



ST. THOMAS COLLEGE, PALAI

RE-ACCREDITED WITH 'A' GRADE BY NAAC | COLLEGE WITH POTENTIAL FOR EXCELLENCE (UGC -CPE)

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA

INTERNAL QUALITY ASSURANCE CELL

Report of the Academic Audit held on 20 & 21 December 2016

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Arunapuram P.O., Kottayam
Kerala - 686 574
India





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AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA

INTERNAL ACADEMIC AUDIT HELD ON 20 & 21 DECEMBER 2016

Members of the Audit Team

- 1. Msgr. Joseph Kollampampil, Pro-Manager**
- 2. Dr Sunny Joseph, Principal**
- 3. Dr M K Baby, IQAC Coordinator, St. Joseph's College
Devagiri, Calicut**
- 4. Dr Raju George, Former Principal, Mary Matha Arts &
Science College, Mananthavady**
- 5. Rev. Dr James John, Vice-Principal**
- 6. Dr Sunil C Mathew, IQAC Coordinator**
- 7. Rev. Fr. Mathew Kurian, Bursar**

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Draft Grade Sheet

Name of the Institution: St Thomas College, Pala. Dates of Academic Audit: 20-21 December 2016

Criteria & Key Aspects	Weightage (Wi)	Key Aspects Grade Point	Key Aspect-wise Weighted Grade Points
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Criterion 1. Curricular Aspects

Curricular Planning & Implementation	20	3	60
Academic Flexibility	30	3	90
Curriculum Enrichment	30	3	90
Feedback System	20	2	40
Total	Wi = 100	(CrWGP)I = 2.80	280

Calculated CrGPAi=(CrWGP)i/Wi= /100 = 2.80

Criteria 2. Teaching-Learning, & Evaluation

Student Enrolment & Profile	30	3	90
Catering to Student Diversity	50	3	150
Teaching-Learning Process	100	3	300
Teacher Quality	80	3	240
Evaluation Process & Reforms	50	3	150
Student Performance & Learning Outcomes	40	3	120
Total	Wi = 350	(CrWGP) ii =3.00	1050

Calculated CrGPAii=(CrWGP)ii/Wii= /350 =3.00

Criterion 3. Research, Consultancy, and Extension

Promotion of Research	20	3	60
Resource Mobilization for Research	10	3	30
Research Facilities	10	4	40
Research Publications & Awards	20	4	80
Consultancy	10	3	30
Extension Activities & Institutional Responsibility	60	3	180
Collaboration	20	3	60
Total	W iii= 150	(CrWGP) iii =3.20	480

Calculated CrGPA iii = (CrWGP) iii / Wiii = / 150 = 3.20

Criterion 4. Infrastructure & Learning Resources

Physical Facilities	30	4	120
Library as a Learning Resource	20	4	80
IT Infrastructure	30	3	90
Maintenance of Campus Facilities	20	4	80
Total	Wiv = 100	(CrWGP) iv =3.70	370

$$\text{Calculated CrGPA iv} = (\text{CrWGP}) \text{ iv} / \text{Wiv} = / 150 = 370$$

Criterion 5. Student Support & Progression

Student Mentoring & Support	50	3	150
Student Progression	30	3	90
Student Participation & Activities	20	4	80
Total	Wv = 100	(CrWGP)v =3.20	320

$$\text{Calculated CrGPAv} = (\text{CrWGP}) \text{ v} / \text{Wv} = / 100 = 320$$

Criterion 6. Governance, Leadership, & Management

Institutional Vision & Leadership	10	4	40
Strategy Development & Deployment	10	3	30
Faculty Empowerment Strategies	30	4	120
Financial Management & Resource Mobilization	20	4	80
Internal Quality Assurance System	30	2	60
Total	Wvi = 100	(CrWGP)vi =3.30	330

$$\text{Calculated CrGPAvi} = (\text{CrWGP}) \text{ vi} / \text{Wvi} = / 100 = 330$$

Criterion 7. Innovations & Best Practices

Environment Consciousness	30	3	90
Innovations	30	4	120
Best Practices	40	3	120
Total	Wvii = 100	(CrWGP)vii =3.30	330

$$\text{Calculated CrGPA vii} = (\text{CrWGP}) \text{ vii} / \text{Wvii} = / 100 = 330$$

Grand Total	= 1000		
Institutional CGPA	= 3160	=3.16	= Grade A

ST. THOMAS COLLEGE PALAI

ACADEMIC AUDIT 2016

TENTATIVE SCHEDULE OF VISIT TO THE DEPARTMENTS

20 DECEMBER 2016		21 DECEMBER 2016	
Department	Time of Arrival	Department	Time of Arrival
Principal's Office-Interaction with Principal, Vice Principal & Bursar	9.30 am	Zoology	10.00 am
Economics	10.00 am	Botany	10.30 am
Commerce	10.30 am	Statistics	11.10 am
Computer Science	11.00 am	Teabreak	
Tea break		Mathematics	11.40 am
Physical Education	11.30 am	Politics	12.10 pm
Vocational Education	12 Noon	Lunch	12.40 pm
Biostatistics	12.30 pm	English	1.30 pm
Lunch	12.50 pm	Communicative English	2.10 pm
Physics	1.50 pm	Malayalam	2.30 pm
Chemistry	2.30 pm	History	3.00 pm
Biotechnology/Applied Microbiology	3.10 pm	Hindi	3.30 pm
Library	3.40 pm	Meeting with the Managing Board - Parlour	3.50 pm


