

**ALPHONSA COLLEGE, PALA**

**INTERNAL QUALITY ASSURANCE CELL**

**Report of the Internal Academic Audit**

**held on**

**26-27 April 2022**



**Internal Academic Audit**  
**held on 26-27 April 2022**  
**for the academic year 2021-2022**

**Members of audit team**

- Dr. Sr. Regeenamma Joseph, Principal *Regeenamma*
- Dr. Dani Mathew , IQAC coordinator *Dani*
- Dr. Sonia Sebastian , Dept. of English, Coordinator- Criteria I *Sonia*
- Dr. Anila Mathew, Dept. of Malayalam, , Coordinator- Criteria II *Anila*
- Dr. Ambili T. R., Dept. of Zoology, Coordinator- Criteria III *Ambili*
- Ms. Poornima Baby , Dept. of Zoology , Coordinator- Criteria III *Poornima*
- Ms. Cincila T Joy, Dept. of Physics , Coordinator- Criteria IV *Cincila*
- Ms. Biby Annet Baiju, Dept. of Botany , Coordinator- Criteria IV *Biby*
- Ms. Cinnie Susan Antony, Dept. of Zoology , Coordinator- Criteria V *Cinnie*
- Ms. Rekha Mathew, Dept. of Physics , Coordinator- Criteria VI *Rekha*
- Ms. Annu Paul, Dept. of Computer Science , Coordinator- Criteria VII *Annu*





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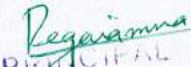
**DEPARTMENT OF MATHEMATICS**

Criteria	Item	Status
I	Workload/ Time Table	Updated
	Participation in Curriculum Development and Assessment	Updated
	Add-on / Certificate courses	2
	Courses on Gender/ Environment	Updated
	Experiential learning through project work/ internship	Not complete
	Feedback on curriculum	Not complete
II	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Updated
	Programmes for slow/ advanced learners	Updated
	Peer/ Cross teaching conducted	Updated
	Mentoring/ Tutorial reports	Updated
	Use of student centric/ ICT	Updated
	Internal evaluation and related grievances	Updated
	Result analysis	Updated
	Faculty Profile	Not updated
III	Resource mobilisation for research	0
	Number of Research guides	0
	Seminars/ Workshops conducted by the department	1
	Research publications in UGC accredited journals	0
	Books/Chapters published	0
	Extension and Outreach programmes conducted	1
	Collaborations	0
	MoU	0
IV	Infrastructure and learning resources	Updated
V	No of students receiving govt. / institutional scholarships	40
	Capability enhancement programme conducted	0
	Guidance for competitive examinations/ career counselling conducted	0
	Student Placements	6
	Students progressing to higher education	20
	Students qualifying in state / national/ international level examinations	Not updated
	Awards/ Medals received by students	0
	Student participation in cultural activities	59
VI	Department Activity Report	Not updated
	Participation in Faculty Development Programmes	4
	Funds received from individuals/ philanthropes	Nil
	Annual Performance appraisal of teachers	Not complete
VII	Gender equity programmes conducted	2
	Green campus initiatives undertaken	1
	Initiative in Providing Inclusive Environment & Constitutional Obligations	6
	National and International Commemorative Days observed	8

  
Dr. Dani Mathew M  
IQAC Coordinator



Dr. Sr. Regeenamma Joseph

Principal   
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**DEPARTMENT OF PHYSICS**

Criteria	Item	Status
I	Workload/ Time Table	Updated
	Participation in Curriculum Development and Assessment	Updated
	Add-on / Certificate courses	2
	Courses on Gender/ Environment	Updated
	Experiential learning through project work/ internship	Updated
	Feedback on curriculum	Updated
II	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Not updated
	Programmes for slow/ advanced learners	Updated
	Peer/ Cross teaching conducted	Updated
	Mentoring/ Tutorial reports	Updated
	Use of student centric/ ICT	Updated
	Internal evaluation and related grievances	Updated
	Result analysis	Updated
	Faculty Profile	Not updated
III	Resource mobilisation for research	0
	Number of Research guides	1
	Seminars/ Workshops conducted by the department	0
	Research publications in UGC accredited journals	2
	Books/Chapters published	0
	Extension and Outreach programmes conducted	3
	Collaborations	5
	MoU	0
IV	Infrastructure and learning resources	Updated
V	No of students receiving govt. / institutional scholarships	20
	Capability enhancement programme conducted	0
	Guidance for competitive examinations/ career counselling conducted	1
	Student Placements	4
	Students progressing to higher education	34
	Students qualifying in state / national/ international level examinations	8
	Awards/ Medals received by students	Not updated
	Student participation in cultural activities	103
VI	Department Activity Report	Updated
	Participation in Faculty Development Programmes	6
	Funds received from individuals/ philanthropes	Updated
	Annual Performance appraisal of teachers	Updated
VII	Gender equity programmes conducted	0
	Green campus initiatives undertaken	1
	Initiative in Providing Inclusive Environment & Constitutional Obligations	0
	National and International Commemorative Days observed	8

