

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2022-23

Navajyothi College

P B NO 05 CHERPUZHA P O670511

www.navajyothicollege.org

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1. The Internal Academic and Administrative Audit Committee

“The Internal Academic and Administrative Audit Committee” of the college is constituted by the Principal on 20th February 2023 for the internal academic and administrative audit of the college. The following are the members of this committee;

Mrs.Simna Simon	IQAC Coordinator
Mr. Mathew M J	Chairman
Mr.Shijo Jose	Coordinator
Mrs. Annie Suphalama	Member
Fr. Sijoy Paul CST	Member

The committee has been functioning from the day of its composition and worked sincerely for the completion of the AAA.

2. Methodology Of Auditing

The committee has collected data base in the format Prepared by the IQAC. The committee after the verification of the data collected visited the departments from March 23-30. The visits are for the physical verification of each department, library, administrative office and finance. The report is duly submitted after the consolidation of the data received.

3. Academic Audit

Navajyothi College is an unaided college affiliated to Kannur University and managed by CST Fathers. The college was established in 2010 and has been accredited by NAAC in 2022 with B++.

3.1 PROFILE OF THE COLLEGE

Address	Navajyothi College
City/Town	Cherupuzha
State/UT	Kerala
Pin Code	670511
Institutional status	
Affiliated /Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self-financing
Name of the Affiliating University	Kannur University

Name of the IQAC Coordinator				Simna Simon	
Phone No.				9496145919	
Alternate phone No.				04985242120	
Mobile				9447434180	
IQAC e-mail address				naacnavajyothi@gmail.com	
Alternate Email address				navajyothicst@gmail	
Pincode				670511	
Academics					
Number of Departments				5	
Number of programs				10	
Number of courses offered by the institution across all programs during the year				293	
Number of students during the year				497	
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year				83	
Number of full time teachers during the year				41	
Number of sanctioned posts during the year				41	
Total number of Classrooms and Seminar halls				33	
Total number of computers on campus for academic purposes				33	
Total number of Certificate courses during the year					
Total number of Add on courses during the year					
Total number of functional MoUs during the year					
Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.97	2022	1/09/2022	20/09/2027

3.1.1 OBSERVATIONS AND RECOMMENDATIONS

The committee after the inspection of the documents and data collection, here by note the following observations and recommendations.

OBSERVATIONS : Curriculum Aspects

- ✓ The college has a well structured curriculum planning and implementation for the better academic outcome of the students.
- ✓ It is observed that the college has a well structured and documented planning and implementation of CIE.
- ✓ The college follows the CBCSS model as per the university regulations
- ✓ In addition to the programmes offered to the students, the college offer certificate courses and add on courses for up skilling the students.
- ✓ College takes interest in imparting the professional ethics, gender issues, and other sensitizing issues relevant to the society.
- ✓ Every student in the final year works on a project as per the guidelines given in the syllabus.

RECOMMENDATIONS: Curriculum Aspects

- ✓ The committee recommends imparting additional programmes for supporting the students who have arrears in the semester examinations.
- ✓ There need to be a continuous academic support system for the better academic outcome from students.
- ✓ Innovative and job oriented add on courses and certificate courses can be added in the forthcoming academic year

OBSERVATIONS: Teaching Learning and Evaluation

- A structured method is adopted to mark out students who are academically weak and prepare a plan for their improvement
- Teaching is enriched with experiential learning, participative learning and problem solving methodologies through various means which improves the learning skill of the students.
- Class rooms are facilitated with TV and teachers use various ICT tools for Classes
- A fair and transparent system of internal evaluation is conducted by the college
- Systematic assessment of the PO and CO are adopted by the college

RECOMMENDATIONS: Teaching Learning and Evaluation

- More of the extension activities can be adopted to facilitate participatory learning
- Use of LMS can be strengthened

OBSERVATIONS: Research Innovations and Extension

- ✓ To encourage research works among the students and staff a wing titled Gaveshana is in practice.
- ✓ Programmes are conducted on research methodology
- ✓ Final year students are given training in research methodology and do a project
- ✓ Various extension programmes are conducted to impart education to the society

RECOMMENDATIONS: Research Innovations and Extension

- ✓ Recommended to conduct a seminar on an innovative topic
- ✓ More activities on IPR have to be conducted
- ✓ Increase the number of MoUs for the fortification of extension activities

OBSERVATIONS: Infrastructure and Learning Resources

- ❖ The college has adequate number of class rooms, lab, canteen, library and department library.
- ❖ Library provides access to OPEN e-journals and other materials
- ❖ Sufficient numbers of computers are available in the lab for the use of the students.
- ❖ A well built basketball court, volleyball court, badminton court, football ground etc are available in the campus.
- ❖ An English language lab is functioning in the campus.

RECOMMENDATIONS: Infrastructure and Learning Resources

- ❖ Ensure the maximum use of the facilities in the campus

OBSERVATIONS: Student Support and Progression

- College provides scholarships for the students
- Financially weaker students are assisted by the college
- Capacity building and enhancement programmes are conducted regularly
- Placement cell organises various job readiness programmes for students
- There are various programmes conducted in the campus for students to up-skill their cultural, sports and academic calibre.

