



S.E.S COLLEGE ,SREEKANDAPURAM

Accredited by NAAC with B+ Grade

Affiliated to Kannur University

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

2022-2023

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT -2022-2023

Academic and Administrative audit was conducted from 01/10/2023 to 10/10/2023 validate and assess the data submitted by departments for the submission of AQAR 2022-2023 in accordance with the guidelines proposed by NAAC in the new accreditation framework.

Academic Audit Report 2022-2023

Criterion	Efforts Taken
Curricular Planning and Implementation	<p>As a Govt aided college, affiliated to Kannur university, we follow the curriculum designed by the Kannur University. The college currently has seven UG programmes and one PG Programme under the Choice Based Credit and Semester system in the Aided section and four UG Programmes and four PG programmes in the Unaided section. All possible measures are taken to publicize the POs, PSOs and COs prescribed by the University. They are displayed at various places on the college campus and also on the college website. Teachers take special care in disseminating the POs, PSOs and COs to the students. The college makes all necessary preparations for systematic delivery and documentation of curriculum in accordance with the Academic Calendar, Syllabus and the POs, PSOs and COs prescribed by Kannur University, through bridge courses, work diaries, teaching plans, tutorial books and time tables. The planned curriculum is effectively delivered through various means such as lectures, assignments, seminars, quizzes, projects, case studies, peer teaching, remedial teaching, ICT enabled presentations and videos prepared</p>

Criterion	Efforts Taken
<p>Details of Add on /Certificate/Value added programs offered</p>	<p>by students and teachers.</p> <p>During the year 2022-23, college conducted 14 certificate courses with 30 hours each</p> <ol style="list-style-type: none"> 1.An introduction to latex-type setting <i>mathematics</i> 2.English for Competitive Examinations 3.SPSS for beginners 4.Renewable Energy and Energy Resources 5.Digital Marketing (B.Com un aided) 6.GST- Goods and Service Tax(M.com) 7. Soil and Water Analysis 8.Basic Entrepreneurship Development 9. PHP for Beginners 10.Travel & Tourism 11.Computerised Accounting and Travel and Tourism 12.Practical HR 13 Visualisation in Advertising 14.Employability Skills
<p>Curriculum Enrichment</p>	<p>Kannur University has incorporated gender, environment and sustainability, human values and professional ethics in the curriculum through various programmes and courses. The vision, mission, motto and core values of the college speaks resolutely about these cross-cutting issues.Courses like 2A04 ENG Readings on Gender', '6B13ENG Women's Writing' etc. addresses the gender specific issues and they are effectively communicated to the students both inside and outside the classroom. Our college is one among the few institutions in Kerala that runs a womens hostel for girls. Courses on Environment like '4A14COM/BBA Environmental Studies and Disaster Management', '6B17CHE Environmental Chemistry',</p>

Criterion	Efforts Taken
	'5D03CHE Environmental Studies', '2A04ENG Language through Literature -II', '2A03ENG Readings on Life and Nature', etc. are provided to the students which help them to gain basic knowledge about the environment. The faculty and students are expected to follow the institute's code of ethics which is displayed on the college website and the handbook for dissemination.
Project work/field work/internships	All the departments conducted project work individually or by group. Some of the departments conducted industrial visits.
Feedback on the academic performance and ambience	Feedback collected from various stakeholders and submitted the report to the IQAC of college.
Result evaluation	Result is evaluated by the Head Of the Departments of concerned departments and submitted the same to the Principal and the Manager. Result is discussed in the meeting of the Departments and if needed remedial measures were to be taken.
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	Conducted webinars or talks on various topics like research methodology, literature, entrepreneurship etc.
Number of research papers published per teacher in the Journals notified on UGC care list	8
Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings	2
Number of extension and outreach programs conducted-	68
The number of MoUs, collaborations/linkages	MOU- 9 Collaboration- 26

