

**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF LOGISTICS
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Logistics** on March 9, 2020 and interacted with the Head of the Department and faculty. **Ms. Neenu Jose, the HoD-in-charge** made a presentation followed by interaction with the Audit team.

Recommendations:

- The Department has only filed the DQAC minutes of the academic years 2018 and 2019. The minutes from 2016 and 2017 also have to be filed. The Action Taken Report also has to be filed.
- The teaching plan, time table, syllabus, student profile, academic results, Minutes of Board of Studies have all been filed well. The soft copy of the teaching plan is also maintained by the Department
- The student achievements have only been maintained in soft copy. The information regarding student achievements and awards have not been filed year-wise. The copies of certificates won by students have to be maintained in the Department for each academic year
- The staff profile has to be updated periodically.
- The Open House interaction with parents has to be filed in the form of feedback, analysis and action taken report. The Department could conduct staff meeting to decide on the measures to be taken to address the suggestions/grievances expressed by the parents
- The Department meeting minutes have been filed well but the Action Taken Report also needs to be included.
- End Semester Question papers and schemes may be filed year wise for each academic year.
- Internal assessment (question papers and marks) has been filed well but they need to be indexed.

- Social outreach and extension file contains only information from the academic years 2018 and 2019. The files have to be updated from the academic year 2016-17
- Information about seminars/conferences/workshops conducted has been uploaded on Facebook. Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.
- The Department has a small collection of books. The same may be recorded in a library register.
- Green Initiatives have to be outlined properly. Activities should be conducted and photographs and reports maintained
- Information regarding PTA meetings has not been filed. Feedback has not been collected nor consolidated. A file with these details has to be maintained starting from the academic year 2016-17.
- The innovative teaching methods file has to be properly updated. Photographs, reports of the method used and feedback from students have to be included in the file.
- Academic extension and Social Outreach activities have not been filed.
- The student profile file has been properly maintained.
- Paper Publications of teachers and students have to be filed according to the academic year. Aspects of Criteria III have to be included into each academic year. Soft copies of publications have to be maintained. Bibliographic data needs to be visible on the face page. List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.
- Department library needs to be maintained properly. A tutor needs to be assigned for this duty
- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.


Dr. M.L. Joseph
Principal




Dr. Nisha Thonji Varghese
Dean, Quality Assurance

**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF HINDI
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Hindi** on **March 3, 2020** and interacted with the Head of the Department and faculty. **Dr. V.S. Sadanandan, the HoD-in-charge** made a presentation followed by interaction with the Audit team.


Recommendations:

- The Department has filed all information related to teaching plans, time tables, syllabus, students' profile, academic results and the minutes of Board of Studies properly.
- Minutes of DQAC meetings from the academic year 2016-17 have to be maintained. The Action Taken Report also need to be filed.
- Internal and End Semester Assessment- Question papers, marks, end-semester Question Papers and schemes have to be filed. It would be good to get the signatures of all the students on the hard copy of the internal marks. The question papers and schemes have to be put into a single file and arranged year-wise.
- The information on seminars, workshops, conferences etc conducted from the academic year 2016 has to be filed. Brochures, photographs, attendance sheets and reports have to be added to each event. The file has to be organized year-wise.
- The Department has only 3 paper publications listed- one book chapter, one proceeding and one paper. It has to be checked whether the paper is UGC listed. The publication of Dr. Krishnankutty has to be enquired and listed.
- Green Initiatives have to be outlined properly. Activities should be conducted and photographs and reports maintained.

- The innovative teaching methods file has to be properly updated. Photographs, reports of the method used and feedback from students have to be included in the file.
- Paper Publications of teachers have to be filed according to the academic year. Aspects of Criteria III have to be included into each academic year. Soft copies of publications have to be maintained. Bibliographic data needs to be visible on the face page. List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- The Department needs to have functional MoUs.
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- Information regarding PTA meetings has not been filed. Feedback has not been collected nor consolidated. A file with these details has to be maintained starting from the academic year 2016-17.
- List of Faculty who have attended seminars/ workshops need to be filed. The copies of certificates need to be arranged year wise. Separators/ Transparent sheets to be used to indicate years
- Staff profile file has not been updated and all information regarding faculty members starting 2016-17 to the present academic year has to be maintained and updated periodically
- The staff meetings have been documented perfectly but ATRs (Action Taken Report) were missing.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.
- Department library needs to be maintained properly. A tutor needs to be assigned for this duty
- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.


 Dr. M.L Joseph
Principal




 Dr. Nisha Thomas Varghese
Dean, Quality Assurance

**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF SOCIAL WORK
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S, Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Social Work** on March 16, 2020 and interacted with the Head of the Department and faculty. **Fr. Jolly John Odathackal, the HoD-in-charge** made a presentation followed by interaction with the Audit team.

Recommendations:

- Staff profile, Open House, Department Meetings have all been recorded and filed well. Action Taken Report has to be maintained along with the Minutes of the Meetings.
- The Department has yet to start student participatory learning activities and innovative practices.
- In the Student Achievement File, the list of students as well as the copies of certificates needs to be arranged year wise. Separators/ Transparent sheets to be used to indicate years
- The list of students earmarked for Bridge Courses has to be based on the list of students who have been categorized for the same based on the Entry Level Test data. Remedial Courses are for students who find it difficult to assimilate the courses. Data has to be maintained separately. In the register/file, the name of the student, the date, the syllabus, the topic taken as well as the signatures of both the student and the instructor has to be maintained.
- Academic extension file has been maintained well. It was suggested that it would be good to prepare a year –book outlining the academic extensions of the Department.
- Internal Assessment- Question papers, marks, end-semester Question Papers and schemes have been filed. It would be good to get the signatures of the students on the hard copy of the internal marks.

- Schemes and question papers should be kept together and year-wise and semester-wise separation is a must.
- For the consultancy projects that have been undertaken by the Department, the bills should be filed.
- The scholarship file has to be maintained and information of e-grants, fisherman grants, and other relevant information may be included.
- The Department was asked to include photos and reports to their green measures file.
- Placement and progression file is well maintained. The Offer letters from the Companies may also be included in this file.
- Copies of the front page of the publication indicating the name of the faculty member needs to be arranged year wise. Separators/ Transparent sheets to be used to indicate years.
- The social outreach and extension programme file should have the Report, copy of the Brochure, Attendance Sheet and Photographs of the event.
- The Seminars and Workshops conducted have been properly filed with facing page, attendance sheet and photos. The brochures and programme sheets for all programmes also to be filed.
- DQAC minutes filed are incomplete. Dates of the meetings, signatures of the stakeholders as well as ATR has to be maintained
- The equipment history and purchase file contain all information. The Department does not maintain a file to record information of condemnation of articles.
- The Department profile including vision and mission has been done well.
- The Department calendar did not display many programmes; needs to do more.
- The Department notification has not been filed year-wise semester-wise.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.
- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.



Dr. M.L Joseph
Principal




Dr. Nisha Thomji Varghese
Dean, Quality Assurance

**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF PHYSICS
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L . Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Physics** on February 26, 2020 and interacted with the Head of the Department and faculty. **Dr. Nelson Rodrigues, the HoD-in-charge** made a presentation followed by interaction with the Audit team.

