



Govt. College Mananthavady

Nalloornadu P. O. Wayanad
Kerala 670 645

Academic, Administrative and Internal Financial Audit Report 2017-18

Internal Quality Assessment Cell (IQAC)

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ACADEMIC AUDIT REPORT

2017-2018

Courses offered: Commerce Department of Government College Mananthavady offers both PG and UG courses, B.com and M.com with Finance as Optional Subject. In the department there were three permanent faculties, six Part time Faculties and total 183 students. Commerce department offers an open course on “Financial Services”. Department of English offers both PG and UG courses, ie, BA and MA in English Language and Literature. Total 118 students, three permanent staff, six part time faculties were in English department during 2017-18 academic year. In Electronics department there was total four permanent teachers , one part time teacher and 65 students. Department offers UG course, B.sc Electronics. Computer hard ware is the open course of Electronics department. Department of development Economics was established at Government college Mananthavady in 1998 as an undergraduate program. Department offers BA Development Economics with 15 core courses, 4 complementary courses, 2 open courses, 8 common courses and 4 course in additional language with a total of 31 courses and 120 credit. Department also offers an open course on ‘kerala economy’ for the fifth semester of UG students of other departments. In Economics department there were three permanent faculties, one FIP substitute and four part time faculties. MA Development economics started in the year 2016-17 academic year. All departments followed the syllabus prescribed by the Kannur University. Relevant curriculum discussed in the department meeting to get clear idea about the syllabus and HOD gave instruction to the teachers to prepare teachers diary.

Academic plan and Time Table: Academic plan and time table are prepared at the beginning of the academic year by each department . Department meeting conducted by the HOD of the concerned department for the preparation of time table and academic plan. In subsequent department meeting in concerned department teachers review the plan and necessary changes are made. At the end of each semester the entire syllabus is

covered by the teachers and it is confirmed by the HOD of the respective department in the department meeting.

Teachers Diary: All the teachers in the concerned department maintain Diary of Academic work. This helps the teachers to cover the entire syllabus systematically and effectively. Maintenance of teacher's diary is properly checked by the department HOD. It is also monitor by the college IQAC monthly.

Learner centric Teaching: Departments follow leaner centric approach in teaching. Class rooms having the facility of ICT enabled learning. All teachers handled their classes with ICT. Learner centric teaching approaches like Group discussions, problem solving methods and seminars adopted in each classes during the academic year 2017-2018.

Remedial coaching for each class: All teachers of the departments conduct remedial coaching for those students who are weak in the specified area of each subject. Record of remedial class maintains regularly. Examination point of view questions are also focused in the coaching.

Internal Assessment: Departments continuously assess the performance and progress of students by conducting internal examinations, assignments, seminars etc. Internal examinations are conducted adhering to the norms and regulations of Kannur University. Model examination conducted at the end of each semester. The principal with the assistance of IQAC and the college level monitoring committee ensures the effective implementation of the evaluation system. Separate records are maintaining for recording the internal marks.

Seminars and Workshops: Department of Commerce conducted five day National workshop on "Statistical Packages in the Arena of Business Research" dated on 5/12/2017 to 9/12/2017 .Conducted research oriented classes and introduced SPSS package to faculties within and outside the college and students especially PG students. It is conducted for faculties improvement and to encourage research aptitude among the faculties. It helps the students to do their project work systematically and more effectively. English

department of the college conducted National Seminar on “Theories in Perspective: A Workshop on Praxis” dated from 9 to 13 November 2017. Department of Economics conducted National workshop on “ Statistical and econometrics application in social science Research dated from 1st to 5th November 2017. Department provided Research methodology classes for fourth semester PG classes and sixth semester UG classes for the proper and systematic execution of their project work. Electronics department conducted one day workshop on Computer Aided Design in Modern Antenna Engineering dated on 11/12/2017.

Coaching for Competitive Examinations: M.com started in the college during the academic year 2012-13. Commerce department have been providing coaching classes for NET/SET since 2014-15. Department also provide classes for other competitive examinations. NET coaching focused to PG students. Department use both internal and external faculties for conducting the coaching. During the academic year 2017-18, one student, Jinsa.M.V qualified NET examination. Other PG departments, Economics and English also provide coaching classes of NET/SET examinations for PG students. Departments also avail the service of both internal and external faculties for conducting the coaching.

