



CHRIST
COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA

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 2023 were 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.



CHRIST


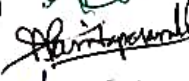



COLLEGE (AUTONOMOUS)
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Suggestions from external committee

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 P T CMI (Vice Principal) 
3. Dr. Xavier Joseph (Dean of Science) 
4. Smt. Julie Dominic. A (External Member)
IQAC Coordinator, Little Flower College, Guruvayoor 
5. Dr. Shinto K G (IQAC Coordinator)
Christ College (Autonomous), Irinjalakuda 



Photos:



AAA team- (Department Visit)



AAA (Exit Meeting)

ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: *Physio (self)*

DATE: *10/10/2022*

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

Next Visit Date:



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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: Hindi (Aided)

DATE: 13/09/2022.

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	completed	
Teaching plan (Uploaded in Linways)	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)		
Student Project Details (Folder in Department email account)		
Department Files		

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: English and History DM

DATE: 07/10/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	<i>NIL</i>	<i>To be organized</i>
Teaching plan (Uploaded in Linways)	<i>completed</i>	
Student Progression Details (Folder in Department email account)	<i>partially completed</i>	
Certificate Course Details (Folder in Department email account)	<i>NIL</i>	<i>For 2022 Admission also to be completed</i>
Experiential Learning Details (Folder in Department email account)	<i>partially completed</i>	
Functional MoU Details (Folder in Department email account)	<i>NIL</i>	
Student Project Details (Folder in Department email account)	<i>completed</i>	
Department Files		

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: B.Voc FPT and IT

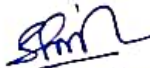
DATE: 10/10/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	Completed	more programs to be conducted
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	
Functional MoU Details (Folder in Department email account)	Not completed	
Student Project Details (Folder in Department email account)	Partially completed	
Department Files		

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: *Geology (Aided & Self)*

DATE: *18/09/2022*

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	<i>Not completed</i>	<i>Some programs to be added</i>
Teaching plan (Uploaded in Linways)		
Student Progression Details (Folder in Department email account)	<i>Not completed</i>	<i>Proof of students to be obtained.</i>
Certificate Course Details (Folder in Department email account)	<i>2022-23 2023-24</i>	<i>DONE. to be uploaded To be done</i>
Experiential Learning Details (Folder in Department email account)	<i>completed</i>	
Functional MoU Details (Folder in Department email account)		<i>Activ. by report - to be uploaded.</i>
Student Project Details (Folder in Department email account)	<i>completed</i>	
Department Files		

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: French.

DATE: 10/10/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	only one event -	
Teaching plan (Uploaded in Linways)		
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		

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: English Literature .

DATE: 12/10/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	<i>Completed</i>	<i>Attendance to be added</i>
Teaching plan (Uploaded in Linways)		
Student Progression Details (Folder in Department email account)	<i>Completed</i>	
Certificate Course Details (Folder in Department email account)	<i>Completed</i>	
Experiential Learning Details (Folder in Department email account)	<i>Completed</i>	
Functional MoU Details (Folder in Department email account)	-	
Student Project Details (Folder in Department email account)	<i>Completed</i>	
Department Files		

Next Visit Date:

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: Social Work

DATE: 07/10/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	Partially completed	Good. Number of programs are added.
Teaching plan (Uploaded in Linways)	Completed	
Student Progression Details (Folder in Department email account)	Completed	
Certificate Course Details (Folder in Department email account)	Nil completed	
Experiential Learning Details (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		

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: Food Technology

DATE: 07/10/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	Completed	Attendance to be uploaded
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 (Folder in Department email account)	Completed	
Functional MoU Details (Folder in Department email account)	Partially completed	Reports required
Student Project Details (Folder in Department email account)	Completed	
Department Files		

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: Economics (Aided)

DATE: 18/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	partially completed	22-23 completed 23-24 (3 more to upload)
Teaching plan (Uploaded in Linways)	completed	
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)	partially completed	
Department Files		

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: Environmental Science

DATE: 15/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	<i>Not Completed</i>	<i>Upload the programs within 5 days</i>
Teaching plan (Uploaded in Linways)		
Student Progression Details (Folder in Department email account)		<i>only one student placed</i>
Certificate Course Details (Folder in Department email account)	<i>Not completed</i>	
Experiential Learning Details (Folder in Department email account)	<i>completed</i>	
Functional MoU Details (Folder in Department email account)	<i>completed</i>	
Student Project Details (Folder in Department email account)	<i>completed</i>	
Department Files		

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: Zoology

DATE: 19/09/2022

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

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: Statistics

DATE: 25/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)		
Teaching plan (Uploaded in Linways)	<u>Completed</u>	
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		

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: Political Science .