*Dm Mathew*  
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Dr. Sr. Regeenamma Joseph  
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*Regeenamma*  
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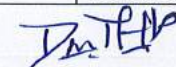


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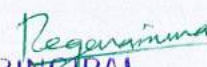
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**DEPARTMENT OF CHEMISTRY**

Criteria	Item	Status
I	Workload/ Time Table	Updated
	Participation in Curriculum Development and Assessment	Updated
	Add-on / Certificate courses	1
	Courses on Gender/ Environment	Updated
	Experiential learning through project work/ internship	Updated
	Feedback on curriculum	Not complete
II	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Not updated
	Programmes for slow/ advanced learners	Updated
	Peer/ Cross teaching conducted	Updated
	Mentoring/ Tutorial reports	Updated
	Use of student centric/ ICT	Updated
	Internal evaluation and related grievances	Not updated
	Result analysis	Updated
	Faculty Profile	Updated
III	Resource mobilisation for research	0
	Number of Research guides	2
	Seminars/ Workshops conducted by the department	1
	Research publications in UGC accredited journals	3
	Books/Chapters published	0
	Extension and Outreach programmes conducted	7
	Collaborations	0
	MoU	3
IV	Infrastructure and learning resources	Updated
V	No of students receiving govt. / institutional scholarships	5
	Capability enhancement programme conducted	1
	Guidance for competitive examinations/ career counselling conducted	1
	Student Placements	0
	Students progressing to higher education	18
	Students qualifying in state / national/ international level examinations	0
	Awards/ Medals received by students	5
	Student participation in cultural activities	Not updated
VI	Department Activity Report	Not updated
	Participation in Faculty Development Programmes	3
	Funds received from individuals/ philanthropes	Nil
	Annual Performance appraisal of teachers	Updated
VII	Gender equity programmes conducted	1
	Green campus initiatives undertaken	1
	Initiative in Providing Inclusive Environment & Constitutional Obligations	5
	National and International Commemorative Days observed	12

  
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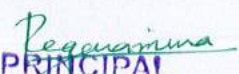
**DEPARTMENT OF BOTANY**

Criteria	Item	Status
<b>I</b>	Workload/ Time Table	Updated
	Participation in Curriculum Development and Assessment	Updated
	Add-on / Certificate courses	0
	Courses on Gender/ Environment	Updated
	Experiential learning through project work/ internship	Updated
	Feedback on curriculum	Updated
<b>II</b>	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Updated
	Programmes for slow/ advanced learners	Updated
	Peer/ Cross teaching conducted	Updated
	Mentoring/ Tutorial reports	Updated
	Use of student centric/ ICT	Updated
	Internal evaluation and related grievances	Updated
	Result analysis	Updated
	Faculty Profile	Updated
<b>III</b>	Resource mobilisation for research	0
	Number of Research guides	0
	Seminars/ Workshops conducted by the department	2
	Research publications in UGC accredited journals	0
	Books/Chapters published	3
	Extension and Outreach programmes conducted	1
	Collaborations	0
	MoU	0
<b>IV</b>	Infrastructure and learning resources	Updated
<b>V</b>	No of students receiving govt. / institutional scholarships	7
	Capability enhancement programme conducted	1
	Guidance for competitive examinations/ career counselling conducted	0
	Student Placements	3
	Students progressing to higher education	30
	Students qualifying in state / national/ international level examinations	0
	Awards/ Medals received by students	1
	Student participation in cultural activities	81
<b>VI</b>	Department Activity Report	Updated
	Participation in Faculty Development Programmes	4
	Funds received from individuals/ philanthropes	Nil
	Annual Performance appraisal of teachers	Updated
<b>VII</b>	Gender equity programmes conducted	1
	Green campus initiatives undertaken	4
	Initiative in Providing Inclusive Environment & Constitutional Obligations	8
	National and International Commemorative Days observed	12