Recommendations:

- Minutes of BoS have been filed well. Soft copy has to be emailed to IQAC.
- Signatures of some DQAC members were missing in the DQAC minutes. Action Taken Reports have to be filed.
- Valid information about the competitive exams cleared by students is missing. Instead only student ID card copies have been filed.
- Competitive Exams Cleared file and Career Counselling Files need to be maintained separately. The certificates of students who cleared competitive exams need to be filed year wise
- The Department Profile file has to contain information from the academic year 2016-17 onwards and also has to be periodically updated.
- The External Evaluation file had all question papers filed but schemes were missing.
- Internal Assessment- Question papers, marks, end-semester Question Papers and schemes have been filed. It would be good to get the signatures of the students on the hard copy of the internal marks. Academic extension and Social Outreach activities have not been filed.
- The Student profile file has been well maintained.
- Paper Publications of teachers have to be filed according to the academic year. Aspects of Criteria III have to be included into each academic year. Soft copies of publications have to be maintained. Bibliographic data needs to be visible on the face

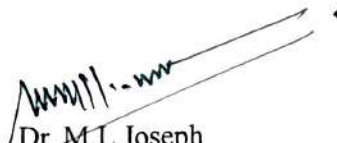
page. List of UG Scopus- indexed paper publications for all years have to be filed year-wise.

- The Research project file has to be updated.
- A MoU has been signed with Navadarsan. The Department needs to have more functional MoUs. Activities related to the MoUs have to be filed year wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.
- The Department academic calendar file has not been updated.
- The information regarding student achievements and awards have not been filed year-wise. The copies of certificates won by students have to be maintained in the Department for each academic year.
- The NET coaching file has been well maintained.
- The file containing information about bridge and remedial courses has duplications.
- The Department has not got any complaints/grievances hence the grievance file contains only a document regarding a medical aid provided to a student.
- Information regarding PTA meetings has not been filed. Feedback has not been collected nor consolidated. A file with these details has to be maintained starting from the academic year 2016-17.
- The innovative teaching methods file has to be properly updated. Photographs, reports of the method used and feedback from students have been included in the file.
- The Scholarship file has not been done properly. It has to be done class wise, academic year (date wise)
- The Alumni File has to be maintained with reports, minutes, brochures and photographs of Alumni meetings as well as attendance sheets of the alumni who attended the meetings.
- List of Faculty and students who have attended seminars/ workshops need to be filed separately. The copies of certificates need to be arranged year wise. Separators/ Transparent sheets to be used to indicate years
- Placement File needs to be sorted date-wise and each academic year has to begin with a facing sheet
- Staff profile file has not been updated and all information regarding faculty members starting 2016-17 to the present academic year has to be maintained and updated periodically.
- Academic extension and Social Outreach activities have not been filed
- Green Initiatives have to be outlined properly. Activities should be conducted and photographs and reports maintained
- Department Meeting minutes has to be filed from the academic year 2016-17 and mandatorily has to contain the ATR (Action Taken Report)
- Faculty achievements have been recorded and filed well.
- Programmes which would instill moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.

- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.
- Department library needs to be maintained properly. A tutor needs to be assigned for this duty
- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.


Dr. M.L Joseph
Principal


Dr. Nisha Thomji Varghese
Dean, Quality Assurance



ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF TRAVEL & TOURISM
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Travel & Tourism** on March 18, 2020 and interacted with the Head of the Department and faculty. **Ms. Arya M.S, the HoD-in-charge** made a presentation followed by interaction with the Audit team.

Recommendations:

- The DQAC minutes file contained information about staff meetings which may be removed and kept in the staff meetings file. The DQAC meetings have to be prepared well.
- The staff profile has to be maintained in printed format and arranged faculty wise.
- The date, time of the Open House along with the year/semester information has to be filed along with the consolidated feedback.
- The Department meetings have been filed well. Action Taken Report has to be maintained along with the Minutes of the Meetings
- Student participatory learning activities and innovative practices have to be filed year-wise with specific information on OJT.
- The best practices followed in curriculum; teaching & learning has to be filed year-wise with index
- The Teaching plan, Time table and syllabus have been filed well.
- The student profile file has to have an index and the documents filed must contain the signature of students.
- In the Student Achievement File, the list of students as well as the copies of certificates needs to be arranged year wise. Separators/ Transparent sheets to be used to indicate years

- The academic extension file has to be done year-wise
- The internal assessment (Question paper and marks) file has to bear the HoD signature. Separators/ Transparent sheets to be used to indicate years
- The end semester Question papers and schemes have to be filed in an organized manner. Separators can be used to indicate years.
- Green initiatives have to be outlined properly. Activities should be conducted and photographs and reports maintained
- The Department profile including vision and mission has been filed well
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The Report, copy of the Brochure, Attendance Sheet and Photographs of the seminars and workshops etc conducted by the Department should be filed.
- The equipment history/purchase file, stock register file, Department academic calendar, Department notifications etc have been filed well.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification
- Transparent sheets can be used as separators to different between the each semester (year-wise)
- It is mandatory to do the e-filing of all documents.

Dr. M.L Joseph
Principal

Dr. Nisha Thomji Varghese
Dean, Quality Assurance



**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF RETAIL MANAGEMENT
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Retail Management** on March 18, 2020 and interacted with the Head of the Department and faculty. **Ms. Amala Mary, the HoD-in-charge** made a presentation followed by interaction with the Audit team.

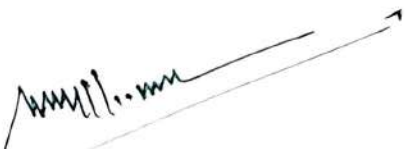
Recommendations:


- The DQAC minutes file contained information about staff meetings which may be removed and kept in the staff meetings file. The DQAC meetings have to be prepared well.
- The staff profile has to be maintained in printed format and arranged faculty wise.
- The date, time of the Open House along with the year/semester information has to be filed along with the consolidated feedback.
- The Department meetings have been filed well. Action Taken Report has to be maintained along with the Minutes of the Meetings
- Student participatory learning activities and innovative practices have to be filed year-wise with specific information on OJT.
- The best practices followed in curriculum; teaching & learning has to be filed year-wise with index
- The Teaching plan, Time table and syllabus have been filed well.
- The student profile file has to have an index and the documents filed must contain the signature of students.

- In the Student Achievement File, the list of students as well as the copies of certificates needs to be arranged year wise. Separators/ Transparent sheets to be used to indicate years
- The academic extension file has to be done year-wise
- The internal assessment (Question paper and marks) file has to bear the HoD signature. Separators/ Transparent sheets to be used to indicate years
- The end semester Question papers and schemes have to be filed in an organized manner. Separators can be used to indicate years.
- Green initiatives have to be outlined properly. Activities should be conducted and photographs and reports maintained
- The Department profile including vision and mission has been filed well
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The Report, copy of the Brochure, Attendance Sheet and Photographs of the seminars and workshops etc conducted by the Department should be filed.
- The equipment history/purchase file, stock register file, Department academic calendar, Department notifications etc have been filed well.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification
- Transparent sheets can be used as separators to different between the each semester (year-wise)
- It is mandatory to do the e-filing of all documents.


Dr. M.L Joseph
Principal


Dr. Nisha Thonji Varghese
Dean, Quality Assurance



**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF ZOOLOGY
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

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- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S, Dean, Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Zoology** on February 18, 2020 and interacted with the Head of the Department and faculty. **Dr. Deepthi Augustine, the HoD- in- charge** made a presentation which was followed by an interaction between the faculty and the Audit team.