RECOMMENDATIONS: Student Support and Progression

- It is recommended to conduct more of job readiness programmes and training for the final year students.
- Skill training programmes can be conducted in small groups for better results

3.2 PROFILE OF THE DEPARTMENT

DEPARTMENT: YEAR: PG DEPARTMENT OF COMMERCE

YEAR: 2022-2023

1.	Year of Establishment							UG		2011			
								PG		2014			
2.	Number of teachers sanctioned and present position							12		12			
3.	No. of teachers with PhD							Nil					
4.	No. of teachers doing Research							Nil					
5.	Sanctioned strength of the students							UG		120			
								PG		38			
6.	No. of students admitted : UG 74	GN:		SC :		ST :		OBC:		PW D:		Total:	
		M	F	M	F	M	F	M	F	M	F	M	F
		23	13	-	-	-	01	18	19	-	-	41	33
7.	No of students admitted : PG 12	GN:		SC :		ST :		OBC :		PW D:		Total:	
		M	F	M	F	M	F	M	F	M	F	M	F
		01	05	-	-	-	-	02	04	-	-	03	09
8.	Demand ratio(No. of seats : No.of applications)							UG: 120:74		PG:38:12			
9.	Ratio of student to teacher							251:12					
	Latest revision of the curriculum							UG: 2019		PG:2017			
11.	No. of students passed NET							Nil					
12.	Success rate of students (percentage)							UG : 80%		PG :100%			

13.	Total admitted:		87	Rank		Distinction		I Class		II Class		III Class		Failed		Drop out	
	Appeared:		85														
		M	F	M	F	M	F	M	F	M	F	M	F	M		M	F
	U G	54	33	-	-	01	08	26	22	07	03	-	-	18	-	02	-
	Admitted:		22	Rank		Distinction		I class		II class		III class		Failed		Drop out	
	Appeared:		22														
	P G	07	15	-	-	-	05	07	10	-	-	-	-	-	-	-	-
14.				Item			Faculty			Department			Students				
	Publications			Book/Journals			1			-	-	-	-				
				CDs			-			-	-	-	-				
				Manuscripts			-			-	-	-	-				
15.	No of Awards and recognition received by									Faculty	Students						
										-	-						
16.	Seminar/workshop (Faculty)			Attended	Presented	Chaired	organized										
			International	-	-	-	-										
			National	12	02	-	-										
			State level	-	01	-	-										
17.	Seminar/Webinar/work Shop organized by the Dept.			Seminar/Webinar			Workshop										
			International	-			-										
			National	-			-										
			State level	-			-										

18	No. of extension activities conducted	01
19	No. books in the Department Library, if any	133
20	No.of Journals, periodicals in the department Library	-
21	No .of computers and projector	06
22	No. of Certificate courses	02
23.	No. of add on courses offered	01

3.2.1 OBSERVATIONS & RECOMMENDATIONS

- ✓ The committee observed that sufficient number of faculties is available in the department.
- ✓ The programme outcome is satisfactory
- ✓ Student support from the department is good
- ✓ The department offers certificate course for all the students
- ✓ There is an add on course in association with ISDC is currently functioning
- ✓ The department has its own library for better implementation of the curriculum

RECOMMENDATIONS

- ✓ Measures to be taken to bring more research papers from the faculty
- ✓ More number f certificate courses and add on courses can be added as per the job demand
- ✓ Department library can be used more frequently
- ✓ Co curricular activities are to be strengthened

3.3 COMPUTER STUDIES

DEPARTMENT: COMPUTER STUDIES

YEAR: 2022-2023

1.	Year of Establishment								UG		2011						
									PG								
2.	Number of teachers sanctioned and present position								5		5						
3.	No. of teachers with PhD								NIL								
4.	No. of teachers doing Research								NIL								
5.	Sanctioned strength of the students								UG		40						
									PG								
6.	No. of students admitted : UG		GN:		SC :		ST :		OBC:		PWD:		Total:				
			M	F	M	F	M	F	M	F	M	F	M	F			
			43	11	0	0	0	0	13	5	0	0	56	16			
7.	No of students admitted : PG		GN:		SC :		ST :		OBC :		PWD:		Total:				
			M	F	M	F	M	F	M	F	M	F	M	F			
			-	-	-	-	-	-	-	-	-	-	-	-			
8.	Demand ratio(No. of seats : No. of applications)								UG:		PG:						
9.	Ratio of student to teacher								72:5								
10.	Latest revision of the curriculum								UG: 2019		PG:						
11.	No. of students passed NET																
12.	Success rate of students (percentage)								UG :		PG :						
13.	Total admit ted:	15	Rank		Distincti on		I Class		II Class		III Class		Failed		Drop out		
	Appe ared:	15															
		M	F	M	F	M	F	M	F	M	F	M	F	M	F		
	U G	9	6	-	-	-	1	5	3	3	2	-	-	1		-	-
	Admi tted:		Rank		Distincti on		I class		II class		III class		Failed		Drop out		
	Appe ared:																
	P G																
14.	Publications		Item			Faculty			Department			Students					
			Book/Journals														
			CDs														
			Manuscripts														
15.	No of Awards and recognition received by								Faculty		Students						

16.	Seminar/ workshop (Faculty)		Attended	Presented	Chaired	organized
		International				
		National	3			
		State level		1		
17.	Seminar/ Webinar/work Shop organized by the Dept.		Seminar/Webinar		Workshop	
		International				
		National				
		State level				
18.	No. of extension activities conducted					
19.	No. books in the Department Library, if any					
20.	No. of Journals, periodicals in the department Library					
21.	No .of computers and projector			42, 2		
22.	No. of Certificate courses			3		
23.	No. of add on courses offered			NIL		

