

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

Introduction

An Academic and Administrative Audit (AAA) is a comprehensive evaluation process aimed at assessing and improving the overall effectiveness and efficiency of an educational institution. This type of audit involves the examination of academic programs, administrative processes, and organizational functions to ensure alignment with institutional goals, quality standards, and best practices. The primary objective of AAA is to enhance the overall performance, accountability, and sustainability of the educational institution. It is a systematic and holistic evaluation process that contributes to the continuous improvement and sustainable development of educational institutions. It ensures that an institution is meeting its objectives, delivering quality education, and operating efficiently and ethically.

Outcome

The college ensured proper strategies to provide a basis for on-going evaluation and continuous improvement initiatives. The evaluation of academic teaching - learning process was monitored and assessment of faculty qualifications, teaching methodologies, and research activities were documented during the academic year. On account of the AAA process, the IQAC team inclusive of an external member from another institution made departmental visits to analyse and evaluate the specific files of teaching plan, academic student progression, result evaluation and innovative teaching methods. Various files, documents, data and registers of the academic years 2020, 2022 and 2023were thoroughly checked and verified. To following with the OBE Audit was conducted effectively to check the OBE attainment calculations, the Question banks, Question papers, Answer keys and the attainment details. All these activities were conducted to ensure compliance with the regulatory requirements and accreditation standards and also to prepare the institution for accreditation processes and address any areas of non-compliance.



Suggestions from external committee

The AAA Committee were satisfied with the proper and updated documentation of the files and registers which was a commendable initiative from the IQAC. The external committee proposed to implement the following strategies:

- Innovative plans for teaching pedagogies.
- Methods for ensuring active teaching learning methods that has to be adopted in the upcoming academic plans.

AAA team 2022-23

1. Rev. Dr. Jolly Andrews CMI (Principal)

2. Rev. Fr. Joy PT CMI (Vice Principal)

3. Dr. Xavier Joseph (Dean of Science)

4. Smt.Julie Dominic. A (External Member)

IQAC Coordinator, Little Flower College, Guruvayoor

Dr. Shinto K G (IQAC Coordinator)
 Christ College (Autonomous), Irinjalakuda-



Photos:



AAA team- (Department Visit)



AAA (Exit Meeting)

EVALUATION FORM

DEPARTMENT: Physic (Self)

DATE: 10/10/2022.

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Item	Status Completed/Not	Remarks
he-	Completed	
Events organized	0	Attendance of one or two programs.
(Uploaded in Linways)	Completed	two programs.
Teaching plan		1 0
(Uploaded in Linways)		
Student Progression Details		
(Folder in Department email account)	Completed	
Certificate Course Details		
(Folder in Department email account)	partially completed	Attendance to be uplowed
Experiential Learning Details		
(Folder in Department email account)	completed	
Functional MoU Details	/	
(Folder in Department email account)	-	
Student Project Details		
(Folder in Department email account)	completed	
Department Files		

Next Visit Date:

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IQAC COORDINATOR

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EVALUATION FORM

DEPARTMENT: Hindi (Aided)

DATE: 13/09/2022.

Item	Status	Remarks
	Completed/Not	
	Completed	
Events organized		
(Uploaded in Linways)	completed	
Teaching plan	1	
(Uploaded in Linways)	completed	
Student Progression Details		8
(Folder in Department email account)		
Certificate Course Details		
(Folder in Department email account)	completed	
Experiential Learning Details	completed	
(Folder in Department email account)	completed	1
Functional MoU Details		
(Folder in Department email account)		
Student Project Details		
(Folder in Department email account)	5100	E.;
Department Files		

Next Visit Date:

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IQAC COORDINATOR



EVALUATION FORM

DEPARTMENT: English and Hubbry DM

DATE: 07/10/2022.