DATE: 25/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)		
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		

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: Mathematics

DATE: 27/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)		Attendance has to be entered
Teaching plan (Uploaded in Linways)		
Student Progression Details (Folder in Department email account)		Data entered. Placement has to be improved
Certificate Course Details (Folder in Department email account)		ongoing. 2 more will be started this year
Experiential Learning Details (Folder in Department email account)		PLer conducted - not uploaded
Functional MoU Details (Folder in Department email account)		MOU collap - program has to be conducted
Student Project Details (Folder in Department email account)		Entered
Department Files		

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: History

DATE: 27/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	completed	Attendance of 2 events to be added
Teaching plan (Uploaded in Linways)		
Student Progression Details (Folder in Department email account)		Placements have to be improved.
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	Palana Women's College
Student Project Details (Folder in Department email account)	completed	Done. This to be resubmitted to IQAC
Department Files		

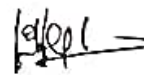
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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: BCOM Professional

DATE: 13/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	<i>Completed</i>	<i>Attendance to be added</i>
Teaching plan (Uploaded in Linways)	<i>Completed</i>	
Student Progression Details (Folder in Department email account)	<i>Partially completed</i>	<i>To be checked</i>
Certificate Course Details (Folder in Department email account)		<i>To be checked</i>
Experiential Learning Details (Folder in Department email account)		<i>To be checked</i>
Functional MoU Details (Folder in Department email account)		<i>To be checked</i>
Student Project Details (Folder in Department email account)		<i>To be checked</i>
Department Files		

Next Visit Date:



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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: BCOM Taxation

DATE: 11/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	Partially completed	Attendance to be added - some programs missing
Teaching plan (Uploaded in Linways)	Completed	
Student Progression Details (Folder in Department email account)	Partially completed	more data to be uploaded
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 checked
Department Files		

Next Visit Date:



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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: BCOM (self)

DATE: 11/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	completed	Attendance to be added
Teaching plan (Uploaded in Linways)	completed	
Student Progression Details (Folder in Department email account)	completed	To be completed in excel sheet
Certificate Course Details (Folder in Department email account)	completed	
Experiential Learning Details (Folder in Department email account)	completed	can be elaborated
Functional MoU Details (Folder in Department email account)	completed	
Student Project Details (Folder in Department email account)	completed	
Department Files		

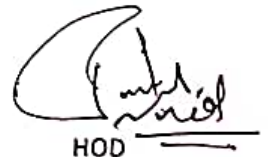
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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: Botany (Aided)

DATE: 11/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	<i>completed</i>	
Teaching plan (Uploaded in Linways)	<i>completed</i>	
Student Progression Details (Folder in Department email account)		
Certificate Course Details (Folder in Department email account)	<i>completed</i>	
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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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: Sanskrit (Aided)

DATE: 15/09/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	Not completed	
Teaching plan (Uploaded in Linways)		
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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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: Commerce

DATE: 03/10/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	✓	
Teaching plan (Uploaded in Linways)		
Student Progression Details (Folder in Department email account)	✓	Placement - O/L Higher education - not finished
Certificate Course Details (Folder in Department email account)	✓	Brouchure
Experiential Learning Details (Folder in Department email account)	✓	
Functional MoU Details (Folder in Department email account)	✓	St. Joseph's college Tally
Student Project Details (Folder in Department email account)	✓	Un project not submitted
Department Files		

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Attendance

Dr. Joshua - completed
 Muv. sh. K. M - completed
 Varghese PA - completed
 Renson Johnson - completed
 Shine prasad - Some dep are blank
 Dr. Tom Jacobs - completed
 Dr. Arun Balakrishna -

Teaching note

completed
 - Not complete
 - Actual plan done - proposed plan not done
 - Actual plan done - proposed plan not done
 - completed



ACADEMIC & ADMINISTRATIVE AUDIT

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	
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)	NIL	
Student Project Details (Folder in Department email account)		
Department Files		

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: Psychology

DATE: 27/09/2022

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

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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: Physics (Aided)

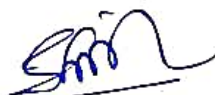
DATE: 12/10/2022

Item	Status Completed/Not Completed	Remarks
Events organized (Uploaded in Linways)	Partially completed	- Attendance
Teaching plan (Uploaded in Linways)	Completed	
Student Progression Details (Folder in Department email account)	Partially	Proofs 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)	Partially	
Department Files		

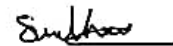
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ACADEMIC & ADMINISTRATIVE AUDIT

EVALUATION FORM

DEPARTMENT: *Statistics (Unaided)*

DATE: *03/10/2022*

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

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