Recommendations:


- Minutes of BoS has been filed well. Soft copy has to be emailed to IQAC.
- A few signatures of DQAC members were missing in the DQAC minutes.
- The Scholarship file has not been done properly. It has to be done class wise, academic year (date wise)
- The Alumni File has to be maintained with reports, minutes, brochures and photographs of Alumni meetings as well as attendance sheets of the alumni who attended the meetings
- Placement File needs to be sorted date-wise and each academic year has to begin with a facing sheet.
- Student Progression File did not contain the details of PG students
- Green Initiatives have to be outlined properly. Activities should be conducted and photographs and reports maintained
- The Seminar brochures, programme sheets and attendance sheets were all filed properly.
- The Department Profile file has to contain the information from the academic year 2016-17 onwards.
- The External Evaluation file had all question papers filed but schemes were missing.


- Internal Assessment- Question papers, marks, end-semester Question Papers and schemes have been filed. It would be good to get the signatures of the students on the hard copy of the internal marks.
- Staff profile file has not been updated and all information regarding faculty members starting 2016-17 to the present academic year has to be maintained.
- Information regarding PTA meetings has not been filed. Feedback has not been collected nor consolidated. A file with these details has to be maintained starting from the academic year 2016-17.
- The innovative teaching methods file has to be properly updated. Photographs, reports of the method used and feedback from students have to be included in the file.
- Academic extension and Social Outreach activities have not been filed.
- The student profile file has been properly maintained.
- Paper Publications of teachers have to be filed according to the academic year. Aspects of Criteria III have to be included into each academic year. Soft copies of publications have to be maintained. Bibliographic data needs to be visible on the face page. List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.
- The Department academic calendar file has not been updated.
- The information regarding student achievements and awards have not been filed year-wise. The copies of certificates won by students have to be maintained in the Department for each academic year.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.
- Department library needs to be maintained properly. A tutor needs to be assigned for this duty
- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.

- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.


Dr. M.L. Joseph
Principal


Dr. Nisha Thomji Varghese
Dean, Quality Assurance



**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF SPACE SCIENCE
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

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- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Space Science** on March 17, 2020 and interacted with the Head of the Department and faculty. **Mr. Abinash John, the HoD-in-charge** made a presentation followed by interaction with the Audit team.

Recommendations:

- The DQAC file does not have the signatures of the staff members. Action Taken Reports have also to be included. Separators/ Transparent sheets to be used to indicate years
- Minutes of BoS has to be filed. Soft copy has to be emailed to IQAC.
- The Staff Profile file has been maintained well.
- The Open House meetings have to be consolidated and signatures of parents have to be collected.
- Department meeting minutes have to be documented in detail and Action Taken Report also has to be included.
- Analysis and reports on student participatory learning activities and student feedback has to be collected and filed.
- Best practices followed in the curriculum and teaching learning process has to be documented with analysis & report along with student feedback.
- The Teaching Plan has been filed well.
- For the student achievements file no document has been filed as proof. Certificates and award letters may be filed.
- The list of students earmarked for Bridge Courses has to be based on the list of students who have been categorized for the same based on the Entry Level Test data.

Remedial Courses are for students who find it difficult to assimilate the courses. Data has to be maintained separately. In the register/file, the name of the student, the date, the syllabus, the topic taken as well as the signatures of both the student and the instructor has to be maintained.


- The Department has not made any paper publications after 2017. Student and teacher publications have to be taken seriously.
- Academic extension file has been maintained well.
- Internal Assessment question paper file does indicate details of the academic year & semester. It would be good to get the signatures of the students on the hard copy of the internal marks.
- Schemes and question papers should be filed together and year-wise and semester-wise separation is a must.
- No consultancy projects have been undertaken by the Department.
- No proof of alumni meetings, student progression, higher studies and placement has been recorded by the Department. It has to be done mandatorily.
- The Department stocks its books in the college library.
- The green measures adopted by the Department have to be filed along with reports and photos.
- The social outreach programmes conducted by the Department have to be filed year wise. Separators/ Transparent sheets to be used to indicate years. The brochures, reports, programme sheets etc have also to be included.
- The seminars and workshops files have to be updated with all events from 2016 onwards. The information filed has to be segregated year-wise with interleaf. The attendance sheet also has to be included in this file.
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The equipment history/purchase file has to include information on all items.
- The Department profile has been done well with faculty details and department facilities.
- Department Calendar displayed activities only for the month of October (Space Week)
- Department Notifications have been kept in order.
- Stock Register has been done well with updated information from 2013.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.

- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.
- Department library needs to be maintained properly. A tutor needs to be assigned for this duty
- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.


Dr. M.L. Joseph
Principal


Dr. Nisha Thomji Varghese
Dean, Quality Assurance



**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF RENEWABLE ENERGY
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Renewable Energy** on March 6, 2020 and interacted with the Head of the Department and faculty. **Ms. Pearl Antonette, the HoD – in – charge** made a presentation followed by interaction with the Audit team.

Recommendations:

- DQAC minutes file contains the print out of emails from IQAC. The Department Quality Assurance Cell has to conduct a meeting every quarter. Minutes and Action Taken Report has to be filed.
- Minutes of BoS have to be filed. Soft copy has to be emailed to IQAC.
- The Department has maintained their prospectus in book format instead of filing. This is more appealing and has the apt information to elicit interest from the observer about the Department.
- The Stock register, equipment histories are both well updated and well maintained.
- The Academic Calendar is well maintained.
- The Department Notification file is also well maintained.
- The Green initiative by the Department to run a classroom on solar energy is a good effort and it would be good to have the whole Department run on solar power. Herbs were planted by the Department in the campus and proper follow up is being done.
- The Department Library has 16 books and the file is maintained well.
- The Alumni File has to be maintained with reports, minutes, brochures and photographs of Alumni meetings as well as attendance sheets of the alumni who attended the meetings
- The Scholarships file from 2016 to 2020 has been updated and is well maintained.


- The list of students earmarked for Bridge Courses has to be based on the list of students who have been categorized for the same based on the Entry Level Test data. Remedial Courses are for students who find it difficult to assimilate the courses. Data has to be maintained separately. In the register/file, the name of the student, the date, the syllabus, the topic taken as well as the signatures of both the student and the instructor has to be maintained.
- Social outreach and academic outreach files have to include the activities' reports, photographs, brochures and attendance sheets.
- Training programmes conducted for Advanced learners has to have information about career progression and career orientation guidance given by the tutors
- The Department needs to make a record of the contribution of the tutors in helping students appear and clear competitive exams.
- Copies of the front page of the publication indicating the name of the faculty member needs to be arranged year wise. Separators/ Transparent sheets to be used to indicate years
- MoUs have to be filed year wise. Activities conducted as part of the MoUs need to be properly documented with reports, photographs, attendance sheets etc.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.
- The Internal Assessment (Question papers & marks) file has to be redone year-wise. The End Semester Question Papers and Schemes file has been done very well.
- The Syllabus file has been updated but separators need to be used to indicate year wise demarcation.
- In the Student Achievements file, the list of students as well as the copies of certificates needs to be arranged year wise. Separators/ Transparent sheets to be used to indicate years
- Staff profile file has to be redone (seniority wise). It can also contain the updated Curriculum Vitae of the tutors.
- The Parent Teacher meetings file has not been updated. The comments, feedback, suggestions given by parents have to be recorded and the action taken report has also to be filed.
- Placement File needs to be maintained date-wise and each academic year has to begin with a facing sheet.
- Department Meeting Minutes as well as the Action Taken Report needs to be filed.
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.

- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.
- Department library needs to be maintained properly. A tutor needs to be assigned for this duty
- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.


Dr. M.L. Joseph
Principal


Dr. Nisha Thomji Varghese
Dean, Quality Assurance



**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF MATHEMATICS
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Fobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Mathematics** on February 27, 2020 and interacted with the Head of the Department and faculty. **Dr. Sabu M. C, the HoD-in-charge** made a presentation followed by interaction with the Audit team.

Recommendations:

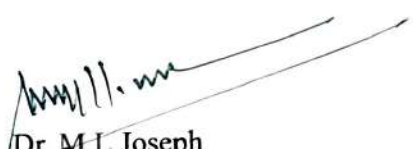
- The DQAC minutes have to be arranged year wise and filed systematically. Action Taken Reports have to be maintained.
- Minute of BoS has been filed properly. The soft copy has to be emailed to IQAC.
- The staff profile file has been updated. The same has to be e-filed as well.
- Teaching Plans and time tables have been filed well.
- Syllabus file for the academic years 2018-2019 & 2019-2020 needs to have a facing sheet which displays logo of college
- Student profiles have been filed well.
- Information regarding PTA meetings has not been filed. Feedback has not been collected nor consolidated. A file with these details has to be maintained starting from the academic year 2016-17. PTA records should have the list class wise list of students, signatures of parents, date and time need to be recorded. Minutes of the meeting also need to be maintained. Photographs of the meeting can be taken and filed
- The information regarding student achievements and awards have been filed year-wise. The copies of certificates won by students have to be maintained in the Department for each academic year.


- Details regarding the Certificate course for training advanced learners has to be filed well. In the register/file, the syllabus, the name of the student, the date, the topic taken as well as the signatures of both the student and the instructor have to be maintained.
- The list of students earmarked for Bridge Courses has to be based on the list of students who have been categorized for the same based on the Entry Level Test data. Remedial Courses are for students who find it difficult to assimilate the courses. Data has to be maintained separately. In the register/file, the name of the student, the date, the syllabus, the topic taken as well as the signatures of both the student and the instructor have to be maintained.
- The Coaching being provided for higher learning has been documented and filed well.
- The competitive exam file needs to include all relevant information about the various competitive exams cleared by students
- The Student Grievances File did not have any documents and it was informed that no grievances had been registered so far.
- The minutes of Department staff meetings have been updated and filed properly. Action Taken Report has to be mandatorily included.
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The Seminars/Workshops/Conferences etc. are not filed year-wise. Brochures were missing. There was no uniformity in the filing.
- The file containing a list of doctoral, post-doctoral students and their research associates has to be filed year-wise. The University orders have to be segregated.
- Green Initiatives have to be outlined properly. Activities should be conducted and photographs and reports maintained.
- The innovative teaching methods file has to be properly updated. Photographs, reports of the method used and feedback from students have to be included in the file.
- Paper Publications of teachers have to be filed according to the academic year. Aspects of Criteria III have to be included into each academic year. Soft copies of publications have to be maintained. Bibliographic data needs to be visible on the face page. List of UG Scopus- indexed paper publications for all years have to be filed year-wise. For the research project file utilization certificate has to be also filed
- The documents relating to the MoUs and collaborations signed by the Department have to be scanned and filed.
- The Department can try for patents as well as consultancy projects.
- Social outreach and extension programme file need to have year-wise segregation
- Academic extension file has to be organized year-wise
- Internal Assessment- Question papers, marks, end-semester Question Papers and schemes have been filed. It would be good to get the signatures of all the students on the hard copy of the internal marks.

- The Scholarship file has not been done properly. It has to be done class wise, academic year (date wise)
- The Alumni File has to be maintained with reports, minutes, brochures and photographs of Alumni meetings as well as attendance sheets of the alumni who attended the meetings
- Placement File needs to be sorted date-wise and each academic year has to begin with a facing sheet.
- The Department Library has been maintained well.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.
- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.


Dr. M.L. Joseph
Principal


Dr. Nisha Thomji Varghese
Dean, Quality Assurance



**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF MALAYALAM
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L . Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Malayalam** on **March 3, 2020** and interacted with the Head of the Department and faculty. **Mr. Augustine K.J., the HoD-in-charge** made a presentation followed by interaction with the Audit team.

Recommendations:

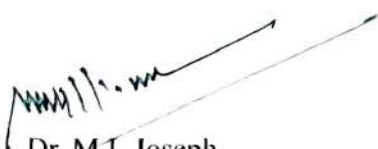
- The academic extension file has been maintained well.
- Minutes of DQAC meetings from the academic year 2016-17 have to be maintained. The Action Taken Report also need to be filed.
- Internal and End Semester Assessment- Question papers, marks, end-semester Question Papers and schemes have to be filed. It would be good to get the signatures of all the students on the hard copy of the internal marks. The question papers and schemes have to be put into a single file and arranged year-wise.
- The information on seminars, workshops, conferences etc conducted from the academic year 2016 has to be filed. Brochures, photographs, attendance sheets and reports have to be added to each event. The file has to be organized year-wise.
- The stock register, the Department profile, Department academic calendar and Department notifications file have all been updated and well maintained.
- Green Initiatives have to be outlined properly. Activities should be conducted and photographs and reports maintained.
- The innovative teaching methods file has to be properly updated. Photographs, reports of the method used and feedback from students have to be included in the file.
- Paper Publications of teachers have to be filed according to the academic year. Aspects of Criteria III have to be included into each academic year. Soft copies of publications have to be maintained. Bibliographic data needs to be visible on the face

page. List of UG Scopus- indexed paper publications for all years have to be filed year-wise.


- The Department needs to have functional MoUs.
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- Information regarding PTA meetings has not been filed. Feedback has not been collected nor consolidated. A file with these details has to be maintained starting from the academic year 2016-17.
- List of Faculty who have attended seminars/ workshops need to be filed. The copies of certificates need to be arranged year wise. Separators/ Transparent sheets to be used to indicate years
- Staff profile file has not been updated and all information regarding faculty members starting 2016-17 to the present academic year has to be maintained and updated periodically
- The staff meetings have been documented perfectly but ATRs (Action Taken Report) were missing.
- The Department has filed all information related to teaching plans, time tables, syllabus, students' profile, academic results and the minutes of Board of Studies properly.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.
- Department library needs to be maintained properly. A tutor needs to be assigned for this duty
- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.


Dr. M.L. Joseph
Principal




Dr. Nisha Thomji Varghese
Dean, Quality Assurance

**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF FISHERIES & AQUACULTURE
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence Rebello, Dean, Academics
- Dr. Vijay John Gerson, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Fisheries & Aquaculture** on February 17, 2020 and interacted with the Head of the Department and faculty. **Dr. Ajith Thomas John, the HoD** made a presentation followed by interaction with the Audit team.

Recommendations:


- The staff profile has been filed well. It would be good for the faculty members to attend MOOC courses and add that in the staff profile to establish a rich impact to the profile. Faculty could also develop e-content and add that aspect also to the profile.
- The PTA file containing the minutes of the meetings with parents, their feedbacks, photographs, signature along with action taken reports that have been filed maybe arranged year-wise.
- File containing information of student participatory learning activities & innovative practices needs to be updated.
- Student profiles filed maybe signed by the students.
- The file on research projects may be given separators to differentiate between minor and major projects.
- The file containing MoUs needs to be given a facing sheet.
- Paper Publications of teachers filed maybe rearranged according to the academic year. Soft copies of publications have to be maintained. Bibliographic data needs to be visible on the face page. List of UG Scopus- indexed paper publications have to be rearranged year-wise. The patent file may also be filed along with publications.
- The Department Library has been maintained well.