3.3.1 OBSERVATIONS RECOMMENDATIONS

- ✓ The committee observed that there are adequate facilities available in the department.
- ✓ There are three certificate courses offered to students

Recommendations

- ✓ Teachers has to take interest in research publications
- ✓ Department has to offer job oriented add on courses
- ✓ Training for work-readiness to be executed in the department
- ✓ Department has to sign MoUs with the other institutions and firms
- ✓ Extension activities has to be included in the department

3.4 ECONOMICS

DEPARTMENT:ECONOMICS

YEAR: 2022-23

1.	Year of Establishment										UG		2018				
											PG		-				
2.	Number of teachers sanctioned and present position										4						
3.	No.of teachers with PhD										1						
4.	No.of teachers doing Research										-						
5.	Sanctioned strength of the students										UG		40				
											PG		-				
6.	No. of students admitted : UG 44			GN:24		SC :1		ST: 0		OBC: 19		PWD:		Total:			
M				F	M	F	M	F	M	F	M	F	M	F			
8				1 6	-	1	-	-	-	3	1 6	-	-	-	-		
7.	No of students admitted : PG -			GN:		SC :		ST :		OBC :		PWD:		Total:			
M				F	M	F	M	F	M	F	M	F	M	F			
-				-	-	-	-	-	-	-	-	-	-	-	-		
8.	Demand ratio(No. of seats : No.of applications)										UG: -		PG: -				
9.	Ratio of student to teacher										44:4						
10.	Latest revision of the curriculum										UG:2019		PG:				
11.	No. of students passed NET										-						
12.	Success rate of students (percentage)										UG : 52.38		PG : -				
13.	Total admit ted:	21	Rank -		Distincti on 1		I Class 10		II Class -		III Class -		Failed 10		Drop out -		
Appe ared:	21																
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
	U G	7	14	-	-	-	1	3	7	-	-	-	-	4	6	-	-
	Admi tted:	-	Rank -		Distincti on -		I class -		II class -		III class -		Failed -		Drop out -		
	Appe ared:	-															
	P G	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
14.				Item			Faculty			Department		Students					
	Publications			Book/Journals			-			-		-	-				
				CDs			-			-		-	-				
				Manuscripts			-			-		-	-				
15.	No of Awards and recognition received by										Faculty		Students				
											-		-				
16.	Seminar/ workshop					Attended		Presented		Chaired		organized					
Internationa			-		-		-		-								

	(Faculty)	I				
		National	-	-	-	-
		State level	-	-	-	-
17.	Seminar/ Webinar/ work Shop organized by the Dept.		Seminar/Webinar		Workshop	
		International	-		-	
		National	-		-	
		State level	-		-	
18.	No. of extension activities conducted			1		
19.	No. books in the Department Library, if any			-		
20.	No. of Journals, periodicals in the department Library			-		
21.	No. of computers and projector			1		
22.	No. of Certificate courses			2		
23.	No. of add on courses offered			-		

3.4.1 OBSERVATIONS AND RECOMMENDATIONS

- ✓ The committee observed that there are adequate facilities available in the department.
- ✓ There are three certificate courses offered to students

Recommendations

- ✓ Teachers has to take interest in research publications
- ✓ Department has to offer job oriented add on courses
- ✓ Training for work-readiness to be executed in the department
- ✓ Department has to sign MoUs with the other institutions and firms
- ✓ Extension activities has to be included in the department

3.5 Department of English

PROFILE OF THE DEPARTMENT

DEPARTMENT:PG Department of English

YEAR: 2022-2023

24.	Year of Establishment										UG		2014				
											PG		2018				
25.	Number of teachers sanctioned and present position										10		10				
26.	No.of teachers with PhD										Nil						
27.	No.of teachers doing Research										02						
28.	Sanctioned strength of the students										UG		30				
											PG		20				
29.	No. of students admitted : UG			GN: 30		SC : 01		ST : 01		OBC: 14		PWD: 0		Total: 46			
				M	F	M	F	M	F	M	F	M	F	M	F		
				20	10	00	01	01	00	02	12	00	00	23	23		
30.	No of students admitted : PG			GN: 09		SC : 0		ST : 0		OBC : 08		PWD: 0		Total: 17			
				M	F	M	F	M	F	M	F	M	F	M	F		
				03	06	00	00	00	00	02	06	00	00	05	12		
31.	Demand ratio(No. of seats : No.of applications)										UG: 9:14		PG: 7:9				
32.	Ratio of student to teacher										UG46:10		PG: 12:6				
33.	Latest revision of the curriculum										UG: 2019		PG:2016				
34.	No. of students passed NET										Nil						
35.	Success rate of students (percentage)										UG : 68%		PG :63%				
36.	Total admitted:	21	Rank		Distinction		I Class (12)		II Class (01)		III Class		Failed (06)		Drop out		
	Appeared:	19															
		M	F	M	F	M	F	M	F	M	F	M	F				
	UG	9	10					5	7		1			4	2		
	Admitted:	11	Rank		Distinction		I class (02)		II class (04)		III class		Failed (05)		Drop out		
	Appeared:	11															
	PG	3	8					1	1	1	3			1	4		
37.	Publications			Item				Faculty				Department		Students			
				Book/Journals				01									
				CDs													
				Manuscripts													
38.	No of Awards and recognition received by										Faculty		Students				
39.	Seminar/			Attended			Presented			Chaired		organized					

	workshop (Faculty)	International				
		National				
		State level				
40.	Seminar/ Webinar/work Shop organized by the Dept.		Seminar/Webinar		Workshop	
		International				
		National				
		State level				
41.	No.of extension activities conducted					
42.	No. books in the Department Library, if any			174		
43.	No.of Journals, periodicals in the department Library					
44.	No.of computers and projector			02		
45.	No.of Certificate courses			02		
46.	No. of add on courses offered					