  
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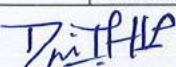


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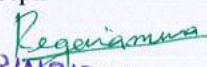
**DEPARTMENT OF ZOOLOGY**

Criteria	Item	Status
<b>I</b>	Workload/ Time Table	Updated
	Participation in Curriculum Development and Assessment	Updated
	Add-on / Certificate courses	2
	Courses on Gender/ Environment	Updated
	Experiential learning through project work/ internship	Updated
	Feedback on curriculum	Updated
<b>II</b>	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Not updated
	Programmes for slow/ advanced learners	Updated
	Peer/ Cross teaching conducted	Updated
	Mentoring/ Tutorial reports	Updated
	Use of student centric/ ICT	Updated
	Internal evaluation and related grievances	Updated
	Result analysis	Updated
Faculty Profile	Not updated	
<b>III</b>	Resource mobilisation for research	0
	Number of Research guides	3
	Seminars/ Workshops conducted by the department	7
	Research publications in UGC accredited journals	0
	Books/Chapters published	1
	Extension and Outreach programmes conducted	5
	Collaborations	2
	MoU	0
<b>IV</b>	Infrastructure and learning resources	Updated
<b>V</b>	No of students receiving govt. / institutional scholarships	46
	Capability enhancement programme conducted	1
	Guidance for competitive examinations/ career counselling conducted	1
	Student Placements	3
	Students progressing to higher education	33
	Students qualifying in state / national/ international level examinations	0
	Awards/ Medals received by students	0
	Student participation in cultural activities	26
<b>VI</b>	Department Activity Report	Updated
	Participation in Faculty Development Programmes	7
	Funds received from individuals/ philanthropes	Updated
	Annual Performance appraisal of teachers	Updated
<b>VII</b>	Gender equity programmes conducted	2
	Green campus initiatives undertaken	Not updated
	Initiative in Providing Inclusive Environment & Constitutional Obligations	Not updated
	National and International Commemorative Days observed	7

  
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**DEPARTMENT OF CLINICAL NUTRITION AND DIETETICS**

Criteria	Item	Status
I	Workload/ Time Table	Updated
	Participation in Curriculum Development and Assessment	Updated
	Add-on / Certificate courses	0
	Courses on Gender/ Environment	Updated
	Experiential learning through project work/ internship	Updated
	Feedback on curriculum	Not complete
II	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Updated
	Programmes for slow/ advanced learners	Updated
	Peer/ Cross teaching conducted	Updated
	Mentoring/ Tutorial reports	Updated
	Use of student centric/ ICT	Updated
	Internal evaluation and related grievances	Updated
	Result analysis	Updated
	Faculty Profile	Updated
III	Resource mobilisation for research	0
	Number of Research guides	0
	Seminars/ Workshops conducted by the department	0
	Research publications in UGC accredited journals	0
	Books/Chapters published	2
	Extension and Outreach programmes conducted	12
	Collaborations	35
	MoU	2
IV	Infrastructure and learning resources	Updated
V	No of students receiving govt. / institutional scholarships	8
	Capability enhancement programme conducted	0
	Guidance for competitive examinations/ career counselling conducted	0
	Student Placements	7
	Students progressing to higher education	16
	Students qualifying in state / national/ international level examinations	0
	Awards/ Medals received by students	0
	Student participation in cultural activities	0
VI	Department Activity Report	Not updated
	Participation in Faculty Development Programmes	2
	Funds received from individuals/ philanthropes	Nil
	Annual Performance appraisal of teachers	Updated
VII	Gender equity programmes conducted	2
	Green campus initiatives undertaken	0
	Initiative in Providing Inclusive Environment & Constitutional Obligations	Not updated
	National and International Commemorative Days observed	Not updated

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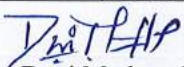