Criterion	Efforts Taken
Capacity building and skills enhancement initiatives	For this purpose, Departments conducted industrial visits, Best manager competition, exhibitions, solve the math, computer skill development programme, youtube channel etc
Guidance for competitive examinations and career counseling	Various programmes were arranged by all the departments for this purpose
Alumni engagement	The college alumni association registered in the name of SESCOAA. For the Alumnis, Departments arranged various programmes and arranged career guidance programmes by using the expertise of alumni members who are in good positions. Almost all the Departments conducted at least one Alumni meeting every year.
Details of financial support to attend conferences/workshops	Management motivates the faculties to attend the seminars and workshops by giving some financial support in the form TA etc.
Teachers participation in Faculty development Programmes (FDP)	56 teachers participated in FDP during the year 2022-23.
Programme on Gender Equity	This year, our college could conduct 8 gender equity programmes which included Ragging in Educational institutions, Gender equality, human rights, debates etc.
celebration of National/International days and events	At college level or at department level, important days like Science day, independence day, onam, christmas, population day, reading day etc were celebrated by conducting various programmes.
Best practices	<ol style="list-style-type: none"> 1. E3(Environment, Empathy, Empowerment) -College level 2. E3(Environment, Empathy,

Criterion	Efforts Taken
	Empowerment) -Society level

General Observations- The Academic and Administrative Audit committee observed that all the Departments offered certificate courses to students. Almost all the faculties attended at least one Faculty development Programme. All department have MOUs and collaboration/ linkage with other institutions during the year. College did not conduct Green Audit and Environment Audit.

Common instructions to All Departments-

The number of publications is less. So all the departments were directed to publish at least one paper in any Journal noted by the UGC.

Administrative Audit Report 2022-2023

Instructions to Administrative Office-

1. Instructed to attend at least one FDP programme every year to update their knowledge.
2. Facilitate the Principal, HODs and other Faculties for improving the academic performance.

Reena
 Dr. Reena Sebastian
 (AMC Convenor)



[Handwritten Signature]
 PRINCIPAL
 S.E.S. COLLEGE
 SREEKANDAPURAM

Academic Audit Report 2022-2023

Name of Department: BBA

Criterion	Efforts Taken by Department
Curricular Planning and Implementation	Curriculum planning has been done through the departmental academic calendar. To ensure proper implementation, teachers have maintained a teacher's diary, and all academic matters of the students are recorded in the tutorial card of each student.
Details of Add on /Certificate/Value added programs offered	One certificate course-SPSS for beginners
Curriculum Enrichment	
Project work/field work/internships	<ol style="list-style-type: none"> 1. Proficient work has been done by final BBA students. 2. Industrial visits have been performed by second and first-year students.
Feedback on the academic performance and ambience	Feed back has been collected and analysed
Result evaluation	Result has been

	evaluated
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	One seminar on research methodology and one seminar on entrepreneurship have been conducted.
Number of research papers published per teacher in the Journals notified on	2
Number of books and chapters in volumes/books published and papers published in national/ international conference proceedings	1
Number of extension and outreach programs conducted-	4
The number of MoUs, collaborations/linkages	6
Capacity building and skills enhancement initiatives	2
Guidance for competitive examinations and career counseling	6
Alumni engagement	2
Details of financial support to attend conferences/workshops	3

Teachers participation in Faculty development Programmes	3
Programme on Gender Equity	1
Celebration of National/International days and events	1
Best practices	Tax consultancy



Anumol Thomas
Assistant Professor & Head
Department of Commerce-BBA
S.E.S College, Sreekandapuram

Name of Department: BCom

Criterion	Efforts Taken by Department
Curricular Planning and Implementation	Done
Details of Add on /Certificate/Value added programs offered	Certificate course -3. Practicals HR, Computerised Accounting & Travel & Tourism
Curriculum Enrichment	Done
Project work/field work/internships	Syllabus project 1 : For Final year Out of syllabus project- 1 :For First Year Industrial visit 1 : For Second Year
Feedback on the academic performance and ambience	Done
Result evaluation	Done
workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	13
Number of research papers published per teacher in the Journals notified on list	NIL