Principal

ST THOMAS COLLEGE, PALAI

Arunapuram P.O. Kottayam, Kerala 686 574

Academic Audit Report

December 20-21, 2016

Name of the Department: ENGLISH

Areas of Strength:

- Teacher participation in syllabus revision of the university
- Impressive pass percentage and students securing top positions in university examinations at UG and PG levels
- 11 NET/JRF during the period
- Peer Teaching and Peer Viva as innovative practices
- Two PhD awarded and two articles published
- Organized one International seminar
- UGC test coaching accommodating students from other colleges too
- Department Library with more than 1000 volumes

Areas to be strengthened:

- Major and minor projects
- Activities and support of the Alumni Association
- Faculty participation in seminars and workshops
- Publications by faculty
- Tutorial system to be strengthened
- Greater attention to documentation of the activities

Documents Check Lists

Name of Department: **ENGLISH**

Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings	✓		
2	Visitors' diary	✓		
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)	✓	✓	
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations			
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same	✓		
7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds	-	-	-
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken			✓
11	Reports of department activities(Details of conferences/ seminars/ workshop and invited talks organised showing separately those funded by external agencies and self-funded), News paper cuttings of programmes and department album			✓

12	Tutorial Records and details of tutorial activities(such personal meetings of the tutor with students, academic and career guidance provided etc)		✓	
13	Details and reports of Department association and Department –specific club activities			✓
14	Details of PTA meetings			✓
15	Parents' visit record and parents' feedback			✓
16	UG and PG question papers: a) Internal b) External			✓
17	UG and PG examination results: a) Internal b) External		✓	
18	Achievements by students: Curricular & Co-curricular (List and copy of certificates to be filed)	✓		
19	List of Rank/ NET/ JRF holders with copy of certificates		✓	
20	List of Student enrichment programmes	✓	✓	
21	Details of Orientation/ Training Programmes organised by the department			
22	List of teachers in Board of Studies/ Academic Council/ other professional bodies with copy of Appointment letter			✓
23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)			✓
24	Details of Department Library books and Issue Register of Department Library	✓		✓
25	Time tables and teaching plan			✓
26	Student feedback (taken at the end of every semester)			✓
27	Department's best practice/innovative programme			✓


External Auditor 1


IQAC Co-ordinator


Pro-Manager


External Auditor 2

Dr. M. K. BABY
M.Com, LL.B., M.Phil, Ph.D.
Associate Professor & Head
Department of Commerce
St. Joseph's College, Devagiri
Calicut - 673 008, Kerala


Principal

24/12/16

ST THOMAS COLLEGE, PALAI

Arunapuram P.O. Kottayam, Kerala 686 574

Academic Audit Report

December 20-21, 2016

Name of the Department: COMMUNICATIVE ENGLISH

Areas of Strength:

- Good performance in university examinations with the First rank
- Department offers an add-on course
- One faculty member is actively involved in university syllabi revision

Areas to be strengthened:

- Tutorial system not in force
- Department meetings are not held
- Documentation to be given greater attention
- Faculty coordination to be strengthened
- More departmental level programmes required


Documents Check Lists

Name of Department: COMMUNICATIVE ENGLISH

Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings			
2	Visitors' diary			
3	List of Students: a) UG b) PG and c) Research			
4	Time tables (Odd and Even Semesters)			
	Details of Research Projects with External Funding (Minor and Major)			
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations			
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same			
7	Copies of Syllabus: UG & PG			
8	Report of SWOC Analysis			
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds			
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken			
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12	Tutorial Records and details of tutorial activities(such personal meetings of the tutor with students, academic and career guidance provided etc)			
13	Details and reports of Department association and Department –specific club activities			
14	Details of PTA meetings			
15	Parents' visit record and parents' feedback			
16	UG and PG question papers: a) Internal b) External			
17	UG and PG examination results: a) Internal b) External			
18	Achievements by students: Curricular & Co-curricular (List and copy of certificates to be filed)			
19	List of Rank/ NET/ JRF holders with copy of certificates			
20	List of Student enrichment programmes			
21	Details of Orientation/ Training Programmes organised by the department			
22	List of teachers in Board of Studies/ Academic Council/ other professional bodies with copy of Appointment letter			
23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)			
24	Details of Department Library books and Issue Register of Department Library			
25	Time tables and teaching plan			
26	Student feedback (taken at the end of every semester)			
27	Department's best practice/innovative programme			


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ST THOMAS COLLEGE, PALAI

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Academic Audit Report

December 20-21, 2016

Name of the Department: MALAYALAM

Areas of Strength:

- Well stacked library with 5665 volumes and subscription to more than 20 periodicals
- Good number of publications by faculty
- Hosted PG syllabus restructuring workshop in the department
- Invited talks and a variety of programmes arranged in the department
- One PhD awarded from the department

Areas to be strengthened:

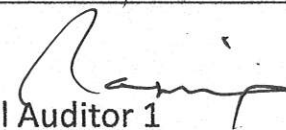
- Low pass percentage at UG level
- No NET/JRF since 2014
- No major/minor projects running
- Tutorial system to be strengthened
- Better rapport with parents to be maintained
- Greater attention to documentation required

Documents Check Lists

Name of Department: MALAYALAM.