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**DEPARTMENT OF ENGLISH**

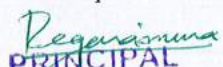
Criteria	Item	Status
<b>I</b>	Workload/ Time Table	Updated
	Participation in Curriculum Development and Assessment	Updated
	Add-on / Certificate courses	1
	Courses on Gender/ Environment	Updated
	Experiential learning through project work/ internship	Updated
	Feedback on curriculum	Updated
<b>II</b>	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Updated
	Programmes for slow/ advanced learners	Updated
	Peer/ Cross teaching conducted	Updated
	Mentoring/ Tutorial reports	Updated
	Use of student centric/ ICT	Updated
	Internal evaluation and related grievances	Updated
	Result analysis	Updated
Faculty Profile	Not updated	
<b>III</b>	Resource mobilisation for research	0
	Number of Research guides	0
	Seminars/ Workshops conducted by the department	0
	Research publications in UGC accredited journals	0
	Books/Chapters published	1
	Extension and Outreach programmes conducted	2
	Collaborations	0
	MoU	0
<b>IV</b>	Infrastructure and learning resources	Updated
<b>V</b>	No of students receiving govt. / institutional scholarships	17
	Capability enhancement programme conducted	2
	Guidance for competitive examinations/ career counselling conducted	0
	Student Placements	2
	Students progressing to higher education	38
	Students qualifying in state / national/ international level examinations	0
	Awards/ Medals received by students	2
	Student participation in cultural activities	40
<b>VI</b>	Department Activity Report	Updated
	Participation in Faculty Development Programmes	4
	Funds received from individuals/ philanthropes	Updated
	Annual Performance appraisal of teachers	Updated
<b>VII</b>	Gender equity programmes conducted	2
	Green campus initiatives undertaken	3
	Initiative in Providing Inclusive Environment & Constitutional Obligations	3
	National and International Commemorative Days observed	3

  
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**DEPARTMENT OF ECONOMICS**


Criteria	Item	Status
I	Workload/ Time Table	Updated
	Participation in Curriculum Development and Assessment	Updated
	Add-on / Certificate courses	3
	Courses on Gender/ Environment	Updated
	Experiential learning through project work/ internship	Updated
	Feedback on curriculum	Updated
II	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Updated
	Programmes for slow/ advanced learners	Updated
	Peer/ Cross teaching conducted	Updated
	Mentoring/ Tutorial reports	Updated
	Use of student centric/ ICT	Updated
	Internal evaluation and related grievances	Updated
	Result analysis	Updated
	Faculty Profile	Not updated
III	Resource mobilisation for research	0
	Number of Research guides	0
	Seminars/ Workshops conducted by the department	1
	Research publications in UGC accredited journals	2
	Books/Chapters published	0
	Extension and Outreach programmes conducted	3
	Collaborations	37
	MoU	1
IV	Infrastructure and learning resources	Updated
V	No of students receiving govt. / institutional scholarships	39
	Capability enhancement programme conducted	12
	Guidance for competitive examinations/ career counselling conducted	1
	Student Placements	5
	Students progressing to higher education	46
	Students qualifying in state / national/ international level examinations	2
	Awards/ Medals received by students	14
	Student participation in cultural activities	41
VI	Department Activity Report	Updated
	Participation in Faculty Development Programmes	4
	Funds received from individuals/ philanthropes	Nil
	Annual Performance appraisal of teachers	Updated
VII	Gender equity programmes conducted	1
	Green campus initiatives undertaken	1
	Initiative in Providing Inclusive Environment & Constitutional Obligations	2
	National and International Commemorative Days observed	10

  
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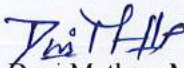


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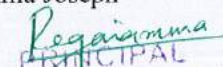
**DEPARTMENT OF HISTORY**

Criteria	Item	Status
I	Workload/ Time Table	Updated
	Participation in Curriculum Development and Assessment	Updated
	Add-on / Certificate courses	2
	Courses on Gender/ Environment	Updated
	Experiential learning through project work/ internship	Updated
	Feedback on curriculum	Not complete
II	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Not updated
	Programmes for slow/ advanced learners	Updated
	Peer/ Cross teaching conducted	Updated
	Mentoring/ Tutorial reports	Not updated
	Use of student centric/ ICT	Updated
	Internal evaluation and related grievances	Updated
	Result analysis	Updated
Faculty Profile	Not updated	
III	Resource mobilisation for research	0
	Number of Research guides	0
	Seminars/ Workshops conducted by the department	2
	Research publications in UGC accredited journals	0
	Books/Chapters published	0
	Extension and Outreach programmes conducted	1
	Collaborations	0
	MoU	1
IV	Infrastructure and learning resources	Updated
V	No of students receiving govt. / institutional scholarships	29
	Capability enhancement programme conducted	3
	Guidance for competitive examinations/ career counselling conducted	0
	Student Placements	1
	Students progressing to higher education	12
	Students qualifying in state / national/ international level examinations	0
	Awards/ Medals received by students	43
	Student participation in cultural activities	15
VI	Department Activity Report	Updated
	Participation in Faculty Development Programmes	2
	Funds received from individuals/ philanthropes	Nil
	Annual Performance appraisal of teachers	Updated
VII	Gender equity programmes conducted	2
	Green campus initiatives undertaken	1
	Initiative in Providing Inclusive Environment & Constitutional Obligations	10
	National and International Commemorative Days observed	16

