

Academic and Administrative Audit Report

2020-2021

S.E.S COLLEGE, SREEKANDAPURAM

ACADEMIC AND ADMINISTRATIVE AUDIT

Audit Team

Sl No	Name	Designation
1	Dr. Unnikrishnan Kizhakkal Valappil	Asst. Professor Govt. Sreebhairam College Thalassery
2	Dr. Sabu Thomas	Associate Professor CWT Bommen College Thalassery

General Observations

1. Department academic plans should be given on the department notice boards.
2. Some departments do not maintain the details of result analysis compared with university average.
3. Minutes books of some departments do not include the activities undertaken by them.
4. Departments have to conduct more certificate courses.
5. Some departments have to update the tutorial cards of students.
6. Maintain separate files for student progression and placement.
7. Some departments have to update the faculty profile in the website.

Significant Achievements

1. Research oriented faculty.
2. A wide range of extension, co-curricular and extracurricular activities.
3. Eco-friendly campus
4. Digitalisation of Teaching and Learning Process
5. Counselling Facilities

I. Curriculum Aspects

1. All Faculty members of the institution participated in the evaluation process of affiliating university.
2. Five certificate courses were introduced
3. Institution have to introduce more job oriented certificate courses .
4. Institution have to take remedial measures on the curriculum feedback..

II. Teaching, Learning and Evaluation

1. Student full time teacher ratio is 1:16
2. Result analysis and action taken report on result analysis should be maintained by the departments
3. Course wise Question bank and PPT bank of all programs should be made available in the website.
4. Institution should try to increase the number of ICT enabled classrooms.

III. Research, Innovations and Extensions

1. Institution has actively engaged in extension activities like snehaveedu, SEScares etc.
2. Institution has no research department and the number of research guides is also less.
3. IQAC should take steps to motivate eligible faculty members to apply for research guideship.
4. Research projects funded by Govt. and non Govt. agencies are availed by a limited number of faculties.

IV. Infrastructure and Learning Resources

1. New seminar hall and administrative block are under construction.
2. Institution has 12 -ICT enabled classrooms and one smart class.
3. Institution has taken measures to increase the number of books and e- content in the central library.

V. Student Support and Progression

1. 337 students benefited from the scholarships and freeships provided by the Government during the academic year 2019-2020.
2. Departments should highlight winners in NET/JRF examinations and well placed students .
3. Students should be encouraged to participate in academic related seminars and conferences.
4. The college should take initiatives to increase the student progression to Higher education .
5. Institution should improve the activities of the career guidance cell.
6. Increase the number of registered alumni and also promote them for the wellbeing of the institution.

VI. Governance, Leadership and Management

1. The scope of e-governance should be enhanced
2. Institution should increase its quality assurance initiatives.
3. Institution should take initiative for the participation in NIRF.
4. Introduce Performance appraisal system for non teaching staff .

VII. Institutional Values and Best Practices

1. The college has many best practices. The college has implemented a merit day flagship 'merito diem' .
2. To perform peer teaching more effectively, introduced student teacher award.
3. a) The college is distinctive in green initiatives like River protection through Bamboo sapling plantation, eco manuscript magazine competition , nature camps for students, greening campus, etc


b)The college is keen in instilling social responsibilities. College provides ample opportunities for its students to engage in social activities and produce exemplary works in the field of social works.

3. The departmental best practices should be highlighted in their presentations.

Place:

Date:

Audit Team

Sl No	Name and Designation	Signature
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