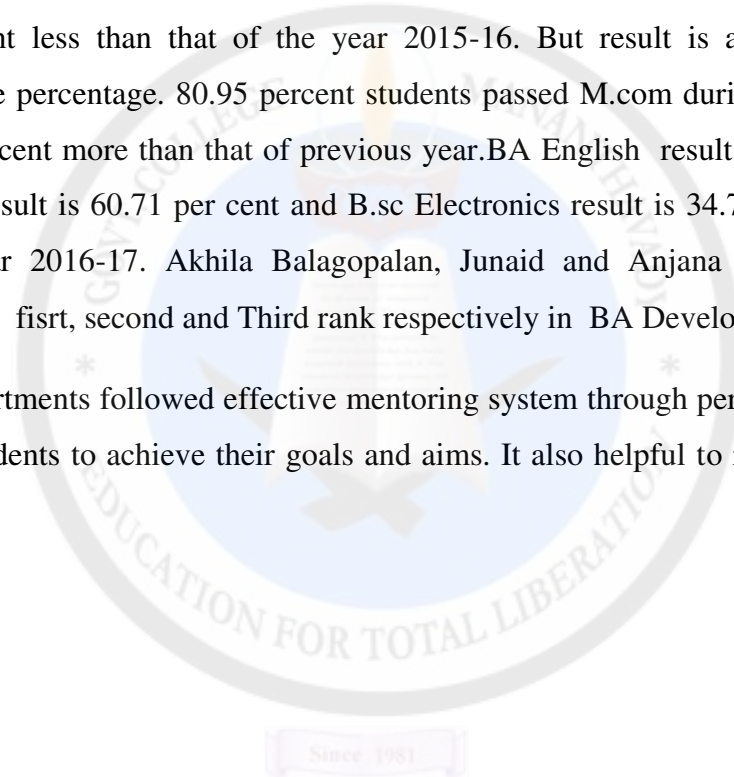
Mehanism to deal exam related grievance : Internal marks and their break-up details are displayed on the notice board by each departments and complaints rectified before they are forwarded to the university. Concerned class tutors verify the internal marks and HOD of respective department approved. Copy of internal marks submitted to the principal and IQAC for final approval.

Faculty Improvement Programme : During the year Smt. Seena.P.C, Assistant Professor, Department of Commerce attended the refresher course . Three faculties Dr. Sajith.M, Smt. Jini Kuriakose and Smt. Seena.P.C from Commerce department attended in the National workshop conducted at Victoria college Palakkad. All the faculties of the Commerce department participated in the National work shop conducted in the department dated on 5/12/2017 9/12/2017. Faculties in Commerce department published their research

articles in peer reviewed journal. Smt. Suma Balakrishnan , Assistant Professor , Department of Economics attended an orientation class in the acadamic year 2017-18. Mr. Sumesh A K, Asst professor completed Ph D course work from Kannur university as the part of the ongoing Research work. All the staffs of our department participated in the Five Day Workshop on “Statistical and Econometric Application in Social Science Research” on 1st November to 5th November 2017. Faculties also participated in the various seminars conducted by other higher education institutions.

Examination Result: During the academic year 2016-17, 85.11 per cent is the B.com result It is 4.89 per cent less than that of the year 2015-16. But result is above the Kannur University average percentage. 80.95 percent students passed M.com during the year 2016-17, It is 2.95 per cent more than that of previous year. BA English result is 44.44 per cent, BA. Economics result is 60.71 per cent and B.sc Electronics result is 34.78 per cent during the academic year 2016-17. Akhila Balagopalan, Junaid and Anjana Sudarsan bagged Kannur University first, second and Third rank respectively in BA Development Economics

Mentoring: Departments followed effective mentoring system through personal discussions. This helps the students to achieve their goals and aims. It also helpful to reduce their stress and strain.



GOVT COLLEGE MANANTHAVADY

STATEMENT OF ACADEMIC EVALUATION 2017-18

CRITERIA	
Courses Offered	<p>Commerce Department Offers B.com with Finance- UG M.COM with Finance -PG</p> <p>Economics department offers BA. Development Economics-UG MA Development Economics -PG</p> <p>English Department BA English - UG M.A English.- PG</p> <p>Electronics department offers B.sc Electronics - UG</p>
Teaching Faculties	<p>Commerce Department- 3 permanent, 5 full time Guest teachers and 1 part time Guest Faculty</p> <p>English Department- 3 permanent(1 faculty belongs to History, 1 belongs to Philosophy) , 6 Guest faculties</p> <p>Economics Department- 3 permanent, 1- FIP substitute, 4 Guest faculties</p> <p>Electronics Department- 4 permanent (1 belongs to Physics and 1 belongs to Mathematics), 1 guest faculty</p>
Academic Plan and Time Table	<p>All departments followed the syllabus prescribed by the Kannur University.</p>