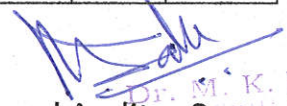
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1	Minutes of the Department meetings	✓		
2	Visitors' diary	✓	✓	
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)	✓	✓	✓
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations		✓	
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same	✓		
7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds	✓	✓	✓
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken		✓	
11	Reports of department activities(Details of conferences/ seminars/ workshop and invited talks organised showing separately those funded by external agencies and self-funded), News paper cuttings of programmes and department album		✓	

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18	Achievements by students: Curricular & Co-curricular (List and copy of certificates to be filed)	✓		
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20	List of Student enrichment programmes		✓	✓
21	Details of Orientation/ Training Programmes organised by the department			✓
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23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)	✓		
24	Details of Department Library books and Issue Register of Department Library	✓		
25	Time tables and teaching plan			✓
26	Student feedback (taken at the end of every semester)			✓
27	Department’s best practice/innovative programme		✓	

External Auditor 1 

IQAC Co-ordinator 

Pro-Manager 

External Auditor 2 
DR. M. K. BABY
 M.A., M.L.S., B.A., M.Phil., Ph.D.
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Principal 
 20/12/10

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Academic Audit Report

December 20-21, 2016

Name of the Department: HINDI

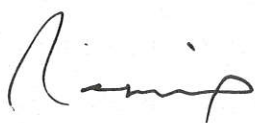
Evaluation was not possible as the department was not ready with the presentation. Further, the documentation was also not satisfactorily progressed.


Documents Check Lists

Name of Department: HINDI

Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings		✓	
2	Visitors' diary			✓
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)	-	-	✓
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations			✓
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8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds		-	-
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13	Details and reports of Department association and Department –specific club activities		✓	
14	Details of PTA meetings			✓
15	Parents’ visit record and parents’ feedback			✓
16	UG and PG question papers: a) Internal b) External		✓	
17	UG and PG examination results: a) Internal b) External		✓	
18	Achievements by students: Curricular & Co-curricular (List and copy of certificates to be filed)	-	-	-
19	List of Rank/ NET/ JRF holders with copy of certificates	-	-	✓
20	List of Student enrichment programmes	-	-	-
21	Details of Orientation/ Training Programmes organised by the department	-	-	-
22	List of teachers in Board of Studies/ Academic Council/ other professional bodies with copy of Appointment letter	✓		
23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)	-	-	-
24	Details of Department Library books and Issue Register of Department Library	-	-	-
25	Time tables and teaching plan		-	-
26	Student feedback (taken at the end of every semester)		-	-
27	Department’s best practice/innovative programme	✓		

External Auditor 1 


External Auditor 2
 Dr. Nicky Baby
 M.Com, LL.B., M.Phil, Ph.D.
 Associate Professor & Head
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 IQAC Co-ordinator


 Pro-Manager


 Principal

ST THOMAS COLLEGE, PALAI

Arunapuram P.O. Kottayam, Kerala 686 574

Academic Audit Report

December 20-21, 2016

Name of the Department: MATHEMATICS

Areas of Strength:

- Three faculty members serve on the BoS of the university
- A research department with one guide and four scholars
- Six seminars attended by the faculty during the period
- Curriculum feedback taken from the students
- A number of research papers published

Areas to be strengthened:

- No NET/JRF during the period
- No major or minor projects currently running
- Maintain better rapport with the alumni
- Pay greater attention to documentation
- Tutorial system is not effectively working
- Potentials of the department not tapped
- The presentation of the Department may be made more specific and factual

Documents Check Lists

Name of Department: MATHEMATICS

Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings	✓		
2	Visitors' diary			✓
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)	✓		
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations	✓		
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same	✓		
7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds			✓
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken		✓	
11	Reports of department activities(Details of conferences/ seminars/ workshop and invited talks organised showing separately those funded by external agencies and self-funded), News paper cuttings of programmes and department album			✓

Maths

12	Tutorial Records and details of tutorial activities(such personal meetings of the tutor with students, academic and career guidance provided etc)		✓	
13	Details and reports of Department association and Department –specific club activities			✓
14	Details of PTA meetings			
15	Parents’ visit record and parents’ feedback	✓		
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17	UG and PG examination results: a) Internal b) External	✓		
18	Achievements by students: Curricular & Co-curricular (List and copy of certificates to be filed)	-	-	-
19	List of Rank/ NET/ JRF holders with copy of certificates	-	-	-
20	List of Student enrichment programmes		✓	
21	Details of Orientation/ Training Programmes organised by the department			✓
22	List of teachers in Board of Studies/ Academic Council/ other professional bodies with copy of Appointment letter	✓		
23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)	✓		
24	Details of Department Library books and Issue Register of Department Library	-	-	-
25	Time tables and teaching plan	✓		
26	Student feedback (taken at the end of every semester)	✓	✓	
27	Department’s best practice/innovative programme			


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IQAC Co-ordinator


Pro-Manager


Principal 21/12/16

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Arunapuram P.O. Kottayam, Kerala 686 574

Academic Audit Report

December 20-21, 2016

Name of the Department: STATISTICS

Areas of Strength:

- Four faculty members in nine BoS
- Hosted workshop for UG syllabus revision
- Two cleared NET/JRF
- Sixteen research scholars and six were awarded PhD during the period
- Four university positions
- Three research publications and 8 paper presentations
- Two ongoing projects
- Consultancy offered
- Two-day national seminar organized
- Six faculty members have membership in professional bodies
- Dr. Sebastian George was awarded distinguished professorship by University of North Carolina, USA
- Five students got placed from the campus

Areas to be strengthened:

- UGC-NET coaching to be strengthened
- Alumni association to be strengthened
- Tutorial system is not effective
- Apply for more research projects
- Make consultancy more structured
- Pay greater attention to documentation of the activities

Documents Check Lists

Name of Department: STATISTICS

Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings	✓		
2	Visitors' diary	✓		
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)	✓		
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations	✓		
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same	✓		
7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds			
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken			✓
11	Reports of department activities(Details of conferences/ seminars/ workshop and invited talks organised showing separately those funded by external agencies and self-funded), News paper cuttings of programmes and department album		✓	

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13	Details and reports of Department association and Department –specific club activities			✓
14	Details of PTA meetings		✓	
15	Parents’ visit record and parents’ feedback			
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23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)			✓
24	Details of Department Library books and Issue Register of Department Library			✓
25	Time tables and teaching plan			✓
26	Student feedback (taken at the end of every semester)			✓
27	Department’s best practice/innovative programme			✓

External Auditor 1

IQAC Co-ordinator

Pro-Manager

External Auditor 2

Principal

P. M. K. BABY
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 Associate Professor & Head
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27/12/11

ST THOMAS COLLEGE, PALAI

Arunapuram P.O. Kottayam, Kerala 686 574

Academic Audit Report

December 20-21, 2016

Name of the Department: BIostatistics

Areas of Strength:

- Around 95% pass and more than 80% placements
- Large number of invited talks
- Tie up with 12 institutions for student training
- Three seminars/ workshops arranged
- Five publications by students

Areas to be strengthened:

- The department mainly relies on a single faculty
- Documentation to be strengthened

Documents Check Lists

Name of Department: *Bio Statistics*



Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings	✓		
2	Visitors' diary			✓
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)			1
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations	✓		✓
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same	✓		
7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds	✓		
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken			✓
11	Reports of department activities(Details of conferences/ seminars/ workshop and invited talks organised showing separately those funded by external agencies and self-funded), News paper cuttings of programmes and department album		✓	

12	Tutorial Records and details of tutorial activities(such personal meetings of the tutor with students, academic and career guidance provided etc)	✓		
13	Details and reports of Department association and Department –specific club activities			✓
14	Details of PTA meetings			✓
15	Parents' visit record and parents' feedback			✓
16	UG and PG question papers: a) Internal b) External	✓		
17	UG and PG examination results: a) Internal b) External	✓		
18	Achievements by students: Curricular & Co-curricular (List and copy of certificates to be filed)			✓
19	List of Rank/ NET/ JRF holders with copy of certificates	-	-	-
20	List of Student enrichment programmes			✓
21	Details of Orientation/ Training Programmes organised by the department			✓
22	List of teachers in Board of Studies/ Academic Council/ other professional bodies with copy of Appointment letter			✓
23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)			✓
24	Details of Department Library books and Issue Register of Department Library	-	-	-
25	Time tables and teaching plan			✓
26	Student feedback (taken at the end of every semester)		✓	
27	Department's best practice/innovative programme MOU Title			✓


External Auditor 1


IQAC Co-ordinator


Pro-Manager


External Auditor 2
BABY
M.Com,LL.B.,M.Phil,PhD.
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Phone: 673 008, Kerala

Principal
24/12/16

ST THOMAS COLLEGE, PALAI

Arunapuram P.O. Kottayam, Kerala 686 574

Academic Audit Report

December 20-21, 2016

Name of the Department: PHYSICS

Areas of Strength:

- Three faculty members are on the BoS of the university and autonomous colleges and 4 took part in curriculum revision workshops
- Eight out of a total of ten faculty members are PhD holders and one is pursuing PhD
- Guidance given for NET/GATE and IIT entrance examinations and 5 qualified NET during the period
- Impressive results for UG and PG with university positions
- Students progressions to prestigious institutions for higher studies
- Active research with 5 guides, 19 scholars, 1 PhD awarded and one thesis submitted
- Two major and one minor project running
- One patent filed
- Seven publications and 20 seminar proceedings
- Consultancy offered with revenue generated

Areas to be strengthened:

- Remedial classes conducted are not properly documented
- Add-on courses can be started
- Strengthen the rapport with alumni
- Department has higher potentials for initiating innovative programmes
- Apply for more major/minor projects

Documents Check Lists

Name of Department: *PHYSICS.*

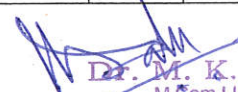
Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings	✓		
2	Visitors' diary			✓
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)	✓		
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations		✓	
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same	✓		
7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds	✓		
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken			✓
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12	Tutorial Records and details of tutorial activities(such personal meetings of the tutor with students, academic and career guidance provided etc)		✓	
13	Details and reports of Department association and Department –specific club activities			✓
14	Details of PTA meetings			✓
15	Parents’ visit record and parents’ feedback		✓	
16	UG and PG question papers: a) Internal b) External		✓	
17	UG and PG examination results: a) Internal b) External			✓
18	Achievements by students: Curricular & Co-curricular (List and copy of certificates to be filed)	✓		
19	List of Rank/ NET/ JRF holders with copy of certificates	✓		
20	List of Student enrichment programmes			✓
21	Details of Orientation/ Training Programmes organised by the department			✓
22	List of teachers in Board of Studies/ Academic Council/ other professional bodies with copy of Appointment letter	✓		
23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)	✓		
24	Details of Department Library books and Issue Register of Department Library	✓		
25	Time tables and teaching plan			
26	Student feedback (taken at the end of every semester)	-	-	-
27	Department’s best practice/innovative programme	✓		