3.5.1 OBSERVATIONS AND RECOMMENDATIONS

- ✓ The committee observed that there are adequate facilities available in the department.
- ✓ There are two certificate courses offered to students

Recommendations

- ✓ Teachers has to take interest in research publications
- ✓ Department has to offer job oriented add on courses
- ✓ Training for work-readiness to be executed in the department
- ✓ Department has to sign MoUs with the other institutions and firms
- ✓ Extension activities has to be included in the department

3.6 Department of Management Studies

PROFILE OF THE DEPARTMENT

DEPARTMENT: Management Studies

YEAR: 2022-2023

1	Name of the Department										Management Studies							
2	Year of Establishment										UG		2011					
3	Number of teachers sanctioned and present position										4		4					
4	No. of administrative staff										Nil							
5	No of technical staff										Nil							
6	No. of teachers with PhD										Nil							
7	No. of teachers doing Research										Nil							
8	Sanctioned strength of the students										UG		144					
9	No. of students admitted UG			GN:		SC :		ST :		OBC:		PWD:		Total:				
				M	F	M	F	M	F	M	F	M	F	M	F			
				33	08	0	0	0	0	26	6	-	-	60	14			
10	Demand ratio(No. of seats : No.of applications)										UG: 18:4							
11	Ratio of student to teacher										UG: 74:4							
12	Ratio of research scholars to Research Guides										NA							
13	No. of research scholars who have obtained their master's degree from other institutions										NA							
14	Latest revision of the curriculum										UG:2019							
15	Success rate of students (percentage)										UG :44							
	Total admitted: 26			Rank		Distinction		I Class		II Class		III Class		Failed		Drop out		
	Appeared:25																	
	UG		M	F	M	F	M	F	M	F	M	F	M	F	M	F		
			16	9	0	0	0	0	4	5	2	0	0	0	10	4	1	0
16	Publications				Item			Faculty			Department			Students				
					Book/Journals			Nil			Nil		Nil		Nil			
					CDs			Nil			Nil		Nil		Nil			
					Manuscripts			Nil			Nil		Nil		Nil			
17	Awards and recognition received by										Faculty			Students				
											Nil			2				
18	Seminar/ workshop (Faculty)					Attended		Presented		Chaired			organized					
				International		2		Nil		Nil			Nil					
				National		9		Nil		Nil			Nil					
				State level		0		Nil		Nil			Nil					
19	Seminar/ Webinar/work Shop organized by the Dept.						Seminar/Webinar			Workshop								
				International			Nil			Nil								
				National			Nil			Nil								
				State level			1			Nil								
20	Membership in Academic bodies			Board of studies				Faculty				University bodies						
				M : Nil		F : Nil		M : Nil		F : Nil		M: Nil						

					F:Nil
21	No.of teachers engaged in consultancy and the revenue generated				
22	Projects: No. and its total outlay			MRP:	Seminar:
23	No.of extension activities conducted			2	Nil
24	No. books in the Department Library, if any			Nil	Nil
25	No.of Journals, periodicals in the department Library			Nil	Nil
26	No.of computers and projector			1	Nil
27	Annual Budget(excluding salary)			Nil	Nil

3.6.1 OBSERVATIONS AND RECCOMENDATIONS

- ✓ The committee observed that there are adequate facilities available in the department.
- ✓ There are three certificate courses offered to students

Recommendations

- ✓ Teachers has to take interest in research publications
- ✓ Department has to offer job oriented add on courses
- ✓ Training for work-readiness to be executed in the department
- ✓ Department has to sign MoUs with the other institutions and firms
- ✓ Extension activities has to be included in the department

4. ADMINISTRATIVE AND FINANCIAL MANAGEMENT AUDIT

Administrative Office

A plentiful area for administrative office is enabled with infrastructure for the office function. The administrative office functions in the following sector;

Admission of the students

Daily official duties

University related duties

UGC related duties

Government related duties

Students Affairs

Distribution of certificates

Observations and Recommendations

Based on the visit and interaction with the office and office staff the committee observed the following things;

- ✓ There is an evidence of good governance and leadership in the office
- ✓ Register and other documents are up to date
- ✓ Details of the students are registered and well maintained
- ✓ Staff details and appointment letters are documented
- ✓ All the communications are filed in respective sections

Recommendations

- ✓ The office shall convert into digital platform for all the administrative functions.

Finance

The committee visited the finance section and is convinced that the data regarding the finance is accurate and up to date. The account is audited every year and a copy of the audit report is documented.

5. STUDENT FACILITIES

The committee has found that the college provides better amenities both for curricular and extracurricular activities for better academic outcome of the students. The following are the facilities provided for the students at various levels.