- The seminars, workshop, conference and refresher courses conducted have been filed well. The photographs may also be included.
- Social outreach and extension programme file need to have year-wise segregation
- Internal Assessment- Question papers, marks, end-semester Question Papers and schemes to be rearranged year-wise. It would be good to get the signatures of all the students on the hard copy of the internal marks.
- The Scholarship file has been done very well.
- The Alumni File is well maintained with reports, minutes, brochures and photographs of Alumni meetings as well as attendance sheets of the alumni who attended the meetings. The feedback and ATR have to be prepared for the current year also.
- Placement File maybe sorted date-wise and the details of each academic year have to be arranged separately.
- A few more programmes which would instil moral values and virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- Green Initiatives and Gender Equity Programmes have been filed year wise. Along with the photographs, brochures, reports that have been filed the attendance sheet may also be added.
- The DQAC meeting minutes have been filed well but ATR needs to be done for the current year.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification
- Transparent sheets can be used as separators to different between the each semester (year-wise)
- It is mandatory to do the e-filing of all documents.


Dr. M.L. Joseph
Principal


Dr. Nisha Thomji Varghese
Dean, Quality Assurance



**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF ENGLISH (SF)
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S, Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **English (SF)** on March 12, 2020 and interacted with the Head of the Department and faculty. **Ms. Daisy Roshan Rebera, the HoD-in-charge** made a presentation followed by interaction with the Audit team.

Recommendations:

- Signatures of some DQAC members were missing in the DQAC minutes. Action Taken Report also has to be filed.
- Valid information about the competitive exams cleared by students is missing. Instead only student ID card copy has been filed.
- Competitive Exams Cleared file and Career Counselling Files need to be maintained separately. The certificates of students who cleared competitive exams need to be filed year wise
- The Department Profile file has to contain information from the academic year 2016-17 onwards and also has to be periodically updated.
- The External Evaluation file had all question papers filed but schemes were missing.
- Internal Assessment- Question papers, marks, end-semester Question Papers and schemes have been filed. It would be good to get the signatures of the students on the hard copy of the internal marks. Academic extension and Social Outreach activities have not been filed.
- Paper Publications of teachers have to be filed according to the academic year. Aspects of Criteria III have to be included into each academic year. Soft copies of publications have to be maintained. Bibliographic data needs to be visible on the face

page. List of UG Scopus- indexed paper publications for all years have to be filed year-wise.


- The Department needs to have functional MoUs.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.
- The Department academic calendar file has not been updated.
- The information regarding student achievements and awards have not been filed year-wise. The copies of certificates won by students have to be maintained in the Department for each academic year.
- The Department has not maintained a green measure file. Online question papers, disposable glasses and other items, reuse of plastic pens using refills, steel water bottle and glasses, reuse of decorations, steel tiffin boxes etc are some of the activities already done by the Department which may be documented well as green measures.
- Syllabus file has been maintained well.
- Teaching plan and Time table file must contain the signature of HoD.
- Student profile file has been maintained well.
- Information regarding PTA meetings has not been filed. Feedback has not been collected nor consolidated. A file with these details has to be maintained starting from the academic year 2016-17.
- The innovative teaching methods file has to be properly updated. Photographs, report of the method used and feedback from students have included in the file.
- The Scholarship file has not been done properly. It has to be done class wise, academic year (date wise)
- The list of students earmarked for Bridge Courses has to be based on the list of students who have been categorized for the same based on the Entry Level Test data. Remedial Courses are for students who find it difficult to assimilate the courses. Data has to be maintained separately. In the register/file, the name of the student, the date, the syllabus, the topic taken as well as the signatures of both the student and the instructor have to be maintained.
- The Alumni File has to be maintained with reports, minutes, brochures and photographs of Alumni meetings as well as attendance sheets of the alumni who attended the meetings.
- List of Faculty and students who have attended seminars/ workshops need to be filed separately. The copies of certificates need to be arranged year wise. Separators/ Transparent sheets to be used to indicate years
- Placement File needs to be sorted date-wise and each academic year has to begin with a facing sheet
- Staff profile file has not been updated and all information regarding faculty members starting 2016-17 to the present academic year has to be maintained and updated periodically.
- Academic extension and Social Outreach activities have not been filed
- Green Initiatives have to be outlined properly. Activities should be conducted and photographs and reports maintained

- Department Meeting minutes has to be filed from the academic year 2016-17 and mandatorily has to contain the ATR (Action Taken Report)
- Faculty achievements have been recorded and filed well.
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.
- Department library needs to be maintained properly. A tutor needs to be assigned for this duty
- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.


Dr. M.L Joseph
Principal


Dr. Nisha Thomji Varghese
Dean, Quality Assurance



**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF ENGLISH
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M.L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **English** on March 04,2020 and interacted with the Head of the Department and faculty. **Dr. Nisha Thomji Varghese, the HoD-in-charge** made a presentation followed by interaction with the Audit team.

Recommendations:

- Minutes of two DQAC meetings each for the academic year 2016-17, 2017-18, and 2018-19 have been maintained as hard copy. The DQAC minutes for 2019 has to be filed.
- Information regarding PTA meetings has not been filed. Feedback has not been collected nor consolidated. A file with these details has to be maintained starting from the academic year 2016-17. PTA records should have the list class wise list of students, signatures of parents, date and time need to be recorded. Minutes of the meeting also needs to be maintained. Photographs of the meeting can be taken and filed
- The information regarding student achievements and awards have been filed year-wise. The copies of certificates won by students have to be maintained in the Department for each academic year.
- The list of students earmarked for Bridge Courses has to be based on the list of students who have been categorized for the same based on the Entry Level Test data. Remedial Courses are for students who find it difficult to assimilate the courses. Data has to be maintained separately. In the register/file, the name of the student, the date, the syllabus, the topic taken as well as the signatures of both the student and the instructor have to be maintained.
- The competitive exam file needs to include all relevant information about the various competitive exams cleared by students


- Student Grievances File did not have any documents and it was informed that no grievances had been registered so far.
- The minutes of Department staff meetings has been updated and filed properly. Action Taken Report has to be mandatorily included.
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The Seminars/Workshops/Conferences etc. are not filed year-wise. Brochures were missing. There was no uniformity in the filing.
- Green Initiatives have to be outlined properly. Activities should be conducted and photographs and reports maintained.
- The innovative teaching methods file has to be properly updated. Photographs, reports of the method used and feedback from students have to be included in the file.
- Paper Publications of teachers have to be filed according to the academic year. Aspects of Criteria III have to be included into each academic year. Soft copies of publications have to be maintained. Bibliographic data needs to be visible on the face page. List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Social outreach and extension programme file need to have year-wise segregation
- The Department needs to have functional MoUs.
- Academic extension file has to be organized year-wise
- Internal Assessment- Question papers, marks, end-semester **Question Papers and schemes** have to be filed. It would be good to get the signatures of all the students on the hard copy of the internal marks.
- The Scholarship file has not been done properly. It has to be done class wise, academic year (date wise)
- The Alumni File has to be maintained with reports, minutes, brochures and photographs of Alumni meetings as well as attendance sheets of the alumni who attended the meetings
- Placement File needs to be sorted date-wise and each academic year has to begin with a facing sheet.
- The Department Library has been maintained well.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- **It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.**

- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.