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ST THOMAS COLLEGE, PALAI

Arunapuram P.O. Kottayam, Kerala 686 574

Academic Audit Report

December 20-21, 2016

Name of the Department: CHEMISTRY

Areas of Strength:

- Seven research guides with nine scholars
- Eight NET/JRF in the last two years
- Three faculty members serve in the BoS of the university
- One student got admitted for PhD abroad and three others in IIST/ IISER
- Erudite lecture by Nobel Laureate
- Six publications and three others in press/ communicated
- Green audit conducted
- Science popularization through *sasthrapatham*

Areas to be strengthened:

- U G and PG results not impressive
- Department meetings are not regularly held
- Launch add-on programmes
- More faculty members may apply for/ take up research projects
- Tutorial system and student feedback to be strengthened

Documents Check Lists

Name of Department: CHEMISTRY

Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings	✓		
2	Visitors' diary			✓
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)	✓		
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations			
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same	✓		
7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds	✓		
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken			✓
11	Reports of department activities(Details of conferences/ seminars/ workshop and invited talks organised showing separately those funded by external agencies and self-funded), News paper cuttings of programmes and department album	✓		


Chemistry

12	Tutorial Records and details of tutorial activities(such personal meetings of the tutor with students, academic and career guidance provided etc)		✓	
13	Details and reports of Department association and Department –specific club activities			✓
14	Details of PTA meetings			✓
15	Parents' visit record and parents' feedback			✓
16	UG and PG question papers: a) Internal b) External	✓		
17	UG and PG examination results: a) Internal b) External	✓		
18	Achievements by students: Curricular & Co-curricular (List and copy of certificates to be filed)	✓		
19	List of Rank/ NET/ JRF holders with copy of certificates	✓		
20	List of Student enrichment programmes			✓
21	Details of Orientation/ Training Programmes organised by the department			✓
22	List of teachers in Board of Studies/ Academic Council/ other professional bodies with copy of Appointment letter	✓		
23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)	✓		
24	Details of Department Library books and Issue Register of Department Library	-	-	-
25	Time tables and teaching plan	-	-	-
26	Student feedback (taken at the end of every semester)			✓
27	Department's best practice/innovative programme			✓


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ST THOMAS COLLEGE, PALAI

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Academic Audit Report

December 20-21, 2016

Name of the Department: ZOOLOGY

Areas of Strength:

- Research department with one guide and six scholars
- One minor project running
- Ten research publications during the period
- Zoological museum with a good collection of specimens
- Two faculty members took part in seminars and one had the refresher course

Areas to be strengthened:

- Department meetings are not regularly held
- UG results are very poor
- Conduct more department level and association activities
- Apply for more major/minor projects
- Documentation to be strengthened

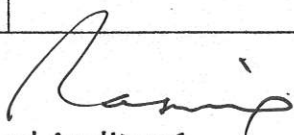
Documents Check Lists

Name of Department: Zoology

Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings			
2	Visitors' diary			✓
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)	✓		
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations	✓		
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same	✓		
7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds	✓		
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken			✓
11	Reports of department activities(Details of conferences/ seminars/ workshop and invited talks organised showing separately those funded by external agencies and self-funded), News paper cuttings of programmes and department album		✓	


Zoo Pogy


12	Tutorial Records and details of tutorial activities(such personal meetings of the tutor with students, academic and career guidance provided etc)		✓	
13	Details and reports of Department association and Department –specific club activities			✓
14	Details of PTA meetings		✓	
15	Parents' visit record and parents' feedback			
16	UG and PG question papers: a) Internal b) External	✓		
17	UG and PG examination results: a) Internal b) External			
18	Achievements by students: Curricular & Co-curricular (List and copy of certificates to be filed)			
19	List of Rank/ NET/ JRF holders with copy of certificates	—	—	—
20	List of Student enrichment programmes		✓	
21	Details of Orientation/ Training Programmes organised by the department	—	—	—
22	List of teachers in Board of Studies/ Academic Council/ other professional bodies with copy of Appointment letter	—	—	—
23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)			
24	Details of Department Library books and Issue Register of Department Library	—	—	—
25	Time tables and teaching plan			
26	Student feedback (taken at the end of every semester)		✓	
27	Department's best practice/innovative programme		✓	


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Academic Audit Report

December 20-21, 2016

Name of the Department: BOTANY

Areas of Strength:

- Four faculty members serve on the BoS of the university and autonomous colleges
- Special focus on *field teaching*
- Ten scholars are currently doing research and five were awarded PhD during the period
- Four invited talks
- One major project presently running
- 27 research publications
- Several new species discovered by the researchers of the department
- Emphasis on 'environment consciousness' and *Biodiversity Day* observed
- Photo exhibitions outside the college
- Two students qualified CSIR/UGC tests