  
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**DEPARTMENT OF COMMERCE**

Criteria	Item	Status
I	Workload/ Time Table	Not updated
	Participation in Curriculum Development and Assessment	Not complete
	Add-on / Certificate courses	1
	Courses on Gender/ Environment	Not updated
	Experiential learning through project work/ internship	Updated
	Feedback on curriculum	Not complete
II	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Not updated
	Programmes for slow/ advanced learners	Not updated
	Peer/ Cross teaching conducted	Not updated
	Mentoring/ Tutorial reports	Updated
	Use of student centric/ ICT	Updated
	Internal evaluation and related grievances	Updated
	Result analysis	Updated
	Faculty Profile	Updated
III	Resource mobilisation for research	0
	Number of Research guides	0
	Seminars/ Workshops conducted by the department	3
	Research publications in UGC accredited journals	3
	Books/Chapters published	0
	Extension and Outreach programmes conducted	0
	Collaborations	2
	MoU	3
IV	Infrastructure and learning resources	Updated
V	No of students receiving govt. / institutional scholarships	3
	Capability enhancement programme conducted	2
	Guidance for competitive examinations/ career counselling conducted	2
	Student Placements	4
	Students progressing to higher education	17
	Students qualifying in state / national/ international level examinations	0
	Awards/ Medals received by students	0
	Student participation in cultural activities	19
VI	Department Activity Report	Not updated
	Participation in Faculty Development Programmes	4
	Funds received from individuals/ philanthropes	Nil
	Annual Performance appraisal of teachers	Not updated
VII	Gender equity programmes conducted	0
	Green campus initiatives undertaken	0
	Initiative in Providing Inclusive Environment & Constitutional Obligations	Not updated
	National and International Commemorative Days observed	Not updated

Dr. Dani Mathew M

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Dr. Sr. Regeenamma Joseph

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**DEPARTMENT OF FASHION TECHNOLOGY**

Criteria	Item	Status
I	Workload/ Time Table	Not updated
	Participation in Curriculum Development and Assessment	Updated
	Add-on / Certificate courses	2
	Courses on Gender/ Environment	Not updated
	Experiential learning through project work/ internship	Updated
	Feedback on curriculum	Not updated
II	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Not updated
	Programmes for slow/ advanced learners	Updated
	Peer/ Cross teaching conducted	Updated
	Mentoring/ Tutorial reports	Updated
	Use of student centric/ ICT	Updated
	Internal evaluation and related grievances	Updated
	Result analysis	Updated
	Faculty Profile	Not updated
III	Resource mobilisation for research	0
	Number of Research guides	0
	Seminars/ Workshops conducted by the department	2
	Research publications in UGC accredited journals	0
	Books/Chapters published	0
	Extension and Outreach programmes conducted	0
	Collaborations	1
	MoU	0
IV	Infrastructure and learning resources	Updated
V	No of students receiving govt. / institutional scholarships	6
	Capability enhancement programme conducted	0
	Guidance for competitive examinations/ career counselling conducted	0
	Student Placements	13
	Students progressing to higher education	0
	Students qualifying in state / national/ international level examinations	0
	Awards/ Medals received by students	1
	Student participation in cultural activities	Not updated
VI	Department Activity Report	Updated
	Participation in Faculty Development Programmes	4
	Funds received from individuals/ philanthropes	Nil
	Annual Performance appraisal of teachers	Not complete
VII	Gender equity programmes conducted	0
	Green campus initiatives undertaken	1
	Initiative in Providing Inclusive Environment & Constitutional Obligations	12
	National and International Commemorative Days observed	8