	<p>All the departments prepared Academic plan and time table at the beginning of this academic year 2017-18.</p> <p>HOD of all Departments conducted a meeting to make academic plan and time table</p>			
Teachers Diary	<p>It can be seen that all teachers maintained diary for teaching.</p> <p>HOD verified the diaries of teachers and timely submitted to IQAC</p>			
Learner Centric Teaching	<p>ICT enabled class rooms</p> <p>All teachers handled their classes with ICT</p>			
Remedial coaching	<p>Each department provided remedial coaching to those students who are weak in specified subjects.</p> <p>Records maintained in each departments</p>			
Internal Assessment	<p>All departments conducted Internal examinations</p> <p>Model examinations conducted at the end of each semester</p> <p>as per the norms of Kannur University</p> <p>Assignments, seminars and viva conducted</p> <p>Separate records maintained in each departments for recording internal marks</p>			
Examination Result:		2015-16	2016-17	Variation
	B.com	90%		4.89%
	M.com	78%	85.11%	2.95%(Improved result)
			80.95%	

	B.A English	90%	44.44%	45.56%
	B.A Economics	84%	60.71%	23.29%
	B.sc Electronics	73.68%	34.78%	38.9%
Seminars and Workshops	<p>Department of Commerce conducted five day National workshop on “ Statistical Packages in the Arena of Business Research” dated on 5/12/2017 to 9/12/2017</p> <p>English department conducted National Seminar on “Theories in Perspective: A Workshop on Praxis” dated from 9 to 13 November 2017.</p> <p>Department of Economics conducted National workshop on “Statisticaland econometrics application in social science Research dated from 1st to 5th November 2017.</p>			
Coaching for Competitive Examinations	Commerce Department, English Department Economics Departments(PG Departments)provided			

	<p>coaching classes for NET/SET/ competitive examinations .</p> <p>Electronics department provided coaching for competitive examinations during this academic year</p> <p>Records maintained in each department</p>
Mehanism to deal exam related grievance	<p>Internal Marks break ups published in the notice board</p> <p>Complaints accepted</p> <p>Internal marks of all subjects verified by class tutor and HOD of each Department</p> <p>Copy of final marks submitted to Principal and IQAC for approval</p> <p>Forwarded marks to the Kannur University</p>
Faculty Improvement Programme	<p>Smt. Seena.P.C, Assistant Professor of Commerce attended Refresher course</p> <p>Smt. Suma Balakrishnan , Assistant Professor , Department of Economics attended an orientation class in the acadamic year 2017-18.</p> <p>Dr. Sajith.M, Smt. Jini Kuriakose and Smt. Seena.P.C from Commerce department attended in the National workshop conducted at Victoria college Palakkad.</p> <p>Faculties published in national and International Peer Reviewed Journals.</p>
Mentoring	<p>All departments implemented Mentoring</p> <p>Separate records maintained for mentoring</p>

Recommended actions:

1. To give special care to weak students to improve results
2. It is instructed to the faculties to attend more faculty improvement Programmes.
3. To enter in to tie-up with research organization and industry for research, teaching and training programmes
4. To make available more placement opportunity
5. To Publish more research articles in reputed journals



GOVERNMENT COLLEGE MANANTHAVADY
Internal Quality Assurance Cell (IQAC)

Academic Audit 2017-18

Audit Team	
Date	28/03/2018
Department	PG Department of Commerce
Name	Designation
Smt. Suma Balakrishnan	Assistant Professor
Dr. Linesh	Assistant Professor

1	Courses Offered	UG	PG	Please put a tick mark
2	Number of Teachers	Permanent 3	FIP -	Part Time 6
3	Number of Students	UG	PG	
	I Year	43	17	
	II Year	50	21	
	III Year	52	-	
4	Number of Teachers using Teacher's Diary	9		
5	Does the Department conduct timely internal assessments?	Yes		
6	Maintains of Marks Register	Yes		
7	Does the Department offer Open Courses?	Yes		
8	Result percentage of 2016-17	Since 1981		
9	Number of students who qualified NET/SET	One student passed NET		
10	Number of National/State Seminars/Workshops conducted by the Department	One National Workshop conducted on " Statistical Packages in the Arena of Business Research" dated on 5/12/2017 to 9/12/2017		
11	Teachers using ICT	9 teachers using ICT		
12	Does the Department regularly conducts coaching classes for	Yes , NET coaching for PG students		