Areas to be strengthened:

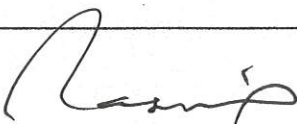
- University results not impressive
- Coaching for NET exam may be offered
- Apply for more major/ minor projects
- Documentation of the programmes and achievements to be strengthened
- Tutorial system can be made more effective

Documents Check Lists

Name of Department: BOTANY


Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings		✓	
2	Visitors' diary			✓
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)			✓
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations	✓		
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7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds	✓		
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken			✓
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12	Tutorial Records and details of tutorial activities(such personal meetings of the tutor with students, academic and career guidance provided etc)		✓	
13	Details and reports of Department association and Department –specific club activities			✓
14	Details of PTA meetings			
15	Parents’ visit record and parents’ feedback	✓		
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19	List of Rank/ NET/ JRF holders with copy of certificates	✓		
20	List of Student enrichment programmes			✓
21	Details of Orientation/ Training Programmes organised by the department			✓
22	List of teachers in Board of Studies/ Academic Council/ other professional bodies with copy of Appointment letter			✓
23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)	-	-	-
24	Details of Department Library books and Issue Register of Department Library	-	-	-
25	Time tables and teaching plan			✓
26	Student feedback (taken at the end of every semester)			✓
27	Department’s best practice/innovative programme		✓	


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ST THOMAS COLLEGE, PALAI

Arunapuram P.O. Kottayam, Kerala 686 574

Academic Audit Report

December 20-21, 2016

Name of the Department: APPLIED BIOTECHNOLOGY & MICROBIOLOGY

Areas of Strength:

- Two faculty members serve on BoS and three are involved in syllabus revision
- Certificate courses offered in Bio-Informatics, Clinical Biochemistry and Molecular Biology
- Five seminars, three one day workshops and three erudite lectures
- Six research publications
- Training in Mushroom cultivation and water quality testing
- Throwing the labs open to school students

Areas to be strengthened:


- NET coaching to be strengthened
- Pay more attention to the documentation of activities

Documents Check Lists

Name of Department: *BIO TECHNOLOGY & APPLIED MICROBIOLOGY*

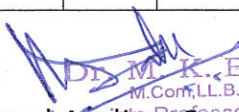
Sl. No	Name of File	Extent of documentation		
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1	Minutes of the Department meetings			
2	Visitors' diary		✓	
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)	-	-	-
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations	✓		
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same			✓
7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds			
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken			✓
11	Reports of department activities(Details of conferences/ seminars/ workshop and invited talks organised showing separately those funded by external agencies and self-funded), News paper cuttings of programmes and department album		✓	

12	Tutorial Records and details of tutorial activities(such personal meetings of the tutor with students, academic and career guidance provided etc)		✓	
13	Details and reports of Department association and Department –specific club activities		✓	
14	Details of PTA meetings			✓
15	Parents’ visit record and parents’ feedback		✓	
16	UG and PG question papers: a) Internal b) External		✓	
17	UG and PG examination results: a) Internal b) External		✓	
18	Achievements by students: Curricular & Co-curricular (List and copy of certificates to be filed)			✓
19	List of Rank/ NET/ JRF holders with copy of certificates	✓		
20	List of Student enrichment programmes			
21	Details of Orientation/ Training Programmes organised by the department	-	-	-
22	List of teachers in Board of Studies/ Academic Council/ other professional bodies with copy of Appointment letter	✓		
23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)	-	-	-
24	Details of Department Library books and Issue Register of Department Library	✓		
25	Time tables and teaching plan	-		
26	Student feedback (taken at the end of every semester)	✓		
27	Department’s best practice/innovative programme			✓


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21/12/16

ST THOMAS COLLEGE, PALAI

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Academic Audit Report

December 20-21, 2016

Name of the Department: ECONOMICS

Areas of Strength:

- Two faculty members are in BoS of the university and are involved in curriculum designing
- Three university ranks at PG level in 2014-15
- Published one book and five research papers
- Socio-economic survey and library set up *at Pazhukkakanam*
- Three invited talks
- Budget Analysis competition for students every year
- Six cleared NET/JRF since 2014
- Digital archive

Areas to be strengthened:

- No running major/ minor projects
- Departmental activities are not properly documented
- Alumni association to be strengthened

Documents Check Lists

Name of Department: Economics

Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings	✓		
2	Visitors' diary			✓
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)			✓
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations	✓		
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same	✓		
7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds	-	-	-
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings ✗ e) details of activities undertaken			✗
11	Reports of department activities(Details of conferences/ seminars/ workshop and invited talks organised showing separately those funded by external agencies and self-funded), News paper cuttings of programmes and department album			✓

Revs.

