

Academic and Administrative Audit (AAA) Report 2015.- 2016.....

Name of the Departments	Date	Remarks
Commerce	04-07-2016	Verified
Economics	11-07-2016	Verified
English	18-07-2016	Verified
Physics	26-07-2016	Verified
Chemistry	01-08-2016	Verified
Mathematics	12-08-2016	Verified
Journalism	17-08-2016	Verified
Unaided		
Commerce	22-08-2016	Verified
Computer Science	25-08-2016	Verified

Name, Designation of Audit Committee

1. Dr. Dominic Thomas
2. Smt. Sheela M Joseph
3. Dr. Reena Sebastian
4. Mr. Samson Rajan

Documents	Verified	Remarks and Suggestions
Syllabus	Yes	
Lesson plan (work diary)	Yes	
Department timetable	Yes	
Feedback	Yes	
Tutorial card	Yes	

Time table	Yes	
Attendance register	Yes	
Academic calendar	Yes	
Internal examination details	Yes	
Model question papers	Yes	
Model examination mark list	Yes	
Model examination time table	Yes	
Examination duty register.	Yes	
Courses-professional, ethics, Gender, human values, environment and sustainability	Yes	
Project work - Students list and certificates	Yes	
Nomination letter and Participation Certificate (BOS, Valuation etc)	Yes	
Peer teaching - register and report	Yes	
Remedial teaching register	Yes	
Teachers using ICT class with photos , PPT	yes	
WWS report , Attendance,	Yes	
SSP Report attendance.	Yes	
ASAP Report , Attendance	Yes	
Clubs Reports	Yes	

NSS Reports	Yes	
NCC Reports	Yes	
Departments Reports	Yes	Department minutes
Academic Committees minutes and reports	Yes	Staff Council
Alumni- meeting, reports	Yes	No Registered Alumni. Department of economics Conducted Alumni meet
IQAC Reports and Minutes	Yes	Minutes
Refresher and orientation certificates	Yes	
Best Practices	Yes	Peer teaching and counselling camp

ADMINISTRATIVE

Documents	Verified	Remarks
Sanctioned strength programmme wise	Yes	
University approved sanction list	Yes	
Certified list of full time teacher with the departmental affiliation letter	Yes	
List of students in each programmes	Yes	
Circular pertaining to assigning mentors to mentees	Yes	Minutes of the tutorial Committee
Approved mentor list (HoD, and Tutorship) as announced by the Principal	Yes	Each class is assigned to a mentor (Class tutor)
Sanctioned letter and appointment order (Both government and management)	Yes	

List of full time teachers with departmental affiliation authenticated by principal	Yes	
List of faculties with Ph.D with Doctorate Degree Certificate	Yes	3 Ph.D's awarded
List of faculties with date of appointment with appointment letter	Yes	English Department(3), Principal
Result sheet published by university signed by principal, certified report of controller of examination.	Yes	Result sheet published by university signed by controller of examination.
Master plan of college	yes	
Report of academic facilities	yes	
Report of Sports facilities and events	yes	
Report of cultural facilities and events	yes	
Library register, Audited Accounts, List of books and journals	Yes	
ILMS	Yes	
Administrative committees- minutes and reports	yes	Staff Council
Audited accounts of PTA, College, Endowment etc	Yes	Some are audited internally and some externally
Stock register of computer and purchase bills	yes	
Stock register of labs and purchase bills	yes	

Academic and Administrative Audit (AAA) Report 2016.- 2017.....

Name of the Departments	Date	Remarks
Commerce	04-07-2017	Verified
Economics	10-07-2017	Verified
English	13-07-2017	Verified
Physics	17-07-2017	Verified
Chemistry	25-07-2017	Verified
Mathematics	31-07-2017	Verified
Journalism	03-08-2017	Verified
Unaided		
Computer Science	07-08-2017	Verified
Commerce	14-08-2017	Verified

Name, Designation of Audit Committee

1. Dr. Dominic Thomas
2. Smt. Sheela M Joseph
3. Dr. Reena Sebastian
4. Mr. Samson Rajan

Documents	Verified	Remarks and Suggestions
Syllabus	Yes	Successfully implemented the university syllabus
Lesson plan (work diary)	Yes	
Department timetable	Yes	
Feedback	Yes	
Tutorial card	Yes	