Academic:

- | | |
|------------------------------------|---------------------------|
| i. Department Associations | xi. Outreach programmes |
| ii. Department Clubs | xii. Students Union |
| iii. NSS | xiii. Parents Association |
| iv. Nature Club | xiv. Canteen |
| v. Xerox Center | |
| vi. Library | |
| vii. Digital Library | |
| viii. Question Bank | |
| ix. Remedial Classes | |
| x. Department wise Seminar | |
| xi. Interdepartmental competitions | |
| xii. Certificate courses | |
| xiii. Add on courses | |
| xiv. Department Library | |

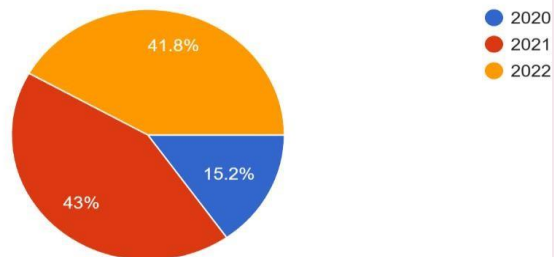
Co- curricular

- i. Psychological counseling
- ii. Department tours
- iii. Industrial visit
- iv. Placement training
- v. Workshops
- vi. Skill development training
- vii. News paper publications
- viii. Scholarships
- ix. Sports and arts competitions
- x. Extension activities

6. Students Feedback

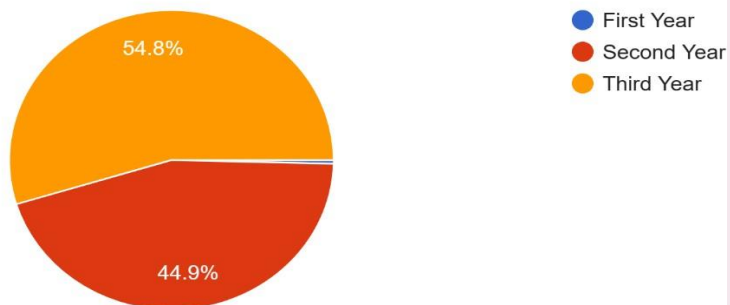
Admission year

263 responses



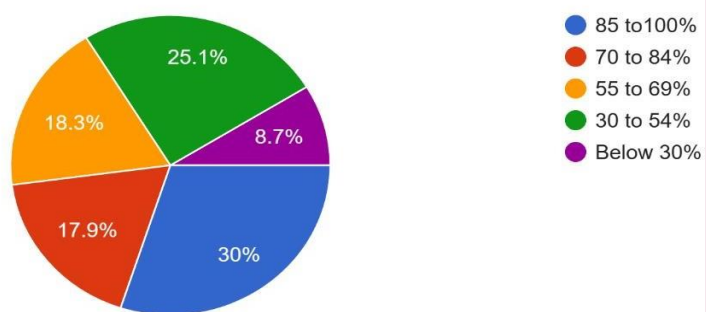
Class

263 responses



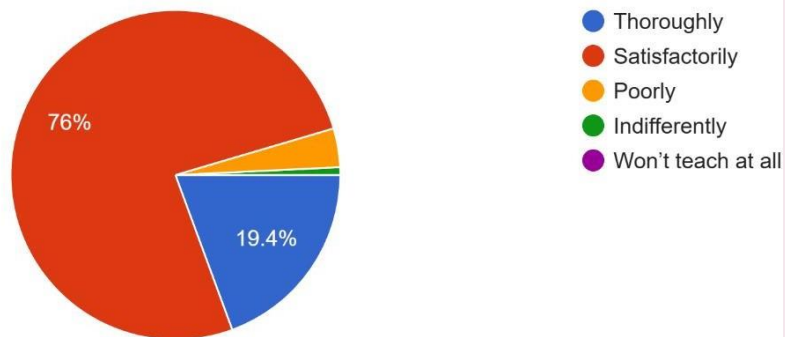
How much of the syllabus was covered in the class?

263 responses



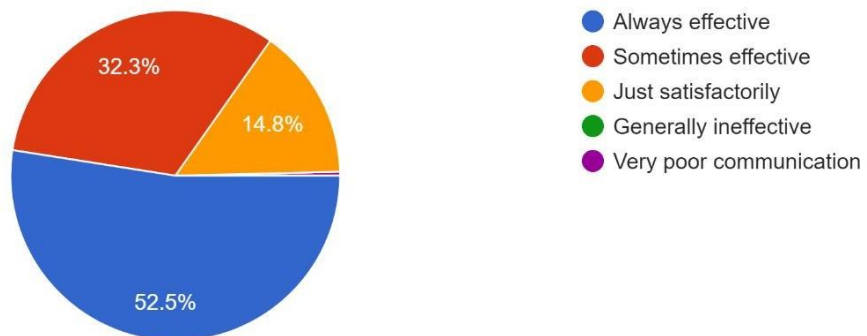
How well did the teachers prepare for the classes?