Number of books and chapters in volumes/books published and papers published in national/ international conferences/proceedings	NIL
Number of extension and outreach programs conducted	4
The number of MoUs, collaborations/linkages	MOU- 1 LINKAGE AND COLLABORATION-13
Capacity building and skills enhancement initiatives	3
Guidance for competitive examinations and career counseling	8
Alumni engagement	2
Details of financial support to attend conferences/workshops	Done
Teachers participation in Faculty development Programmes	2
Programme on Gender Equity	1
Celebration of National/International And events	5
Best practices	1 Extension Activity to SC Colony every year


JASNA P
 Asst. Professor & HOD
 Department of Commerce
 SES College, Sreekandapuram

Academic Audit Report 2022-2023

Name of Department: Mathematics

Criterion	Efforts Taken by Department
Curricular Planning and Implementation	Curriculum planning has been done through the departmental academic calendar. To ensure proper implementation, teachers have maintained a teacher's diary, and all academic matters of the students are recorded in the tutorial card of each student.
Details of Add on /Certificate/Value added programs offered	An introduction to Latex-Type setting mathematics
Curriculum Enrichment	
Project work/field work/internships	As per syllabus
Feedback on the academic performance and ambience	Feedback has been collected and analyzed
Result evaluation	Done
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	IPR seminar
Number of research papers published per teacher in the Journals on list	Nil

Number of books and chapters in volumes/books published and published in national/ international conference proceedings	Nil
Number of extension and outreach programs conducted-	3
The number of MoUs, collaborations/linkages	2
Capacity building and skills enhancement initiatives	3
Guidance for competitive examinations and career counseling	2
Alumni engagement	2
Details of financial support to attend conferences/workshops	
Teachers participation in Faculty development Programmes	4 teachers
Programme on Gender Equity	One woman empower programme
Celebration of National/International days and events	6
Best practices	Helping Hand, Exhibition, Magazine



 Dr. Reena Sebastian
 Assistant Professor & HOD
 Department of Mathematics
 SIES College, Sion Road, Sion
 Mumbai - 400 022

Name of Department: Economics

Criterion	Efforts Taken by Department
Curricular Planning and Implementation	Curriculum planning has been done through the departmental academic calendar. To ensure proper implementation, teachers have maintained a teacher's diary, and all academic matters of the students are recorded in the tutorial card of each student.
Details of Add on /Certificate/Value added programs offered	Add-on course - "Basic Entrepreneurship Development"
Curriculum Enrichment	Dr. Sreekumar N M - Board of Studies member, Kannur University - Dr. K. V. Pradeep - Chairman of BoE, Kannur University.
Project work/field work/internships	Students are doing study projects as part of their syllabus.
Feedback on the academic performance and ambience	Feedback has been collected and analysed
Result evaluation	Result evaluation has

	been done.
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	Seminar on , "Research Methodology"
Number of research papers published per teacher in the Journals notified	2
Number of books and chapters in volumes/books published and papers p in national/ international conference proceedings	Nil
Number of extension and outreach programs conducted-	3
The number of MoUs, collaborations/linkages	MoU - 1 Linkage - 1
Capacity building and skills enhancement initiatives	Students attended skill training programme at RUDSET Institute, Thaliparamba.
Guidance for competitive examinations and career counseling	2
Alumni engagement	Conducted programme (Quiz) for students by Alumni Association

Details of financial support to attend conferences/workshops	4
Teachers participation in Faculty development Programmes	4
Programme on Gender Equity	1
Celebration of National/International And events	1
Best practices	Skill development & Tax consultancy.


30/10/23

Dr. K.V. Pradeep.