12	Tutorial Records and details of tutorial activities(such personal meetings of the tutor with students, academic and career guidance provided etc)	✓		
13	Details and reports of Department association and Department –specific club activities			✓ 12/2/15
14	Details of PTA meetings			✓
15	Parents' visit record and parents' feedback	✓		✓
16	UG and PG question papers: a) Internal b) External	✓		✓
17	UG and PG examination results: a) Internal b) External	✓		
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23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)			✓
24	Details of Department Library books and Issue Register of Department Library	✓		✓
25	Time tables and teaching plan			✓
26	Student feedback (taken at the end of every semester)	✓		
27	Department's best practice/innovative programme	✓		


External Auditor 1


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Academic Audit Report

December 20-21, 2016

Name of the Department: POLITICS

Areas of Strength:

- Foundation course on Human Rights (add-on)
- Two faculty members serve in five BoS
- Arranged 11 invited talks
- Eight research guides including two from within the department
- Three PhDs awarded and one cleared NET

Areas to be strengthened:

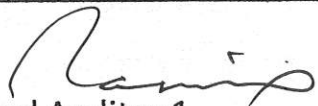
- No running major/ minor projects
- University examination results are unimpressive
- Insufficient research output in the form of publications
- Tutorial system to be strengthened
- Documentation not sufficiently taken care of

Documents Check Lists

Name of Department: POLITCS


Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings	✓		
2	Visitors' diary			✓
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)	-	-	✓
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations		✓	
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same			✓
7	Copies of Syllabus: UG & PG	✓		
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24	Details of Department Library books and Issue Register of Department Library	-	-	-
25	Time tables and teaching plan			✓
26	Student feedback (taken at the end of every semester)	✓		
27	Department’s best practice/innovative programme		✓	


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Professor, Professor & Head
Department of Commerce
St. Joseph's College, Devagiri
Calicut - 673 008, Kerala


Principal
12/16

ST THOMAS COLLEGE, PALAI

Arunapuram P.O. Kottayam, Kerala 686 574

Academic Audit Report

December 20-21, 2016

Name of the Department: HISTORY

Areas of Strength:

- Membership in professional academic bodies
- Two invited talks during the period
- Archaeological exploration and field survey carried out
- Heritage Museum maintained
- MoU with CHS, Hill Palace Museum, Tripunithura
- One research guide
- Two faculty members have attended workshops and presented papers

Areas to be strengthened:


- No running projects
- Unimpressive UG results
- No publications during the period
- Tutorial system not effective
- More student enrichment programmes to be organized

Documents Check Lists

Name of Department: HISTORY


Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings	✓		
2	Visitors' diary	✓		
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)	✗	✗	✗
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations	✓		
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same	✓		
7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds	✓		
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken		✓	
11	Reports of department activities(Details of conferences/ seminars/ workshop and invited talks organised showing separately those funded by external agencies and self-funded), News paper cuttings of programmes and department album			✓

12	Tutorial Records and details of tutorial activities(such personal meetings of the tutor with students, academic and career guidance provided etc)		✓	
13	Details and reports of Department association and Department –specific club activities	✓		
14	Details of PTA meetings	✓	✓	
15	Parents’ visit record and parents’ feedback		✓	
16	UG and PG question papers: a) Internal b) External	✓		
17	UG and PG examination results: a) Internal b) External	✓		
18	Achievements by students: Curricular & Co-curricular (List and copy of certificates to be filed)			
19	List of Rank/ NET/ JRF holders with copy of certificates	—	—	—
20	List of Student enrichment programmes			✓
21	Details of Orientation/ Training Programmes organised by the department			✓
22	List of teachers in Board of Studies/ Academic Council/ other professional bodies with copy of Appointment letter	✓	—	✓
23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)	—	—	—
24	Details of Department Library books and Issue Register of Department Library	✓		
25	Time tables and teaching plan			✓
26	Student feedback (taken at the end of every semester)	✓		
27	Department’s best practice/innovative programme		✓	

External Auditor 1 

IQAC Co-ordinator 

Pro-Manager 

External Auditor 2 
K. BABY
 LL.B., M.Phil, Ph.D.
 Professor & Head
 Department of Commerce
 St. Joseph's College, Devagiri
 Calicut - 673 008, Kerala

Principal 
 28/12/16

ST THOMAS COLLEGE, PALAI

Arunapuram P.O. Kottayam, Kerala 686 574

Academic Audit Report

December 20-21, 2016

Name of the Department: COMMERCE

Areas of Strength:

- UGC sponsored add-on programme in Financial Accounting using Tally
- CA-CPT oral coaching
- Chairman and co-opted members of the PG BoS of the university
- Hosted workshop on PG syllabus revision
- Impressive use of ICT in classroom
- Business Plan presentation contest
- UGC sponsored Three day national workshop
- All India Commerce and Management fest
- MoU with KISCO Bank
- Entry level examination followed by Bridge course, remedial and extra classes
- Faculty members attended two orientation and two refresher courses
- Two faculty members were awarded PhD during the period
- Innovative initiatives like *Mission sampoorna*, *mission parivarthan*, *KYS@Home*, *mission arogya*
- Two major and one minor projects running
- Impressive seminar participation and paper presentation by faculty

Areas to be strengthened:

- Apply for more major and minor projects
- Arrange coaching for UGC-NET examinations
- Strengthen the activities of the Alumni Association
- Innovative initiatives to be properly documented

Documents Check Lists

Name of Department: COMMERCE

Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings	✓		
2	Visitors' diary			✓
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)			
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations	✓		
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same			✓ CD
7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds			
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken			✓
11	Reports of department activities(Details of conferences/ seminars/ workshop and invited talks organised showing separately those funded by external agencies and self-funded), News paper cuttings of programmes and department album	✓		