Dr. M.L. Joseph
Principal


Dr. Nisha Thomji Varghese
Dean, Quality Assurance



**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF ECONOMICS
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Economics** on February 28,2020 and interacted with the Head of the Department and faculty. **Mr. Francis M.C, the HoD-in-charge** made a presentation followed by interaction with the Audit team.

Recommendations:

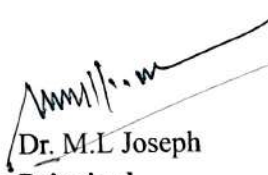
- Student profiles are updated and maintained as soft copy.
- Student progression file is well maintained and records testify that many students have been successfully placed.
- The Department has maintained updated records of all faculty achievements, awards and recognitions.
- Training provided for advanced learners have been maintained mainly as soft copy.
- Competitive Exams Cleared file and Career Counselling Files need to be maintained separately. The certificates of students who cleared competitive exams need to be filed year wise
- The list of students earmarked for Bridge Courses has to be based on the list of students who have been categorized for the same based on the Entry Level Test data. Remedial Courses are for students who find it difficult to assimilate the courses. Data has to be maintained separately. In the register/file, the name of the student, the date, the syllabus, the topic taken as well as the signatures of both the student and the instructor have to be maintained.
- DQAC file has only information for the 2017 academic year. DQAC files have to be updated with information from 2018 and 2019 academic years.

- Faculty paper publications have been filed but not student paper publications. If the information is filed according to the papers published per academic years it would be more appealing to an external agency when examined
- Three MoUs which were signed by the Department have been filed.
- Social outreach and extension programme file has to be updated with more information as the Department has conducted many such activities
- Internal Assessment question papers have to be filed year-wise. Notable documentation was that of the scheme - minutes and approval with signatures
- The Internal Assessment marks file have to be done year-wise and semester wise. It would be good to get the signatures of the students on the hard copy of the internal marks. For UG internals the signature of the HoD was missing
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.
- Best practices followed in curriculum and teaching has been filed well.
- Department Academic Calendar soft copy has been maintained.
- Department Profile including vision and mission has been maintained well as soft copy.
- Stock Register file has also been done well.
- The Alumni File has to be maintained with reports, minutes, brochures and photographs of Alumni meetings as well as attendance sheets of the alumni who attended the meetings.
- The innovative teaching methods file has to be properly updated. Photographs, report of the method used and feedback from students have included in the file
- Scholarships awarded have been recorded well.
- Green Initiatives have to be outlined properly. Activities should be conducted and photographs and reports maintained
- Department Meeting minutes mandatorily has to contain the ATR (Action Taken Report)
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.

- **It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.**
- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.
- Department library needs to be maintained properly. A tutor needs to be assigned for this duty


Dr. M.L Joseph
Principal


Dr. Nisha Thomji Varghese
Dean, Quality Assurance



**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF COMPUTER SCIENCE
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Computer Science March 6, 2020** and interacted with the Head of the Department and faculty. **Ms. Sangeetha J. the HoD-in-charge** made a presentation followed by interaction with the Audit team.

Recommendations:


- Minutes of DQAC meetings from the academic year 2016-17 have to be maintained. The Action Taken Report also need to be filed.
- Valid information about the competitive exams cleared by students is missing. Competitive Exams Cleared file and Career Counselling Files need to be maintained separately. The certificates of students who cleared competitive exams need to be filed year wise
- The Department Profile file has to contain information from the academic year 2016-17 onwards and also has to be periodically updated.
- Internal Assessment and End-Semester Examination- Question papers, marks, end-semester Question Papers and schemes have been filed. It would be good to get the signatures of the students on the hard copy of the internal marks. Academic extension and Social Outreach activities have not been filed.
- Information regarding PTA meetings has not been filed. Feedback has not been collected nor consolidated. A file with these details has to be maintained starting from the academic year 2016-17. PTA records should have the list class wise list of students, signatures of parents, date and time need to be recorded. Minutes of the meeting also need to be maintained. Photographs of the meeting can be taken and filed

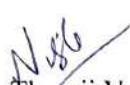
- The list of students earmarked for Bridge Courses has to be based on the list of students who have been categorized for the same based on the Entry Level Test data. Remedial Courses are for students who find it difficult to assimilate the courses. Data has to be maintained separately. In the register/file, the name of the student, the date, the syllabus, the topic taken as well as the signatures of both the student and the instructor have to be maintained.
- Paper Publications of teachers have to be filed according to the academic year. Aspects of Criteria III have to be included into each academic year. Soft copies of publications have to be maintained. Bibliographic data needs to be visible on the face page. List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- A couple of MoUs have been signed but the stamp paper documents of the MoUs are not filed. The Department needs to have more functional MoUs. Activities related to the MoUs have to be filed year wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.
- The information regarding student achievements and awards have not been filed year-wise. The copies of certificates won by students have to be maintained in the Department for each academic year.
- For student profile the Department needs to keep a consolidated student profile list (which can be taken from the official college website) and it can act as the index page.
- The Department does not have a library but it has to start on building up a good library. E-library was also an interesting option the Department can focus on.
- Information regarding PTA meetings has not been filed. Feedback has not been collected nor consolidated. A file with these details has to be maintained starting from the academic year 2016-17.
- The innovative teaching methods file has to be properly updated. Photographs, reports of the method used and feedback from students have been included in the file.
- The Scholarship file has not been done properly. It has to be done class wise, academic year (date wise)
- The Alumni File has to be maintained with reports, minutes, brochures and photographs of Alumni meetings as well as attendance sheets of the alumni who attended the meetings.
- List of Faculty and students who have attended seminars/ workshops need to be filed separately. The copies of certificates need to be arranged year wise. Separators/ Transparent sheets to be used to indicate years
- Placement File needs to be sorted date-wise and each academic year has to begin with a facing sheet
- Staff profile file has not been updated and all information regarding faculty members starting 2016-17 to the present academic year has to be maintained and updated periodically.
- Academic extension and Social Outreach activities have not been filed
- Green Initiatives have to be outlined properly. Activities should be conducted and photographs and reports maintained
- Department Meeting minutes has to be filed from the academic year 2016-17 and mandatorily has to contain the ATR (Action Taken Report)

- Faculty achievements have been recorded and filed well.
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained
- The Academic Calendar was well maintained.
- Notification file was updated and well maintained
- Department profile, mission and vision file was also well maintained.
- In the stock register the number of wooden chairs has not been recorded.
- The condemnation of the article file was not maintained by the Department. Discarded old computer monitors, printers etc may be recorded in the condemnation of the article file.
- The General Time Table has to be prepared and separated year-wise and semester-wise.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.
- Department library needs to be maintained properly. A tutor needs to be assigned for this duty
- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.


Dr. M.L. Joseph
Principal


Dr. Nisha Thomji Varghese
Dean, Quality Assurance



ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF COMMERCE (Aided)
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M.L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Commerce (Aided)** on March 9, 2020 and interacted with the Head of the Department and faculty. **Dr. Tia Mathews, the HoD** made a presentation followed by interaction with the Audit team.