υ	J	
Item	Status	Remarks
	Completed/Not	
	Completed	
Events organized		1
(Uploaded in Linways)	NIL	To be organized
Teaching plan		<u>v</u>
(Uploaded in Linways)	completed	
Student Progression Details	partially completed	
(Folder in Department email account)	partially complete	
Certificate Course Details		Fox 2012 Admission
(Folder in Department email account)	NIL	for 2012 Admission also be be completed
Experiential Learning Details	partially completed	
(Folder in Department email account)	parinally completed	
Functional MoU Details	l l	
(Folder in Department email account)	NIL	
Student Project Details	completed	
(Folder in Department email account)	Complete cd	
Department Files		

Next Visit Date:

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EVALUATION FORM

DEPARTMENT: B. VOC FPT and IT

DATE: 10/10/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	completed	more program to be concluded
Teaching plan		
(Uploaded in Linways)		
Student Progression Details		
(Folder in Department email account)	Not completed	
Certificate Course Details		
(Folder in Department email account)	Not completed	
Experiential Learning Details		
(Folder in Department email account)	Not completed Not completed	
Functional MoU Details		
(Folder in Department email account)	Mal- completed	
Student Project Details	Not- completed	
(Folder in Department email account)	To surface of Compaced	
Department Files		

Next Visit Date:

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IQAC COORDINATOR



EVALUATION FORM

DEPARTMENT: Geology (Aided & Self)

DATE: 18/09/2022

Item	Status	Remarks
	Completed/Not	
	Completed	
Events organized		grane program. Colbe
(Uploaded in Linways)	Not completed	some programe la be
Teaching plan	0	
(Uploaded in Linways)		
Student Progression Details	137	Drook of students to be
(Folder in Department email account)	Not completed	proof of students to be obtained.
Certificate Course Details	2022-23	Done to be upleased
(Folder in Department email account)	2023-14	To be done
Experiential Learning Details		The same
(Folder in Department email account)	completed	
Functional MoU Details		Active & septent to be
(Folder in Department email account)		Activity report to be upleaded.
Student Project Details		- Promoter .
(Folder in Department email account)	Completed	
Department Files	1	

Next Visit Date:

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IQAC COORDINATOR

EVALUATION FORM

DEPARTMENT: French.

DATE: 10/10/3037

		W. № 3
Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	only one event-	
Teaching plan (Uploaded in Linways)	- 0	
Student Progression Details (Folder in Department email account)	_	
Certificate Course Details (Folder in Department email account)	1-3	
Experiential Learning Details (Folder in Department email account)	-	
Functional MoU Details (Folder in Department email account)	-	
Student Project Details (Folder in Department email account)	-	
Department Files		

Next Visit Date:

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IQAC COORDINATOR

EVALUATION FORM

DEPARTMENT: English Liberature.

DATE: 12/10/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	Completed	Altendance to be addition
Teaching plan (Uploaded in Linways)	21	
Student Progression Details (Folder in Department email account)	completed	*
Certificate Course Details (Folder in Department email account)	completed completed	4
Experiential Learning Details (Folder in Department email account)	Completed	
Functional MoU Details (Folder in Department email account)	-	
Student Project Details (Folder in Department email account)	completed	
Department Files		

Next Visit Date:

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IQAC COORDINATOR

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EVALUATION FORM

DEPARTMENT: SOCIAL WOYK

DATE: 67/10/2022

Item	Status	Remarks
	Completed/Not	
	Completed	
Events organized	Part-rally completed	Good . Number of
(Uploaded in Linways)	1	programs are added.
Teaching plan		0
(Uploaded in Linways)	completed	
Student Progression Details	,	
(Folder in Department email account)	Completed Completed	
Certificate Course Details		
(Folder in Department email account)	Nel-completed	
Experiential Learning Details	6 11 11	
(Folder in Department email account)	partially completed	
Functional MoU Details		
(Folder in Department email account)	Not completed	
Student Project Details	/	
(Folder in Department email account)	completed.	
Department Files	V	

Next Visit Date:

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EVALUATION FORM

DEPARTMENT: Food Technology

DATE: 07/10/2022

J		
Item	Status	Remarks
	Completed/Not	
	Completed	
Events organized		Afterdance to be
(Uploaded in Linways)	Completed	Alterdance to be upleaded
Teaching plan		
(Uploaded in Linways)	completed	
Student Progression Details		
(Folder in Department email account)	Completed	
Certificate Course Details		
(Folder in Department email account)	partially completed	
Experiential Learning Details	ľ	F
(Folder in Department email account)	completed	
Functional MoU Details		Report required
(Folder in Department email account)	partially completed	Teef
Student Project Details		
(Folder in Department email account)	completed	
Department Files		

Next Visit Date:

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QAC COORDINATOR



EVALUATION FORM

DEPARTMENT: Economics (Aided)

DATE: 18/09/2022

		2 60 1 1 0
Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	Partially completed	22-23 Completed 23-24 (3 more to uploads
Teaching plan (Uploaded in Linways)	complete cd	
Student Progression Details (Folder in Department email account)	Partially completed	
Certificate Course Details (Folder in Department email account)	To be completed	
Experiential Learning Details (Folder in Department email account)	To be completed	
Functional MoU Details (Folder in Department email account)	To be uploaded	
Student Project Details (Folder in Department email account)	panhally completed	
Department Files		40

Next Visit Date:

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IQAC COORDINATOR



EVALUATION FORM

DEPARTMENT: Environmental Science

DATE: 15/09/2022

Status Completed/Not Completed	Remarks
Not Completed	Upload the programs within
7-0-1	
	only one student pluced
	only one strain pured
797 957	
Not completed	1
completed	
Completed	
completed.	
War and the second seco	
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Next Visit Date:

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QAC COORDINATOR

EVALUATION FORM

DEPARTMENT: ZOOLOGY

DATE: 19/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	Not completed	
Teaching plan (Uploaded in Linways)	completed	
Student Progression Details (Folder in Department email account)	To be collected	
Certificate Course Details (Folder in Department email account)	To be done	
Experiential Learning Details (Folder in Department email account)	To be collected	Link to be placed
Functional MoU Details (Folder in Department email account)	To be convedelible	
Student Project Details (Folder in Department email account)	Link to be corrected	
Department Files		

Next Visit Date:

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EVALUATION FORM

DEPARTMENT: Statistics

DATE: 25/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized	Completed	
(Uploaded in Linways)		
Teaching plan		
(Uploaded in Linways)	Conpluted	
Student Progression Details		
(Folder in Department email account)		
Certificate Course Details		
(Folder in Department email account)		
Experiential Learning Details		
(Folder in Department email account)		
Functional MoU Details		
(Folder in Department email account)		
Student Project Details		
(Folder in Department email account)		
Department Files		

Next Visit Date:

PRINCIPAL

QAC COORDINATOR

EVALUATION FORM

DEPARTMENT: Political Science.

DATE: 25/09/ 2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	atito	*
Teaching plan (Uploaded in Linways)	completed	
Student Progression Details (Folder in Department email account)		
Certificate Course Details (Folder in Department email account)		
Experiential Learning Details (Folder in Department email account)		
Functional MoU Details (Folder in Department email account)		
Student Project Details (Folder in Department email account)		
Department Files		

Next Visit Date:

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IQAC COORDINATOR

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EVALUATION FORM

DEPARTMENT: Mathematics

DATE: 27/09/ 2022

Item	Status Completed/Not Completed	Remarks
Events organized		Attendance has to be
(Uploaded in Linways)		Aktendance has to be entered
Teaching plan	· · · · · · · · · · · · · · · · · · ·	
(Uploaded in Linways)		
Student Progression Details		Data entered . Placement
(Folder in Department email account)		bus to be improved
Certificate Course Details		ongoing a more will be
(Folder in Department email account)		strated this sear
Experiential Learning Details		pler conducted - not upleader
(Folder in Department email account)		PLOT COLORS A STATE OF THE
Functional MoU Details	·	MG College. Program has
(Folder in Department email account)		mes collex- program has
Student Project Details		Entered
(Folder in Department email account)		Entered
Department Files	<u> </u>	

Next Visit Date:

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EVALUATION FORM

DEPARTMENT: HISTORY .