Name of Department: Physics

Criterion	Efforts Taken by Department
Curricular Planning and Implementation	Done
Details of Add on /Certificate/Value added programs offered	1. Renewable Energy and Energy Resources
Curriculum Enrichment	Done
Project work/field work/internships	As per Syllabus
Feedback on the academic performance and ambience	Collected
Result evaluation	Done
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	Seminar on Research Methodology
Number of research papers published per teacher in the Journals notified	Journal Publication-1
Number of books and chapters in volumes/books published and papers p in national/ international conference proceedings	Nil
Number of extension and outreach programs conducted-	3

The number of MoUs, collaborations/linkages	MOU-1 COLLABORTATIO N-1
Capacity building and skills enhancement initiatives	Seminar on Language/ communication skill achievement-1
Guidance for competitive examinations and career counseling	Coaching classes-2 Career Guidance class-1
Alumni engagement	2
Details of financial support to attend conferences/workshops	Done
Teachers participation in Faculty development Programmes	5
Programme on Gender Equity	Nil
Celebration of National/International And events	5
Best practices	1

Dr. Dhanya. A.C
Assistant Professor & HOD
Department of Physics
SFS College Sreekanthapuram
Kannur-670631

Name of Department: Chemistry

Criterion	Efforts Taken by Department
Curricular Planning and Implementation	Done
Details of Add on /Certificate/Value added programs offered	Soil and Water Analysis
Curriculum Enrichment	Done
Project work/field work/internships	1. Project work has been done by final year students. 2. Industrial visits -two
Feedback on the academic performance and ambience	Feed back has been collected and analysed
Result evaluation	1
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	1
Number of research papers published per teacher in the Journals notified	1
Number of books and chapters in volumes/books published and papers p in national/ international conference proceedings	-
Number of extension and outreach programs conducted-	3
The number of MoUs, collaborations/linkages	4

Capacity building and skills enhancement initiatives	1
Guidance for competitive examinations and career counseling	5
Alumni engagement	Alumni meet & I programme
Details of financial support to attend conferences/workshops	Yes
Teachers participation in Faculty development Programmes	yes All faculty attended.
Programme on Gender Equity	No But did Women Empowerment Programme
Celebration of National/International And events	Yes
Best practices	Selection of Best Student Teacher

Dr. Saumya Maria Jacob

DQAC, Chemistry

Name of Department: MCJ

Criterion	Efforts Taken by Department
Curricular Planning and Implementation	Curriculum planning has been done through the departmental academic calendar. To ensure proper implementation, teachers have maintained a teacher's diary.
Details of Add on /Certificate/Value added programs offered	1. Certificate Course -“Visualisation in Advertising”
Curriculum Enrichment	Deepu Jose K - Chairman BoE MAJMC, Kannur University
Project work/field work/internships	Yes, Internship 15 students Media Visit “Rashtra Deepika
Feedback on the academic performance and ambience	Nil
Result evaluation	Yes

workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	Yes
Number of research papers published per teacher in the Journals notified on I	1
Number of books and chapters in volumes/books published and papers published in national/ international conference proceedings	Nil
Number of extension and outreach programs conducted-	Nil
The number of MoUs, collaborations/linkages	Nil
Capacity building and skills enhancement initiatives	Yes
Guidance for competitive examinations and career counseling	Yes
Alumni engagement	Yes
Details of financial support to attend conferences/workshops	Yes
Teachers participation in Faculty development Programmes	Done
Programme on Gender Equity	1

Celebration of National/International And events	yes
Best practices	Campus Radio College Newspaper Video News Productions Video Albums Productions, PSA Productions


DEEPU JOSÉ K
ASST. PROFESSOR & HEAD
DEPARTMENT OF
COMMUNICATION AND JOURNALISM
S.E.S. COLLEGE SREEKANDAPURA
KANNUR, KERALA - 670631

Name of Department: BCA(self) 2022-23

Criterion	Efforts Taken by Department
Curricular Planning and Implementation	Done
Details of Add on /Certificate/Value added programs offered	Certificate-1
Curriculum Enrichment	Nil
Project work/field work/internships	Academic Project
Feedback on the academic performance and ambience	Nil
Result evaluation	Done
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	Seminar-1
Number of research papers published per teacher in the Journals notified	Nil
Number of books and chapters in volumes/books published and papers p in national/ international conference proceedings	Nil
Number of extension and outreach programs conducted-	Social Extension-1