ST THOMAS COLLEGE, PALAI

Arunapuram P.O. Kottayam, Kerala 686 574

Academic Audit Report

December 20-21, 2016

Name of the Department: COMMERCE & COMPUTER

APPLICATIONS

Areas of Strength:

- Remedial classes for the weak and the less-privileged
- Campus placement to 12 students of 2013-16 batch
- Workshop on research methodology organized

Areas to be strengthened:

- No effective tutorial system in operation
- Insufficient department level activities
- Greater faculty involvement in student enrichment required
- Documentation to be strengthened

Documents Check Lists

Name of Department: *Commerce & Computer Applications*

Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings		✓	
2	Visitors' diary			✓
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)			✓
	Details of Research Projects with External Funding (Minor and Major)	-	-	-
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations		✓	
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same	-	-	-
7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis	-	-	-
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds	-	-	-
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken	-	-	-
11	Reports of department activities(Details of conferences/ seminars/ workshop and invited talks organised showing separately those funded by external agencies and self-funded), News paper cuttings of programmes and department album			✓

12	Tutorial Records and details of tutorial activities(such personal meetings of the tutor with students, academic and career guidance provided etc)		✓	
13	Details and reports of Department association and Department –specific club activities			
14	Details of PTA meetings	✓		
15	Parents’ visit record and parents’ feedback			✓
16	UG and PG question papers: a) Internal b) External			
17	UG and PG examination results: a) Internal b) External		✓	
18	Achievements by students: Curricular & Co-curricular (List and copy of certificates to be filed)			✓
19	List of Rank/ NET/ JRF holders with copy of certificates	-	-	-
20	List of Student enrichment programmes			✓
21	Details of Orientation/ Training Programmes organised by the department			✓
22	List of teachers in Board of Studies/ Academic Council/ other professional bodies with copy of Appointment letter	-	-	-
23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)	-	-	-
24	Details of Department Library books and Issue Register of Department Library			
25	Time tables and teaching plan			✓
26	Student feedback (taken at the end of every semester)			✓
27	Department’s best practice/innovative programme			✓



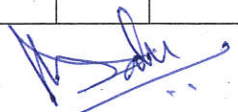
External Auditor 1



IQAC Co-ordinator



Pro-Manager



External Auditor 2

D. M. K. BABY
M.Com, LL.B., M.Phil, Ph.D.
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Kottayam - 673 008, Kerala



Principal

24/12/16

ST THOMAS COLLEGE, PALAI

Arunapuram P.O. Kottayam, Kerala 686 574

Academic Audit Report

December 20-21, 2016

Name of the Department: VOCATIONAL EDUCATION

Areas of Strength:

- Community college concept- a mileage to the institution
- B. Voc course offered
- Campus market of agriculture products
- FPT products on sale
- Industrial training and Orientation programmes

Areas to be strengthened:

- Documentation to be strengthened
- Faculty needs more academic orientation

Documents Check Lists

Name of Department: *Vocational Education*

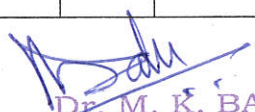
Sl. No	Name of File	Extent of documentation		
		Complete	Partial (%)	Not Documented
1	Minutes of the Department meetings		✓	
2	Visitors' diary			✓
3	List of Students: a) UG b) PG and c) Research	✓		
4	Time tables (Odd and Even Semesters)	✓		
	Details of Research Projects with External Funding (Minor and Major)			
5	Other research activities (such as UG & PG Projects) and Copies of Projects/Dissertations			
6	List of Publications (with proper details such as ISSN/ ISBN number, Journal name, volume number, Impact Factor, if any etc.) and copies of the same	-	-	-
7	Copies of Syllabus: UG & PG	✓		
8	Report of SWOC Analysis			✓
9	Register of Laboratory equipments and details of instruments purchased with UG/PG assistance and other sources of funds	✓		
10	Alumni: a) Progression with documentary proof, b) Address book c) Office bearers of Alumni association d) Minutes book of meetings e) details of activities undertaken	-	-	-
11	Reports of department activities(Details of conferences/ seminars/ workshop and invited talks organised showing separately those funded by external agencies and self-funded), News paper cuttings of programmes and department album			✓

12	Tutorial Records and details of tutorial activities(such personal meetings of the tutor with students, academic and career guidance provided etc)			✓
13	Details and reports of Department association and Department –specific club activities			✓
14	Details of PTA meetings			✓
15	Parents' visit record and parents' feedback			✓
16	UG and PG question papers: a) Internal b) External	✓	✓	
17	UG and PG examination results: a) Internal b) External	✓		
18	Achievements by students: Curricular & Co-curricular (List and copy of certificates to be filed)	✓		
19	List of Rank/ NET/ JRF holders with copy of certificates	-	-	-
20	List of Student enrichment programmes			✓
21	Details of Orientation/ Training Programmes organised by the department			
22	List of teachers in Board of Studies/ Academic Council/ other professional bodies with copy of Appointment letter	-	-	-
23	List of Orientation/ Refresher/ seminar/ Workshops attended (as participants/ resource persons and chair)			
24	Details of Department Library books and Issue Register of Department Library	✓		
25	Time tables and teaching plan			✓
26	Student feedback (taken at the end of every semester)	✓		
27	Department's best practice/innovative programme (Solar lantern)			


External Auditor 1


IQAC Co-ordinator


Pro-Manager


External Auditor 2
Dr. M. K. BABY
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Principal
22/12/16