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**DEPARTMENT OF SPORTS NUTRITION AND PHYSIOTHERAPY**

Criteria	Item	Status
I	Workload/ Time Table	Not updated
	Participation in Curriculum Development and Assessment	Updated
	Add-on / Certificate courses	3
	Courses on Gender/ Environment	Not updated
	Experiential learning through project work/ internship	Updated
	Feedback on curriculum	Not complete
II	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Not updated
	Programmes for slow/ advanced learners	Updated
	Peer/ Cross teaching conducted	Updated
	Mentoring/ Tutorial reports	Updated
	Use of student centric/ ICT	Not updated
	Internal evaluation and related grievances	Not updated
	Result analysis	Not updated
	Faculty Profile	Not updated
III	Resource mobilisation for research	0
	Number of Research guides	0
	Seminars/ Workshops conducted by the department	0
	Research publications in UGC accredited journals	0
	Books/Chapters published	0
	Extension and Outreach programmes conducted	0
	Collaborations	0
	MoU	0
IV	Infrastructure and learning resources	Updated
V	No of students receiving govt. / institutional scholarships	0
	Capability enhancement programme conducted	0
	Guidance for competitive examinations/ career counselling conducted	0
	Student Placements	0
	Students progressing to higher education	0
	Students qualifying in state / national/ international level examinations	0
	Awards/ Medals received by students	0
	Student participation in cultural activities	0
VI	Department Activity Report	Not updated
	Participation in Faculty Development Programmes	4
	Funds received from individuals/ philanthropes	Nil
	Annual Performance appraisal of teachers	Not updated
VII	Gender equity programmes conducted	0
	Green campus initiatives undertaken	0
	Initiative in Providing Inclusive Environment & Constitutional Obligations	Not updated
	National and International Commemorative Days observed	Not updated

Dr. Dani Mathew M

IQAC Coordinator



Dr. Sr. Regeenamma Joseph

Principal

*Regeenamma*  
**PRINCIPAL**  
**ALPHONSA COLLEGE**  
**PALA**



**INTERNAL QUALITY ASSURANCE CELL**

**ALPHONSA COLLEGE, PALA  
INTERNAL ACADEMIC AUDIT REPORT - 2021-22**

**DEPARTMENT OF POLITICAL SCIENCE**

Criteria	Item	Status
I	Workload/ Time Table	Updated
	Participation in Curriculum Development and Assessment	Updated
	Add-on / Certificate courses	0
	Courses on Gender/ Environment	Updated
	Experiential learning through project work/ internship	Updated
	Feedback on curriculum	Not updated
II	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Not updated
	Programmes for slow/ advanced learners	Updated
	Peer/ Cross teaching conducted	Updated
	Mentoring/ Tutorial reports	Updated
	Use of student centric/ ICT	Updated
	Internal evaluation and related grievances	Updated
	Result analysis	Updated
	Faculty Profile	Not updated
III	Resource mobilisation for research	0
	Number of Research guides	0
	Seminars/ Workshops conducted by the department	0
	Research publications in UGC accredited journals	2
	Books/Chapters published	1
	Extension and Outreach programmes conducted	0
	Collaborations	0
	MoU	0
IV	Infrastructure and learning resources	Updated
V	No of students receiving govt. / institutional scholarships	14
	Capability enhancement programme conducted	1
	Guidance for competitive examinations/ career counselling conducted	0
	Student Placements	1
	Students progressing to higher education	4
	Students qualifying in state / national/ international level examinations	0
	Awards/ Medals received by students	0
	Student participation in cultural activities	0
VI	Department Activity Report	Not updated
	Participation in Faculty Development Programmes	1
	Funds received from individuals/ philanthropes	Nil
	Annual Performance appraisal of teachers	Updated
VII	Gender equity programmes conducted	Not updated
	Green campus initiatives undertaken	Not updated
	Initiative in Providing Inclusive Environment & Constitutional Obligations	4
	National and International Commemorative Days observed	1