Recommendations:

- Minutes of DQAC meetings from the academic year 2016 have been maintained well.
- Information regarding PTA meetings has been filed. Feedback has been collected but not consolidated.
- The information regarding student achievements and awards have been filed year-wise (hard as well as soft copy has been maintained)
- The Department follows a unique strategy of continuous and careful observation and evaluation of all students by the tutors so as to offer the Bridge Course. Records are well maintained. Remedial Courses are also being offered but the records have to be updated. A few signatures of teachers and students are missing in the register.
- The Department has two functional MoUs.
- Academic extension file is organized year-wise
- The competitive exam file is not maintained as hard copy even though all relevant information is updated as soft files.
- Student Grievances File displayed a single grievance from one student raised regarding grace marks for sports. Report of the closure is maintained.
- The minutes of Department staff meetings has been updated and filed properly along with Action Taken Report as soft files. Need to maintain hard copy as well.

- The innovative teaching methods file is well maintained with photographs, reports of the method used and feedback from students.
- Social outreach and extension programme file is maintained but needs to have year-wise segregation
- Internal Assessment- Question papers, marks, end-semester Question Papers and schemes have to be filed. It would be good to get the signatures of all the students on the hard copy of the internal marks.
- The Scholarship file has been done properly -class wise, academic year (date wise)
- The Alumni File contains evidence of feedbacks taken. Consolidation done.
- The Department Library has been maintained well.
- The Department's initiative to provide programmes which instil moral values/virtues in students is being filed well. Along with the Report, copy of the Brochure, Attendance Sheet and the Photographs of the event is also necessary.
- The Seminars/Workshops/Conferences etc. has been filed year-wise.
- Green Initiatives have been outlined properly. Activities conducted and photographs and reports have been maintained well.
- Gender Equity Programme conducted by the Department has to be supported by attendance sheet. The Report, Brochure and Photographs of the events have been maintained as hard and as soft copy - segregated year-wise.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- **It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.**

Dr. M.L Joseph
Principal

Dr. Nisha Thomji Varghese
Dean, Quality Assurance



**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF CHEMISTRY
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John , Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S , Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Fobel, Deputy Coordinator, IQAC

Dr. M.L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Chemistry** on February 25, 2020 and interacted with the Head of the Department and faculty. **Dr. M.A. Solomon, the HoD** made a presentation followed by interaction with the Audit team.

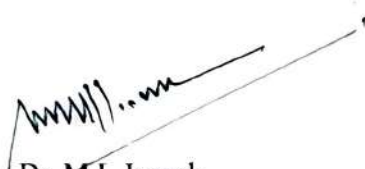
Recommendations:


- The minutes of Department staff meetings has been updated and filed properly. Action Taken Reports have to be updated. Soft copy also needs to be maintained.
- PTA records have the class wise list of students, signatures of parents, along with date and time. Feedback has been collected and consolidated but ATR for the current academic year has to be updated. Photographs of the meeting can also be filed. Soft copy well maintained.
- Minutes of DQAC meetings from the academic year 2016 have been maintained as hard copy.
- The Alumni File is maintained well with reports, minutes, brochures and photographs of alumni meetings as well as attendance sheets of the alumni who attended the meetings. Feedbacks have been taken but consolidation and action taken report has to be updated.
- The Gender Equity Programme report, brochure, attendance sheet and photographs have been filed as soft copy as well as hard copy. Needs to be segregated semester wise.

- Green Initiatives have been outlined properly. Activities conducted and photographs and reports are maintained in an orderly and professional manner.
- The information regarding student achievements and awards have been filed year-wise.
- Bridge Courses, Remedial Courses and information pertaining to coaching provided to advanced learners has been maintained as hard files but the soft files need to be updated. Scanned copy of the register/file containing the names of the student, the date, the syllabus, the topic taken as well as the signatures of both the student and the instructor etc maybe saved as soft files also. Photographs have been saved as soft file.
- The competitive exam file contains all relevant information about the various competitive exams cleared by students but needs to be having a facing sheet.
- Student Grievances File did not have any documents and it was informed that no grievances had been registered so far.
- Hard file containing information on programmes which instil moral values/virtues in students is updated and maintained well. Along with the report, brochure and photographs of the event, the attendance sheet also needs to be maintained.
- The Seminars/Workshops/Conferences etc. have been filed year-wise.
- The innovative teaching methods file is well maintained. Feedback from students could also be included in the file.
- Paper Publications of teachers needs to be rearranged according to the academic year. Bibliographic data needs to be visible on the face page. List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Social outreach and extension programme file is updated with all necessary information but needs to have year-wise segregation
- The Department has 2 functional MoUs and very actively pursuing more.
- Academic extension file has to be organized year-wise.
- Internal Assessment- Question papers, marks, end-semester **Question Papers and schemes** have to be rearranged year wise. It would be good to get the signatures of all the students on the hard copy of the internal marks.
- The Scholarship file has been done properly.
- Placement File is well done but would be better to begin with a facing sheet.
- The Department Library has been maintained very well.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- **It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.**


Dr. M.L. Joseph
Principal


Dr. Nisha Thomji Varghese
Dean, Quality Assurance



**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF BOTANY
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L . Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Botany** on February 19, 2020 and interacted with the Head of the Department and faculty. **Dr. J. Jameson, the HoD** made a presentation followed by interaction with the Audit team.

Recommendations:

- A few signatures of DQAC members were missing in the DQAC minutes. The Action Taken Reports (ATRs) of the minutes also have to be duly filed.
- Minutes of BoS has been filed well. Soft copy has to be emailed to IQAC.
- Staff profile file has not been updated and all information regarding faculty members starting 2016-17 to the present academic year has to be maintained and updated.
- Information regarding PTA meetings has not been filed. Feedback has not been collected nor consolidated. A file with these details has to be maintained starting from the academic year 2016-17.
- The innovative teaching methods file has to be properly updated. Photographs, report of the method used and feedback from students have included in the file.
- Student Progression and Placement File has not been updated. PG student information for the academic year 2018-19 is missing.
- The Alumni File has to be maintained with reports, minutes, brochures and photographs of Alumni meetings as well as attendance sheets of the alumni who attended the meetings


- Green Initiatives have to be outlined properly. Activities should be conducted and photographs and reports maintained.
- The Department does not have a full-fledged library.
- Information of student scholarship has been maintained as e-file. Hardcopy of student scholarship from the academic year 2016-2017 onwards to be maintained.
- Teaching Plan File contained only document of the present academic year. The file has to be updated.
- The Department Profile file has to contain information from the academic year 2016-17 onwards and also has to be periodically updated.
- The External Evaluation file had all question papers filed but schemes were missing.
- Internal Assessment- question papers, marks, end-semester question papers and schemes have been filed but few student signatures were missing.
- Paper Publications of teachers have to be filed according to the academic year. Aspects of Criteria III have to be included into each academic year. Soft copies of publications have to be maintained. Bibliographic data needs to be visible on the face page. List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.
- The innovative teaching methods file has to be properly updated. Photographs, reports of the method used and feedback from students have to be included in the file.
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The Department academic calendar file has not been updated.
- The information regarding student achievements and awards have not been filed year-wise. The copies of certificates won by students have to be maintained in the Department for each academic year.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- **It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.**

- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.


Dr. M.L. Joseph
Principal


Dr. Nisha Thomji Varghese
Dean, Quality Assurance



**ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF BUSINESS ADMINISTRATION
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI**

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Business Administration** on March 10, 2020 and interacted with the Head of the Department and faculty. **Mr. Nivedh Eustace, the HoD-in-charge** made a presentation followed by interaction with the Audit team.