DATE: 27/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	completed	Aktendance of 2 events li
Teaching plan (Uploaded in Linways)	, p	
Student Progression Details (Folder in Department email account)	45	placements has to be
Certificate Course Details (Folder in Department email account)	completed	The Above
Experiential Learning Details (Folder in Department email account)	completed	
Functional MoU Details (Folder in Department email account)	completed	Palma Women's College
Student Project Details (Folder in Department email account)	completed	Dom. Pur lo resent lo
Department Files		

Next Visit Date:

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QAC COORDINATOR

EVALUATION FORM

DEPARTMENT: BLOM Professional

DATE: 13/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized		
(Uploaded in Linways)	Completed	Alberdance do beadla
Teaching plan	/	
(Uploaded in Linways)	completed	
Student Progression Details		(30)
(Folder in Department email account)	partially completed	To be checked
Certificate Course Details	1 2 200	
(Folder in Department email account)		To be checked
Experiential Learning Details		
(Folder in Department email account)		To be checked
Functional MoU Details	_	-
(Folder in Department email account)		To be checked
Student Project Details		Ĩ
(Folder in Department email account)		To be checked
Department Files		

Next Visit Date:

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QAC COORDINATOR

EVALUATION FORM

DEPARTMENT: BLOM TOXATION

DATE: 11/09/202 2

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	Parkielly completed	Atherdence to be added. Some programs missing
Teaching plan (Uploaded in Linways)	Completed	
Student Progression Details (Folder in Department email account)	0	more dala lo be uplosse
Certificate Course Details (Folder in Department email account)	partially completed	To be checked
Experiential Learning Details (Folder in Department email account)	completed	can be elaborated
Functional MoU Details (Folder in Department email account)	partially completed	Report to be given.
Student Project Details (Folder in Department email account)	completed	To be chedred
Department Files		

Next Visit Date:

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EVALUATION FORM

DEPARTMENT: BOM (Self)

DATE: 11/09/2022

Item	Status	Remarks
	Completed/Not	
	Completed	
Events organized	98000	Altendance to be adde
(Uploaded in Linways)	completed	Maria de la companya del companya de la companya de la companya del companya de la companya de l
Teaching plan	1	
(Uploaded in Linways)	completed	
Student Progression Details		To be completed
(Folder in Department email account)	completed	To be completed in excel sheet-
Certificate Course Details	•	THE ORDER STORY
(Folder in Department email account)	completed	
Experiential Learning Details	M	
(Folder in Department email account)	completed	can be elaborated
Functional MoU Details		Company Company
(Folder in Department email account)	completed	
Student Project Details		
(Folder in Department email account)	completed	
Department Files	1	

Next Visit Date:

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IQAC COORDINATOR

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EVALUATION FORM

DEPARTMENT: BOTANY (Aided)

DATE: 11/09/2022

Item	Status	Remarks
	Completed/Not	
	Completed	
Events organized		
(Uploaded in Linways)	completed	1
Teaching plan		
(Uploaded in Linways)	completed completed	
Student Progression Details		
(Folder in Department email account)		
Certificate Course Details		
(Folder in Department email account)	completed	
Experiential Learning Details		
(Folder in Department email account)		
Functional MoU Details		
(Folder in Department email account)		l i
Student Project Details		
(Folder in Department email account)		
Department Files		

Next Visit Date:

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IQAC COORDINATOR



EVALUATION FORM

DEPARTMENT: Sanskrit (Aided)

DATE: 15/09/202

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	Not completed	
Teaching plan (Uploaded in Linways)	fundamental de la constantia de la const	
Student Progression Details (Folder in Department email account)		
Certificate Course Details (Folder in Department email account)		
Experiential Learning Details (Folder in Department email account)		
Functional MoU Details (Folder in Department email account)		
Student Project Details (Folder in Department email account)		
Department Files		

Next Visit Date:

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DAC COORDINATOR

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EVALUATION FORM

DEPARTMENT: COMMENCE.