Time table	Yes	
Attendance register	Yes	
Academic calendar	Yes	
Internal examination details	Yes	
Model question papers	Yes	
Model examination mark list	Yes	
Model examination time table	Yes	
Examination duty register.	Yes	
Courses-professional, ethics, Gender, human values, environment and sustainability	Yes	Courses inculcating these values are implemented through the curriculum as formulated by the university
Project work - Students list and certificates	Yes	
Nomination letter and Participation Certificate (BOS, Valuation etc)	Yes	
Peer teaching - register and report	Yes	
Remedial teaching register	Yes	
Teachers using ICT class with photos , PPT	Yes	Some teachers using PPT
WWS report , Attendance,	Yes	
SSP Report attendance.	Yes	
ASAP Report , Attendance	Yes	
Clubs Reports	Yes	

NSS Reports	Yes	
NCC Reports	Yes	
Departments Reports	Yes	Department minutes
Academic Committees minutes and reports	Yes	Staff council
Alumni- meeting, reports	Yes	No registered Alumni during the year 2016-17. Economics, English and chemistry department conducted annual Alumni meet
IQAC Reports and Minutes	Yes	Minutes
Refresher and orientation certificates	Yes	
Green Audit		Green Audit not conducted
Best Practices	Yes	SES MERITODIVM and Eco Magazine Magazine

ADMINISTRATIVE

Documents	Verified	Remarks
Sanctioned strength program wise	Yes	
University approved sanction list	Yes	
State/ central govt. Letter reg. Reservation to the state OBC, SC,ST cell every year	Yes	
Certified list of full time teacher with the departmental affiliation letter	Yes	
List of students in each programmes	Yes	
Circular pertaining to assigning mentors to mentees	Yes	Minutes of the tutorial committee

Approved mentor list (HoD, and Tutorship) as announced by the Principal	Yes	Each class is assigned to a mentor (Class tutor)
Sanctioned letter and appointment order (Both government and management)	Yes	
List of full time teachers with departmental affiliation authenticated by principal	Yes	
List of faculties with Ph.D with Doctorate Degree Certificate	Yes	1 Ph.D(Physics department)
List of faculties with date of appointment with appointment letter		No new faculty is appointed
Result sheet published by university signed by principal, certified report of controller of examination.	Yes	University mark list get signed by the controller
Master plan of college	Yes	
Report of academic facilities	Yes	
Report of Sports facilities and events	Yes	
Report of cultural facilities and events	Yes	
Library register, Audited Accounts, List of books and journals	Yes	
ILMS	Yes	
Administrative committees- minutes and reports	Yes	Staff Council
Audited accounts of PTA, College, Endowment etc	Yes	Some are audited internally and some are externally
Stock register of computer and purchase bills	Yes	
Stock register of labs and purchase bills	Yes	

Academic and Administrative Audit (AAA) Report 2017.- 2018.....

Name of the Departments	Date	Remarks
Commerce	5-07-2018	Verified
Economics	09-07-2018	Verified
English	16-07-2018	Verified
Physics	20-07-2018	Verified
Chemistry	25-07-2018	Verified
Mathematics	30-07-2018	Verified
Journalism	02-08-2018	Verified
Unaided		
commerce	02-08-2018	Verified
Computer science	05-08-2018	Verified

Name, Designation of Audit Committee

1. Dr. Dominic Thomas
2. Smt. Sheela M Joseph
3. Dr. Reena Sebastian
4. Mr. Samson Rajan

Documents	Verified	Remarks and Suggestions
Syllabus	Yes	
Lesson plan (work diary)	Yes	
Department timetable	Yes	
Feedback	Yes	
Tutorial card	Yes	

Time table	Yes	
Attendance register	Yes	
Academic calendar	Yes	
Internal examination details	Yes	
Model question papers	Yes	
Model examination mark list	Yes	
Model examination time table	Yes	
Examination duty register.	Yes	
Courses-professional, ethics, Gender, human values, environment and sustainability	Yes	Courses inculcating these values are implemented through the curriculum as formulated by the university
Project work - Students list and certificates	Yes	
Nomination letter and Participation Certificate (BOS, Valuation etc)	Yes	
Peer teaching - register and report	Yes	
Remedial teaching register	Yes	
Teachers using ICT class with photos , PPT	Yes	Some Teachers using ICT class ,PPT
WWS report , Attendance,	Yes	
SSP Report attendance.	Yes	
ASAP Report , Attendance	Yes	
Clubs Reports	Yes	

NSS Reports	Yes	
NCC Reports	Yes	
Departments Reports	Yes	Department minutes
Academic Committees minutes and reports	Yes	Staff Council
Alumni- meeting, reports	Yes	No registered Alumni. Alumni meeting were organized by Chemistry, physics English and commerce department
IQAC Reports and Minutes	Yes	Minutes
Refresher and orientation certificates	Yes	
Best Practices	Yes	Connecting to Community, WhatsApp Class