263 responses



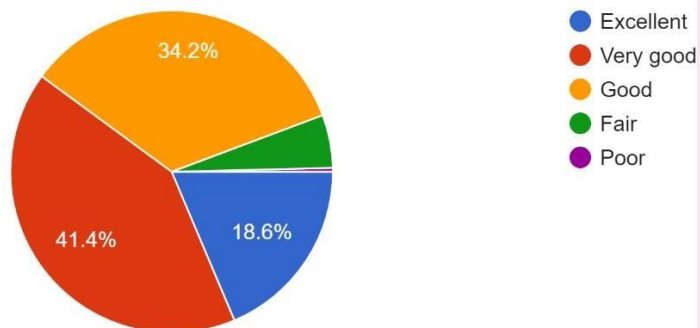
How well were the teachers able to communicate?

263 responses



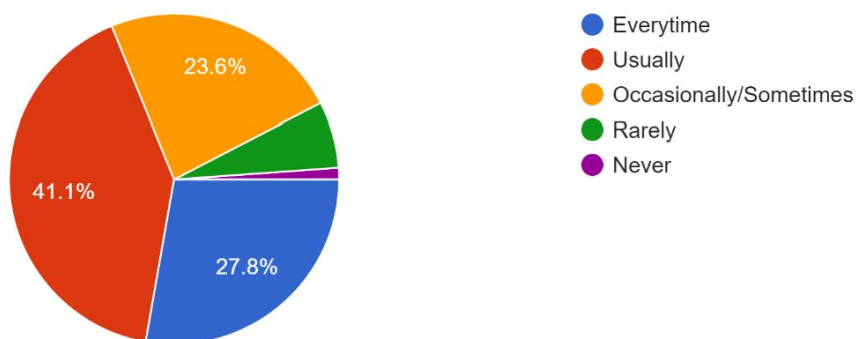
The teacher's approach to teaching can best be described as?

263 responses



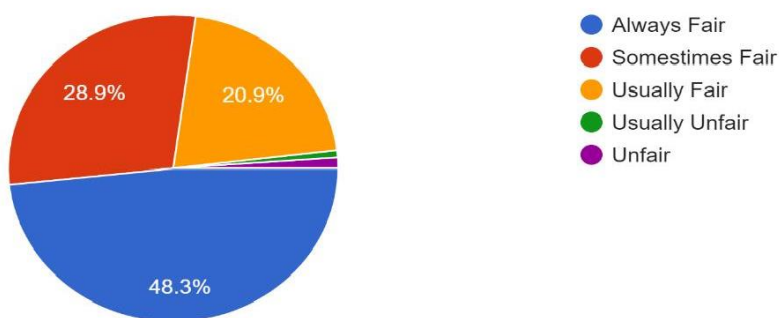
Was your performance in assignments discussed with you?

263 responses



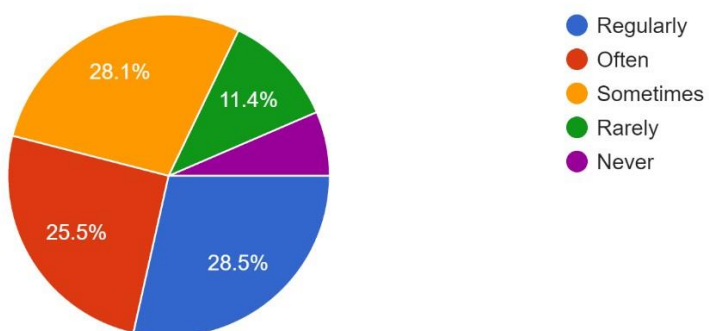
Fairness of the internal evaluation process by the teachers.

263 responses



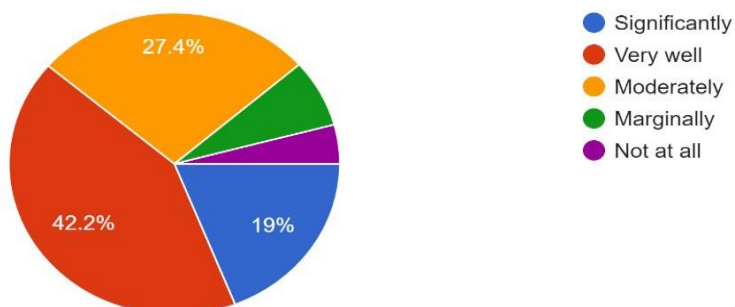
The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.

263 responses



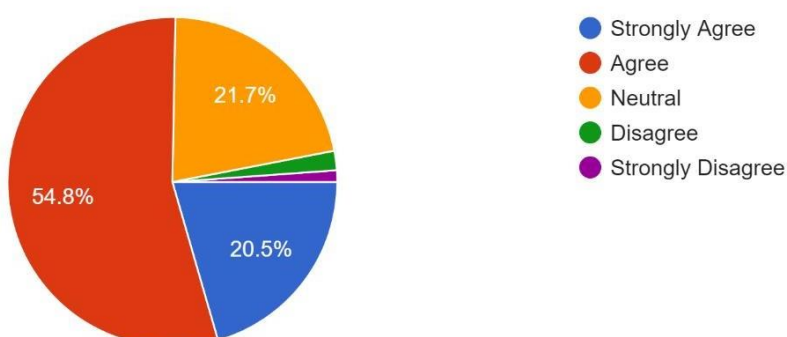
The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.