Dr. Dani Mathew M

IQAC Coordinator



Dr. Sr. Regeenamma Joseph

Principal

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PALA



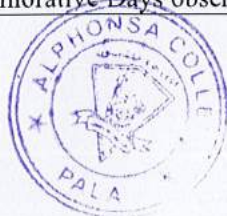
**INTERNAL QUALITY ASSURANCE CELL**

**ALPHONSA COLLEGE, PALA  
INTERNAL ACADEMIC AUDIT REPORT - 2021-22**

**DEPARTMENT OF ENGLISH- SF**

Criteria	Item	Status
I	Workload/ Time Table	Updated
	Participation in Curriculum Development and Assessment	Updated
	Add-on / Certificate courses	0
	Courses on Gender/ Environment	Updated
	Experiential learning through project work/ internship	Updated
	Feedback on curriculum	Updated
II	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Not updated
	Programmes for slow/ advanced learners	Updated
	Peer/ Cross teaching conducted	Updated
	Mentoring/ Tutorial reports	Updated
	Use of student centric/ ICT	Updated
	Internal evaluation and related grievances	Updated
	Result analysis	Updated
	Faculty Profile	Updated
III	Resource mobilisation for research	0
	Number of Research guides	0
	Seminars/ Workshops conducted by the department	0
	Research publications in UGC accredited journals	0
	Books/Chapters published	1
	Extension and Outreach programmes conducted	1
	Collaborations	0
	MoU	0
IV	Infrastructure and learning resources	Updated
V	No of students receiving govt. / institutional scholarships	0
	Capability enhancement programme conducted	1
	Guidance for competitive examinations/ career counselling conducted	0
	Student Placements	2
	Students progressing to higher education	7
	Students qualifying in state / national/ international level examinations	1
	Awards/ Medals received by students	3
	Student participation in cultural activities	2
VI	Department Activity Report	Not updated
	Participation in Faculty Development Programmes	4
	Funds received from individuals/ philanthropes	Nil
	Annual Performance appraisal of teachers	Updated
VII	Gender equity programmes conducted	0
	Green campus initiatives undertaken	2
	Initiative in Providing Inclusive Environment & Constitutional Obligations	1
	National and International Commemorative Days observed	7

*Dr. Dany Mathew M*  
Dr. Dany Mathew M  
IQAC Coordinator



Dr. Sr. Regeenamma Joseph  
Principal

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**PALA**



**INTERNAL QUALITY ASSURANCE CELL**

**ALPHONSA COLLEGE, PALA  
INTERNAL ACADEMIC AUDIT REPORT - 2021-22**

**DEPARTMENT OF CHEMISTRY- SF**

Criteria	Item	Status
I	Workload/ Time Table	Updated
	Participation in Curriculum Development and Assessment	Not updated
	Add-on / Certificate courses	0
	Courses on Gender/ Environment	Not provided
	Experiential learning through project work/ internship	Updated
	Feedback on curriculum	Not updated
II	Student enrolment / Profile	Updated
	SKAT/ Bridge courses conducted	Not updated
	Programmes for slow/ advanced learners	Updated
	Peer/ Cross teaching conducted	Updated
	Mentoring/ Tutorial reports	Not complete
	Use of student centric/ ICT	Updated
	Internal evaluation and related grievances	Not updated
	Result analysis	Updated
	Faculty Profile	Not updated
III	Resource mobilisation for research	0
	Number of Research guides	0
	Seminars/ Workshops conducted by the department	0
	Research publications in UGC accredited journals	0
	Books/Chapters published	0
	Extension and Outreach programmes conducted	4
	Collaborations	0
	MoU	0
IV	Infrastructure and learning resources	Updated
V	No of students receiving govt. / institutional scholarships	0
	Capability enhancement programme conducted	0
	Guidance for competitive examinations/ career counselling conducted	0
	Student Placements	0
	Students progressing to higher education	0
	Students qualifying in state / national/ international level examinations	2
	Awards/ Medals received by students	0
	Student participation in cultural activities	0
VI	Department Activity Report	Not updated
	Participation in Faculty Development Programmes	1
	Funds received from individuals/ philanthropes	Nil
	Annual Performance appraisal of teachers	Not updated
VII	Gender equity programmes conducted	0
	Green campus initiatives undertaken	0
	Initiative in Providing Inclusive Environment & Constitutional Obligations	Not updated
	National and International Commemorative Days observed	Not updated

Dr. Dani Mathew M

IQAC Coordinator



Dr. Sr. Regeenamma Joseph

Principal

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**ALPHONSA COLLEGE, PALA  
INTERNAL ACADEMIC AUDIT REPORT - 2021-22**