The number of MoUs, collaborations/linkages	MOU
Capacity building and skills enhancement initiatives	Web Page Design-1 Communicative English class-1
Guidance for competitive examinations and career counseling	Career Counselling-2
Alumni engagement	Nil
Details of financial support to attend conferences/workshops	Nil
Teachers participation in Faculty development Programmes	Done
Programme on Gender Equity	Done
Celebration of National/International And events	Done
Best practices	Social Extension-1 Industry visit-1


HEAD OF DEPARTMENT
DEPARTMENT OF COMPUTER
SCIENCE & APPLICATIONS
SES COLLEGE
SREEKANDAPURAM
KANNUR-670 631

Name of Department: English(self) 2022-23

Criterion	Efforts Taken by Department
Curricular Planning and Implementation	Done
Details of Add on /Certificate/Value added programs offered	1 Certificate course
Curriculum Enrichment	
Project work/field work/internships	2 syllabus oriented project
Feedback on the academic performance and ambience	Done
Result evaluation	
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	2 Research-Methodology sessions
Number of research papers published per teacher in the Journals notified	
Number of books and chapters in volumes/books published and papers p in national/ international conference proceedings	
Number of extension and outreach programs conducted-	1

The number of MoUs, collaborations/linkages	1 MoU
Capacity building and skills enhancement initiatives	
Guidance for competitive examinations and career counseling	1 Career guidance
Alumni engagement	Nil
Details of financial support to attend conferences/workshops	Nil
Teachers participation in Faculty development Programmes	Done
Programme on Gender Equity	
Celebration of National/International And events	Done
Best practices	

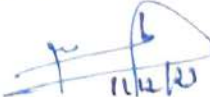

Head of the Department
PG Department of English
 SES College, Sreekanthapuram

Name of Department: Commerce(self) 2022-23

Criterion	Efforts Taken by Department
Curricular Planning and Implementation	Done
Details of Add on /Certificate/Value added programs offered	2 certificate course finished
Curriculum Enrichment	NIL
Project work/field work/internships	Industrial Visit -1
Feedback on the academic performance and ambience	Done
Result evaluation	Done
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	Workshop -1 Seminars-3
Number of research papers published per teacher in the Journals notified	NIL
Number of books and chapters in volumes/books published and papers p in national/ international conference proceedings	NIL
Number of extension and outreach programs conducted-	1

The number of MoUs, collaborations/linkages	MOU-2
Capacity building and skills enhancement initiatives	Done
Guidance for competitive examinations and career counseling	Done
Alumni engagement	Nil
Details of financial support to attend conferences/workshops	Nil
Teachers participation in Faculty development Programmes	Done
Programme on Gender Equity	Done
Celebration of National/International And events	Independence Day celebration
Best practices	Nil

HEAD OF DEPARTMENT
P.G. DEPARTMENT OF COMMERCE
SES COLLEGE
BREEKANDAPURAM
KANNUR-870 631


11/12/23

Name of Department: English

Criterion	Efforts Taken by Department
Curricular Planning and Implementation	Curriculum planning has been done through the departmental academic calendar. To ensure proper implementation, teachers have maintained a teacher's diary, and all academic matters of the students are recorded in the tutorial card of each student.
Details of Add on /Certificate/Value added programs offered	One certificate course- English for Competitive Examinations
Curriculum Enrichment	Done
Project work/field work/internships	1-As per Syllabus
Feedback on the academic performance and ambience	Feedback has been collected and analysed
Result evaluation	Result has been evaluated
workshops/seminars/conferences including Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	One seminar on Research Methodology
Number of research papers published per the Journals notified on list	

Number of books and chapters in volumes published and papers published in national international conference proceedings	
Number of extension and outreach programs conducted-	3
The number of MoUs, collaborations/linkages	
Capacity building and skills enhancement initiatives	1
Guidance for competitive examinations and career counseling	1
Alumni engagement	2
Details of financial support to attend conferences/workshops	
Teachers participation in Faculty development Programmes	4
Programme on Gender Equity	3
Celebration of National/International And events	2
Best practices	Women of the day magazine



Shyna Janardhanan
 Asst. Professor & Head
 Department of English
 S.E.S College
 Sreekandapuram-670631