ADMINISTRATIVE

Documents	Verified	Remarks
Sanctioned strength program wise	Yes	
University approved sanction list	Yes	
State/ central govt. Letter reg. Reservation to the state OBC, SC,ST cell every year	Yes	
Certified list of full time teacher with the departmental affiliation letter	Yes	
List of students in each program	Yes	
Circular pertaining to assigning mentors to mentees	Yes	Minutes of the Tutorial Committee
Approved mentor list (HoD, and Tutorship) as announced by the Principal	Yes	Each class has a mentor(Tutor)

Sanctioned letter and appointment order (Both government and management)	Yes	
List of full time teachers with departmental affiliation authenticated by principal	Yes	
List of faculties with Ph.D with Doctorate Degree Certificate		No Ph.D's awarded during this year
List of faculties with date of appointment with appointment letter	Yes	
Result sheet published by university signed by principal, certified report of controller of examination.	Yes	Result sheet published by university signed by controller of examination.
Master plan of college	yes	
Report of academic facilities	yes	
Report of Sports facilities and events	yes	
Report of cultural facilities and events	yes	
Library register, Audited Accounts, List of books and journals	Yes	
ILMS	Yes	
Administrative committees- minutes and reports	yes	
Audited accounts of PTA, College, Endowment etc	Yes	Some are Audited internally and some are externally
Stock register of computer and purchase bills	yes	
Stock register of labs and purchase bills	yes	

Academic and Administrative Audit (AAA) Report 2018.- 2019.....

Name of the Departments	Date	Remarks
Commerce	03-09-2019	Verified
Economics	06-09-2019	Verified
English	18-09-2019	Verified
Physics	23-09-2019	Verified
Chemistry	29-09-2019	Verified
Mathematics	30-09-2019	Verified
Journalism	11-10-2019	Verified
Unaided		
English	14-10-2019	Verified
Commerce	18-10-2019	Verified
Computer Science	30-10-2019	Verified

Name, Designation of Audit Committee

1. Dr. Dominic Thomas
2. Smt. Sheela M Joseph
3. Dr. Reena Sebastian
4. Mr. Samson Rajan

Documents	Verified	Remarks and Suggestions
Syllabus	Yes	
Lesson plan (work diary)	Yes	
Department timetable	Yes	
Feedback	Yes	

Tutorial card	Yes	
Time table	Yes	
Attendance register	Yes	
Academic calendar	Yes	
Internal examination details	Yes	
Model question papers	Yes	
Model examination mark list	Yes	
Model examination time table	Yes	
Examination duty register.	Yes	
Courses-professional, ethics, Gender, human values, environment and sustainability	Yes	Courses inculcating these values are implemented through the curriculum as formulated by the university
Courses- Certificate, Bridge, addon (Brochure, Certificate, Syllabus, Attendance)	Yes	Certificate course and bridge course are implemented in various department
Project work - Students list and certificates	Yes	
Nomination letter and Participation Certificate (BOS, Valuation etc)	Yes	
Peer teaching - register and report	Yes	
Remedial teaching register	Yes	
Teachers using ICT class with photos , PPT		Most of the teachers using PPT, and ICT class
WWS report , Attendance,	Yes	
SSP Report attendance.	Yes	

ASAP Report , Attendance	Yes	
Clubs Reports	Yes	
NSS Reports	Yes	
NCC Reports	Yes	
Departments Reports	Yes	Department minutes
Academic Committees minutes and reports	Yes	Staff council
Alumni- meeting, reports	Yes	Department of English conducted Alumni meeting
IQAC Reports and Minutes	Yes	Minutes
Refresher and orientation certificates	Yes	
Best Practices	Yes	Birthday Book, Students Skill Expo

ADMINISTRATIVE

Documents	Verified	Remarks
Sanctioned strength program wise	Yes	
University approved sanction list	Yes	
State/ central govt. Letter reg. Reservation to the state OBC, SC,ST cell every year	Yes	
Certified list of full time teacher with the departmental affiliation letter	Yes	
List of students in each program	Yes	
Circular pertaining to assigning mentors to mentees	Yes	Minutes of the Tutorial committee

