replacement : —
- 4.No. of articles : } Separate list
} has been enclosed
- 5.Date of purchase :
- 6.Stock Register : Page No. 1 to 25 of English Dept
1 to 4 of Language Lab
- 7.Remarks : Suggested to make entries in
new stock registers

Ananthapadmanabha
DR. BALAKRISHNA B.S.
ASSOCIATE PROFESSOR OF BANANA

Sumi Vijayan
Sumi Vijayan, Asst. Professor of Comm

Keerthi Mohan A.

Keerthi Mohan A,
Asst. Professor of Chemistry



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

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Report of the Survey of Stores which have been unserviceable during 2022-23

Sl. No	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				
*								

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.

* All items are serviceable.
Place: Kasaragod
Date: 30.03.23

Signature, Name and Designation
Dr. BALAKRISHNA B M
ASSOCIATE PROFESSOR OF KANNADA
Sumi Vijayan, Asst. Professor of Commerce
Keethi Mohan A, Asst. Prof. of Chemistry

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DETAILS OF ELECTRONIC EQUIPMENTS AVAILABLE IN THE DEPARTMENT OF English
[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
*						

* list has been enclosed separately

Place: Kasaragod
Date: 30.03.23

Signature, Name and Designation
Dr. BALAKRISHNA B M
ASSOCIATE PROFESSOR OF KANNADA
Sumi Vijayan, Asst. Professor of Commerce
Keethi Mohan A, Asst. Professor of Chemistry



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



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....., have been unserviceable in the ordinary course through proper usage or by wear and tear.

* Articles to written off has not been found in the Dept of English.

Place: KASARAGOD
Date: 30.3.2023

Convener
DR. BALAKRISHNA B.M.
ASSOCIATE PROFESSOR OF
KANNADA

PRINCIPAL



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