263 responses



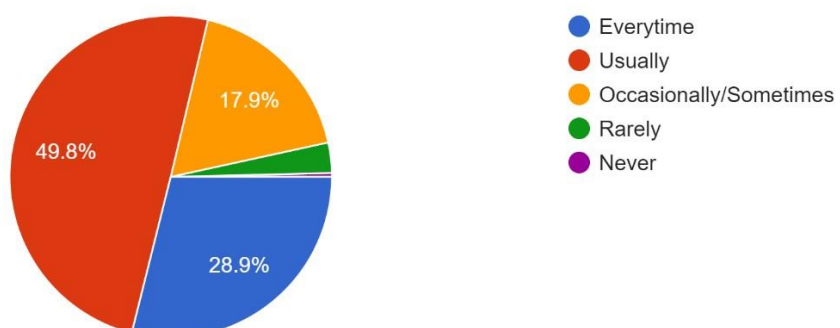
The institution provides multiple opportunities to learn and grow .

263 responses



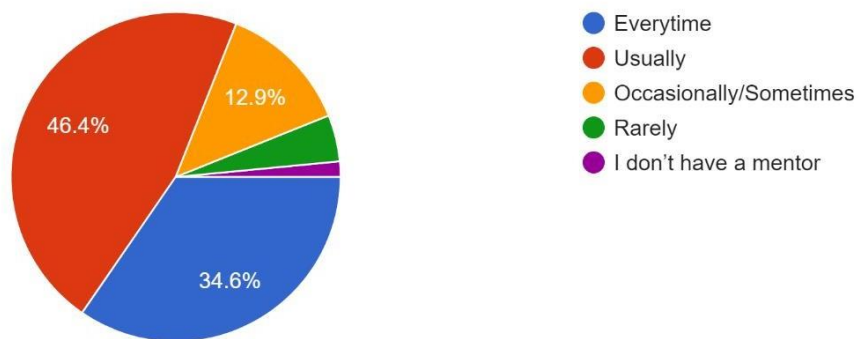
Teachers inform you about your expected competencies, course outcomes and programme outcomes.

263 responses



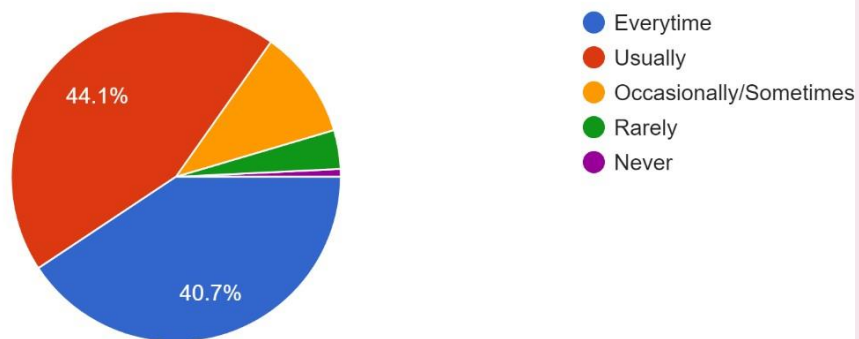
Your mentor does a necessary follow-up with an assigned task to you.

263 responses



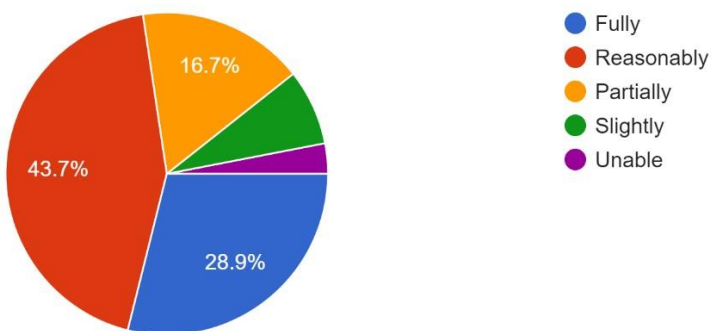
The teachers illustrate the concepts through examples and applications.

263 responses



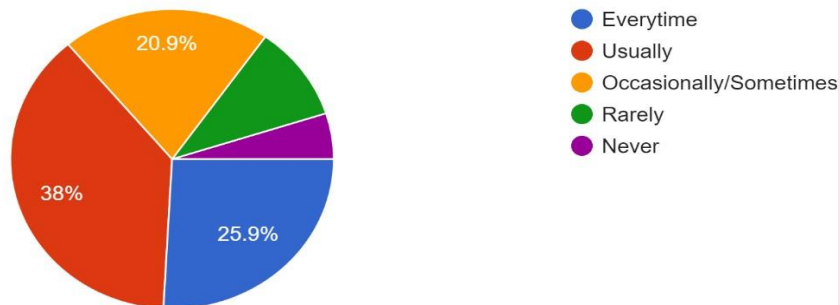
The teachers identify your strengths and encourage you with providing right level of challenges

263 responses



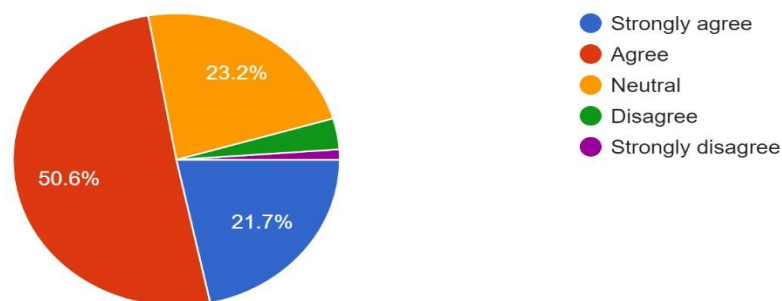
Teachers are able to identify your weaknesses and help you to overcome them.