Recommendations:

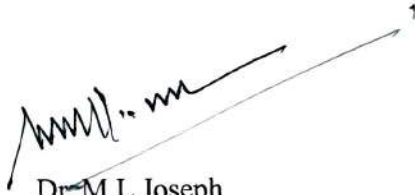
- The DQAC file has only 6 minutes- four from 2018 and 2 without indication of the academic year. The signatures of the members are missing as well as the Action Taken Reports.
- Staff profile file has not been updated and all information regarding faculty members starting 2016-17 to the present academic year has to be maintained and updated periodically.
- The Department has maintained updated records of notifications.
- The Department Profile as well as vision and mission have been filed well.
- The academic calendar has been updated and filed well.
- The interaction with parents and their feedback has been filed well. The consolidated report of the feedback as well as the action taken reports may be included in the file.
- Department Meeting minutes has to be filed from the academic year 2016-17 and mandatorily has to contain the ATR (Action Taken Report)
- Even though the soft copy of BoS file has been maintained, the Department needs to maintain a hard copy as well

- Internal and End-Semester Assessment- Question papers, marks, end-semester **Question Papers and schemes** have to be filed. It would be good to get the signatures of all the students on the hard copy of the internal marks.
- The Department maintains detailed records of mentoring provided to students
- The grievances raised have all been closed on a positive note. The same have been filed.
- The list of students earmarked for Bridge Courses has to be based on the list of students who have been categorized for the same based on the Entry Level Test data. Remedial Courses are for students who find it difficult to assimilate the courses. Data has to be maintained separately. In the register/file, the name of the student, the date, the syllabus, the topic taken as well as the signatures of both the student and the instructor have to be maintained.
- Extension activities file has to be redone. It needs to contain report of the activities along with photographs in year-wise order.
- The Scholarship file has not been done properly. It has to be done class wise, academic year (date wise)
- The Department needs to maintain an issue register for the library they have
- Green Initiatives have to be outlined properly. Activities should be conducted and photographs and reports maintained
- Placement File needs to be sorted date-wise and each academic year has to begin with a facing sheet. Offer letters have also to be filed year wise.
- The teaching plan, time table, student profile, academic results files have all been done well.
- List of Faculty and students who have attended seminars/ workshops need to be filed separately. The copies of certificates need to be arranged year wise.
- The Department has only one MoU (with CIAL) and should have more functional MoUs.
- The seminars/conferences/workshop file needs to be updated. The Department brochure needs to be removed from this file.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.
- Training for advanced learners file has to be updated and must contain information of what training was provided, by whom, topic covered, and has to have tutors' and students' signature.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.
- Department library needs to be maintained properly. A tutor needs to be assigned for this duty

- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.



Dr. M.L Joseph
Principal



Dr. Nisha Thomji Varghese
Dean, Quality Assurance



ACADEMIC AUDIT REPORT OF
THE DEPARTMENT OF MANAGEMENT STUDIES
ST. ALBERT'S COLLEGE (AUTONOMOUS) KOCHI

The Academic Audit of ST. ALBERT'S COLLEGE (AUTONOMOUS), KOCHI was conducted from 17th February 2020. The team comprised:

- Dr. M. L. Joseph, Principal
- Dr. Rosalind Gonzaga, Vice Principal
- Dr. Nisha Thomji Varghese, Dean, Quality Assurance
- Dr. Vincent Terrence, Dean, Academics
- Dr. Vijay John, Dean, Student Affairs
- Dr. Sabu M. C, Dean, Resource Mobilization
- Dr. Krishnakumar K.S., Dean Research
- Dr. V. S. Sadanandan, Academic Coordinator
- Dr. Louie Frobel, Deputy Coordinator, IQAC

Dr. M. L. Joseph and Smt. Rosalind Gonzaga along with the Audit team visited the Department of **Management Studies** on March 13, 2020 and interacted with the Head of the Department and faculty. **Dr. Geo Jos Fernandez, the HoD-in-charge** made a presentation followed by interaction with the Audit team.

Recommendations:

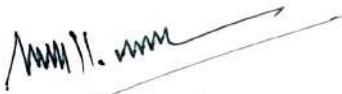
- Minutes of BoS has to be filed. Soft copy has to be emailed to IQAC.
- The teaching plans, time tables, syllabus, student profiles etc have been filed well.
- More DQAC meetings have to be conducted and minutes to be filed. Action taken reports also to be included.
- The Department has to file the brochures, reports and registration forms of the seminars conducted. All of the seminars from academic year 2016 conducted by the Department has to documented year-wise and semester-wise. Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.
- The awards and recognition file may also contain information of tutors who provided services as resource person.
- Student achievement file may only include award certificates but not participation certificates.
- The Scholarship file has not been done properly. It has to be done class wise, academic year (date wise). Screenshots/proofs of the scholarship received by all students to be filed
- The list of students earmarked for Bridge Courses has to be based on the list of students who have been categorized for the same based on the Entry Level Test data. Remedial Courses are for students who find it difficult to assimilate the courses. Data has to be maintained separately. In the register/file, the name of the student, the date,

the syllabus, the topic taken as well as the signatures of both the student and the instructor have to be maintained.

- Examination related grievances have been recorded but the action taken report has to be mandatorily filed.
- Paper Publications of teachers and students have to be filed according to the academic year. Aspects of Criteria III have to be included into each academic year. Soft copies of publications have to be maintained. Bibliographic data needs to be visible on the face page. List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- The Research project file has to be updated.
- The Department Profile file has to contain the information from the academic year 2016-17 onwards.
- The External Evaluation file had all question papers filed but schemes were missing.
- Internal Assessment- question papers, marks, end-semester question papers and schemes have been filed but few student signatures were missing. Result analysis has also to be filed.
- Academic extension and Social Outreach activities have not been filed.
- The Department academic calendar file has not been updated.
- The information regarding student achievements and awards have not been filed year-wise. The copies of certificates won by students have to be maintained in the Department for each academic year.
- The stock register and Department profile, notification and calendar have been maintained well.
- The Alumni File has to be maintained with reports, minutes, brochures and photographs of Alumni meetings as well as attendance sheets of the alumni who attended the meetings
- The Department has adopted green measures such as: online test paper, planting trees, LED bulbs, digital transactions, online grievances, e-flex, cloth banners, plastic-free Tiffin boxes, plastic bags ban etc. They should be properly filed and photographs and reports maintained
- Programmes which would instil moral values/virtues in students need to be conducted. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.
- The Department needs to take initiative to conduct at least one Gender Equity Programme every quarter. The Report, copy of the Brochure, Attendance Sheet and Photographs of the event need to be maintained.

General Observations:

- All files need to have a facing page /front page which would be easier to identify the contents within the file.
- The files have to be maintained with an index for easy identification and arranged year-wise from the academic year 2016-17 onwards.
- Transparent sheets can be used as separators to differentiate between the Academic years.
- It is mandatory to do the e-filing of all documents starting from the academic year 2016-17 onwards.
- Department library needs to be maintained properly. A tutor needs to be assigned for this duty
- List of UG Scopus- indexed paper publications for all years have to be filed year-wise.
- Photos, brochures, attendance sheets associated with the conduct of seminars have to be filed year wise.


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Principal


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Dean, Quality Assurance