Approved mentor list (HoD, and Tutorship) as announced by the Principal	Yes	
Sanctioned letter and appointment order (Both government and management)	Yes	
List of full time teachers with departmental affiliation authenticated by principal	Yes	4 teachers (2 in Mathematics Department, 1 In Chemistry and 1 in physics department)
List of faculties with Ph.D with Doctorate Degree Certificate	Yes	No Ph.D's awarded
List of faculties with date of appointment with appointment letter	Yes	
Result sheet published by university signed by principal, certified report of controller of examination.	Yes	Result sheet published by university signed by controller of examination.
Master plan of college	yes	
Report of academic facilities	yes	
Report of Sports facilities and events	yes	
Report of cultural facilities and events	yes	
Library register, Audited Accounts, List of books and journals	Yes	
ILMS	Yes	
Administrative committees- minutes and reports	yes	Staff Council
Audited accounts of PTA, College, Endowment etc	Yes	Some are audited internally and some are externally
Stock register of computer and purchase bills	yes	
Stock register of labs and purchase bills	yes	

Academic and Administrative Audit (AAA) Report 2019.- 2020.....

Name of the Departments	Date	Remarks
Commerce	05-10-2020	Documents verified
Economics	08-10-2020	Verified
English	13-10-2020	Verified
Physics	16-10-2020	Verified
Chemistry	21-10-2020	Verified
Mathematics	28-10-2020	Verified
Journalism	3-11-2020	Verified
Unaided		
English	06-11-2020	Verified
Commerce	19-11-2020	Verified
Computer Science	23-11-2-20	Verified

Name, Designation of Audit Committee

1. Dr. Dominic Thomas
2. Smt. Sheela M Joseph
3. Dr. Reena Sebastian
4. Mr. Samson Rajan

Documents	Verified	Remarks and Suggestions
Syllabus	Yes	Successfully implemented the university syllabus
Lesson plan (work diary)	Yes	
Department timetable	Yes	
Feedback	Yes	

Tutorial card	Yes	
Time table	Yes	
Attendance register	Yes	
Academic calendar	Yes	
Internal examination details	Yes	
Model question papers	Yes	
Model examination mark list	Yes	
Model examination time table	Yes	
Examination duty register.	Yes	
Courses-professional, ethics, Gender, human values, environment and sustainability	Yes	Courses inculcating these values are implemented through the curriculum as formulated by the university
Courses- Certificate, Bridge, addon (Brochure, Certificate, Syllabus, Attendance)	Yes	Certificate course and bridge course are implemented in various department
Project work - Students list and certificates	Yes	
Nomination letter and Participation Certificate (BOS, Valuation etc)	Yes	
Peer teaching - register and report	Yes	
Remedial teaching register	Yes	
Teachers using ICT class with photos , PPT	Yes	Most of the Teachers using ICT class and PPT
WWS report , Attendance,	Yes	
SSP Report attendance.	Yes	

ASAP Report , Attendance	Yes	
Clubs Reports	Yes	
NSS Reports	Yes	
NCC Reports	Yes	
Departments Reports	Yes	Department minutes
Academic Committees minutes and reports	Yes	Academic Monitoring committee
Alumni- meeting, reports	Yes	Registered alumni Association. Various department conducted Alumni meeting
IQAC Reports and Minutes	Yes	Minutes
Refresher and orientation certificates	Yes	
Best Practices	Yes	Certificate course and Value Education program, Outreach education

ADMINISTRATIVE

Documents	Verified	Remarks
Sanctioned strength program wise	Yes	
University approved sanction list	Yes	
State/ central govt. Letter reg. Reservation to the state OBC, SC,ST cell every year	Yes	
Certified list of full time teacher with the departmental affiliation letter	Yes	
List of students in each program	Yes	
Circular pertaining to assigning mentors to mentees	Yes	Walk with Scholar Program

Approved mentor list (HoD, and Tutorship) as announced by the Principal	Yes	Class wise mentor (tutor)
Sanctioned letter and appointment order (Both government and management)	Yes	
List of full time teachers with departmental affiliation authenticated by principal	Yes	1 Teacher(Physics Department)
List of faculties with Ph.D with Doctorate Degree Certificate	Yes	1 Ph. D(Economics)
List of faculties with date of appointment with appointment letter	Yes	
Result sheet published by university signed by principal, certified report of controller of examination.	Yes	Result sheet published by university signed by controller of examination.
Master plan of college	yes	
Report of academic facilities	yes	
Report of Sports facilities and events	yes	
Report of cultural facilities and events	yes	
Library register, Audited Accounts, List of books and journals	Yes	
ILMS	Yes	
Administrative committees- minutes and reports	yes	Staff Council
Audited accounts of PTA, College, Endowment etc	Yes	
Stock register of computer and purchase bills	yes	
Stock register of labs and purchase bills	yes	