263 responses



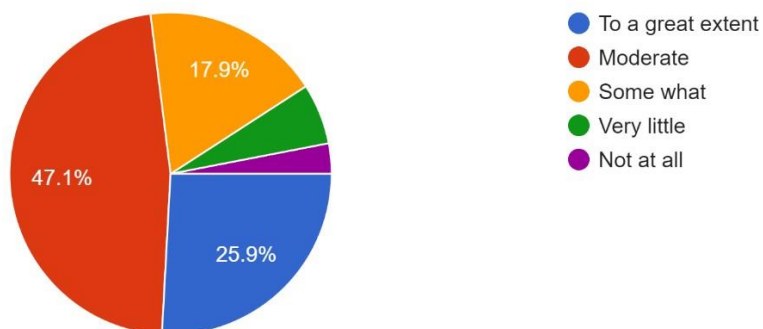
The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.

263 responses



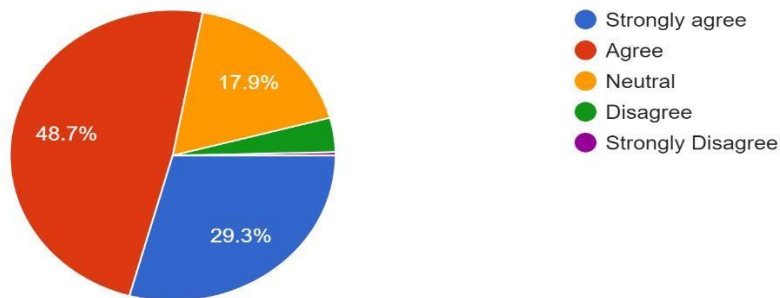
The institute/ teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences .

263 responses



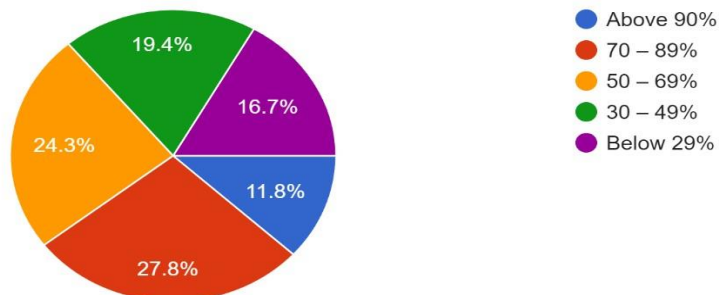
Teachers encourage you to participate in extracurricular activities.

263 responses



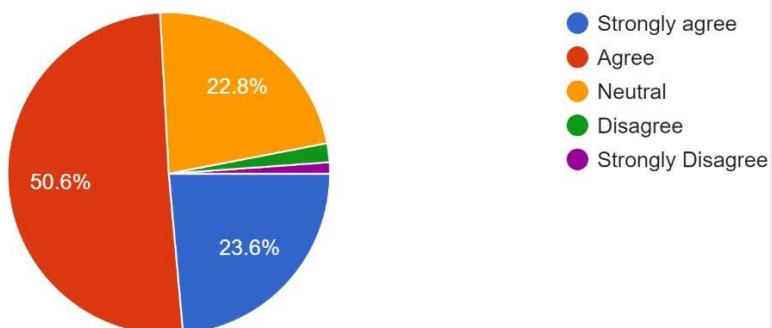
What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching.

263 responses



The over all quality of teaching-learning process in your institute is very good.

263 responses



7. Library

SL.NO	Criteria	Remarks
1.	Number of Books	9078
2.	Number of Periodicals/Journals	25
3.	Number of News Papers	5
4.	Number of New Books added in the academic Year	81
5.	IT facilities in the Library	2
6.	Monthly Report of the Footfall (average)	441.7
7.	Number of Books issued in the academic year	539
8.	Programs organized for students -report	Orientation program
9.	Utilization of LMS	KOHA Software
10.	Number of books returned	490
11.	Number of seats in the Library for students and staff	50
12.	All accession Registers	yes
13.	Bills/Invoices Files	yes
14.	Loss Register	yes
15.	Files of weeded-out/written off documents	10
16.	Subscription files of periodicals	Rs.22680/-
17.	Record of money received from fines charged, if any, received from users, etc.	675/-

7.1 Observations and Recommendations

- ✓ It is observed that there are adequate number of books in the library for all the departments
- ✓ Sufficient number of journals and dailies are available in the library
- ✓ Students visit library frequently
- ✓ It is recommended that more books should be issued to the students
- ✓ More programmes on behalf of library has to be conducted
- ✓ Books need to be added to library every year from the allotted fund

8. Conclusion

The internal administrative and academic audit has been completed with the cooperation of the each department and administrative and audit session. The recommendation and observations are noted along the details furnished in the report. The committee express our gratitude to each who are contributed in the process of the AAA.

Thank you

Mr. Mathew M J	Chairman
Mr.Shijo Jose	Coordinator
Mrs.Simna Simon	IQAC Coordinator
Mrs. Annie Suphalama	Member
Fr. Sijoy Paul CST	Member