DATE: 03/10/2022 .

Item	Status	Remarks
· · · · · · ·	Completed/Not	
	Completed	
Events organized	- Z	
(Uploaded in Linways)		
Teaching plan		
(Uploaded in Linways)		
Student Progression Details		Placement - 01- Higher education - not binish
(Folder in Department email account)		Higher education - not sinish
Certificate Course Details		
(Folder in Department email account)		Brouchre
Experiential Learning Details		
(Folder in Department email account)		
Functional MoU Details		ST. Toseph's college
(Folder in Department email account)		5T. Toseph's college Tally
Student Project Details		
(Folder in Department email account)		un project not submitted
Department Files		

Next Visit Date:

IQAC COORDINATOR

Renson Johnson - coupleted - Admal plan done - proposed plan not done Shine paul - some depare - completed

Di. Tom Jacob - completed - completed O. Avan Balelaisha -

EVALUATION FORM

DEPARTMENT: Malayalam (Aided).

DATE: 19/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	completed	
Teaching plan (Uploaded in Linways)	completed completed	
Student Progression Details (Folder in Department email account)	,	
Certificate Course Details (Folder in Department email account)	completed	
Experiential Learning Details (Folder in Department email account)	Completed	
Functional MoU Details (Folder in Department email account)	Completed Completed NIL	
Student Project Details (Folder in Department email account)		
Department Files		

Next Visit Date:

PRINCIPAL

IQAC COORDINATOR



EVALUATION FORM

DEPARTMENT: Psychology

DATE: 27/09/2022

7 71		
Item	Status	Remarks
	Completed/Not	
	Completed	
Events organized	e .	Attendance to be
(Uploaded in Linways)	Completed	Akkendance to be included.
Teaching plan	0.00	
(Uploaded in Linways)	Completed	
Student Progression Details		
(Folder in Department email account)	Not completed	
Certificate Course Details		
(Folder in Department email account)	Not- completed	
Experiential Learning Details		
(Folder in Department email account)	Not completed	
Functional MoU Details		
(Folder in Department email account)	Not completed	
Student Project Details	Not completed	
(Folder in Department email account)	Not completed	
Department Files		

Next Visit Date:

PRINCIPAL

IQAC COORDINATOR

Mary

EVALUATION FORM

DEPARTMENT: Physics (Aided)

DATE: 12/10/2022

ltem	Status Completed/Not Completed	- Attendance
Events organized (Uploaded in Linways)	partially completed	- MX X ZIOCOC
Teaching plan (Uploaded in Linways)	completed	
Student Progression Details (Folder in Department email account)	parkially	Proof to be uploaded
Certificate Course Details (Folder in Department email account)	Not completed	
Experiential Learning Details (Folder in Department email account)	completed	
Functional MoU Details (Folder in Department email account)	partially	
Student Project Details (Folder in Department email account)	parhially	
Department Files	S I V	

Next Visit Date:

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QAC COORDINATOR

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EVALUATION FORM

DEPARTMENT:	Statistic/	Unaided).
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DATE: 03/10/2023

Item	Status	Remarks
	Completed/Not	
	Completed	
Events organized	(30)	
(Uploaded in Linways)	completed	
Teaching plan	7	
(Uploaded in Linways)	completed completed	
Student Progression Details		(medidation in
(Folder in Department email account)	completed	Consolidation in
Certificate Course Details	1	1
(Folder in Department email account)	Not completed	
Experiential Learning Details		
(Folder in Department email account)	Not completed completed	
Functional MoU Details		
(Folder in Department email account)	NIL	1
Student Project Details		
(Folder in Department email account)	completed	
Department Files	1	

Next Visit Date:

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