**DEPARTMENT OF HINDI / MALAYALAM**

Criteria	Item	Status
I	Workload/ Time Table	Updated
	Participation in Curriculum Development and Assessment	Updated
	Add-on / Certificate courses	0
	Courses on Gender/ Environment	NA
	Experiential learning through project work/ internship	NA
	Feedback on curriculum	Updated
II	Student enrolment / Profile	NA
	SKAT/ Bridge courses conducted	NA
	Programmes for slow/ advanced learners	NA
	Peer/ Cross teaching conducted	NA
	Mentoring/ Tutorial reports	NA
	Use of student centric/ ICT	NA
	Internal evaluation and related grievances	NA
	Result analysis	NA
	Faculty Profile	Not updated
III	Resource mobilisation for research	0
	Number of Research guides	1
	Seminars/ Workshops conducted by the department	0
	Research publications in UGC accredited journals	0
	Books/Chapters published	0
	Extension and Outreach programmes conducted	0
	Collaborations	0
	MoU	0
IV	Infrastructure and learning resources	Updated
V	No of students receiving govt. / institutional scholarships	NA
	Capability enhancement programme conducted	NA
	Guidance for competitive examinations/ career counselling conducted	NA
	Student Placements	NA
	Students progressing to higher education	NA
	Students qualifying in state / national/ international level examinations	NA
	Awards/ Medals received by students	NA
	Student participation in cultural activities	NA
VI	Department Activity Report	NA
	Participation in Faculty Development Programmes	3
	Funds received from individuals/ philanthropes	Nil
	Annual Performance appraisal of teachers	Updated
VII	Gender equity programmes conducted	Not updated
	Green campus initiatives undertaken	Not updated
	Initiative in Providing Inclusive Environment & Constitutional Obligations	NA
	National and International Commemorative Days observed	NA

Dr. Dani Mathew M  
IQAC Coordinator



Dr. Sr. Regeenamma Joseph  
Principal

*Regeenamma*  
**PRINCIPAL**  
**ALPHONSA COLLEGE**  
**PALA**



**Alphonsa College, Pala**  
**Internal Quality Assurance Cell**

**Internal Administrative Audit**  
**held on**  
**12 July, 2022**

**Members of audit team**

1. Dr. Sr. Regeenamma Joseph, Principal
2. Rev. Dr. Shaji John, Vice Principal
3. Dr. Sr. Minimol Mathew, Vice Principal
4. Rev. Dr. Jose Joseph, Bursar





## Administrative Audit Report 2021-22

Name of the Institution	:	Alphonsa College, Pala
Name of the Management	:	Diocese of Pala
Administrative Head of the Institution	:	Principal
Head of the Office	:	Senior Superintendent
Head of Library	:	UGC Librarian
Total number of administrative staff		
Permanent	:	21
Temporary	:	2

### Name of different Sections and work distributions:

1. Establishment Section: This section deals with the service matters of teaching and administrative staff of the Institution. It includes Appointment, Promotion, Pension, Advance increment, Maintenance of Service book etc.
2. Accounts Section: This section deals with Cash transaction, Preparation of cash book and subsidiary Registers, Salary, Advance loans, Provident Fund etc.
3. Admission Section: This section deals with the matters related to admission of students as per the State Government rules and regulations and M.G. University statutes.
4. Fee Collection Section: This section collects all kinds of fees and maintains cash book.
5. Fee concession section: This section deals with fee concession, e-grants, scholarships and verification of details.
6. Examinations Section: This section deals with Internal examinations, Internal marks of students, Conduct of University Examinations, etc.
7. UGC Section: This section deals with all correspondence with UGC and maintains UGC accounts.
8. Purchase Section: This section handles all purchase related matters and accounts and keep stock of the items.
9. College Library: Librarian maintains library and manages all library related activities.





## **Strengths**

All the sections performed efficiently during the year. The Establishment Section initiated all service related matters. Cash book is updated and proper. Accounts section handled all account related matters efficiently. Fee concession data is updated regularly. Examination section handled all exam related matters. All communications with UGC and others were proper and transparent. Purchase section coordinated all purchase related matters. Library is updated regularly and stock is maintained. Audits by various agencies were conducted and rectifications were carried out.

## **Recommendations**

All sections may update the registers regularly. E-governance can be improved. Training in service-related matters and office affairs can be given. The non-teaching staff must be initiated to pass promotion tests. Library usage has to be promoted among the college students, teachers and non-teaching staff. Lack of man-power is affecting the functioning of the administrative section, steps may be taken.

*Regeenamma*  
**Dr. Sr. Regeenamma Joseph**  
**Principal**

**PRINCIPAL**  
**ALPHONSA COLLEGE**  
**PALA**