	NET/SET/Competitive examinations	
13	Mechanism to deal with exam related grievance	Department wise committee: HOD & two senior staff
14	Teachers attended orientation /Refresher /short term course	Yes, One Faculty attended Refresher course
15	Teachers having publication	Yes
16	Does the Department regularly conducts the remedial coaching	Yes

Signature of the HoD

Signature of the Audit Team

Signature of the Principal

Mananthavady

Date:



GOVERNMENT COLLEGE MANANTHAVADY
Internal Quality Assurance Cell (IQAC)

Academic Audit 2017-18

Audit Team	
Date	28/03/2018
Department	PG Department of English
Name	Designation
Sri. Sumesh.A.K	Assistant Professor, Department of Economics
Smt. Seena.P.C	Assistant Professor, Department of Commerce

1	Courses Offered	UG	PG	Please put a tick mark
2	Number of Teachers	Permanent 3	FIP -	Part Time 6
3	Number of Students	UG	PG	
	I Year	34	18	
	II Year	38	15	
	III Year	13	-	
4	Number of Teachers using Teacher's Diary	9		
5	Does the Department conduct timely internal assessments?	Yes		
6	Maintains of Marks Register	Yes		
7	Does the Department offer Open Courses?	Yes		
8	Result percentage of 2016-17	Since 1981 ↓		
9	Number of students who qualified NET/SET	-		
10	Number of National/State Seminars/Workshops conducted by the Department	One Theories in Perspective: A workshop on Praxis Dated on 9/10/2017 to 13/10/2017, Sponsored by Department of collegiate education.		
11	Teachers using ICT	9 teachers using ICT		
12	Does the Department regularly conducts coaching classes for NET/SET/Competitive	Yes		

	examinations	
13	Mechanism to deal with exam related grievance	Internal Marks marks published in the notice board before forwarding to the university. Verified by tutor and HOD
14	Teachers attended orientation /Refresher /short term course	-
15	Teachers having publication if any	-
16	Does the Department regularly conducts the remedial coaching	Yes

Signature of the HoD

Signature of the Audit Team

Signature of the Principal

Mananthavady

Date:



GOVERNMENT COLLEGE MANANTHAVADY
Internal Quality Assurance Cell (IQAC)

Academic Audit 2017-18

Audit Team	
Date	28/03/2018
Department	Department of Electronics
Name	Designation
Sri. Sumesh.A.K	Assistant Professor, Department of Economics
Smt. Seena.P.C	Assistant Professor, Department of Commerce

1	Courses Offered	UG	PG	Please put a tick mark
2	Number of Teachers	Permanent 4	FIP -	Part Time 1
3	Number of Students	UG	PG	
	I Year	24	-	
	II Year	21	-	
	III Year	20	-	
4	Number of Teachers using Teacher's Diary	5		
5	Does the Department conduct timely internal assessments?	Yes		
6	Maintains of Marks Register	Yes		
7	Does the Department offer Open Courses?	Yes		
8	Result percentage of 2016-17			
9	Number of students who qualified NET/SET	-		
10	Number of National/State Seminars/Workshops conducted by the Department	One Day workshop		
11	Teachers using ICT	5 teachers using ICT		
12	Does the Department regularly conducts coaching classes for	Yes , coaching for competitive examinations		

	NET/SET/Competitive examinations	
13	Mechanism to deal with exam related grievance	Internal Marks marks published in the notice board before forwarding to the university. Verified by tutor and HOD
14	Teachers attended orientation /Refresher /short term course	-
15	Teachers having publication if any	-
16	Does the Department regularly conducts the remedial coaching	Yes

Signature of the HoD

Signature of the Audit Team

Signature of the Principal

Mananthavady

Date:



GOVERNMENT COLLEGE MANANTHAVADY
Internal Quality Assurance Cell (IQAC)

Academic Audit 2017-18

Audit Team	
Date	28/03/2018
Department	PG Department of development Economics
Name	Designation
Dr. Sajith .M	Assistant Professor , Department of Commerce
Smt. Seena.P.C	Assistant Professor , Department of Commerce

1	Courses Offered	UG	PG	Put a tick mark
2	Number of Teachers	Permanent	FIP	Part Time
	8	3	1	4
3	Number of Students	UG	PG	
	I Year	30	20	
	II Year	40	16	
	III Year	29	-	
4	Number of Teachers using Teacher's Diary	8		
5	Does the Department conduct timely internal assessments?	Yes		
6	Maintains of Marks Register	Yes		
7	Does the Department offer Open Courses?	Yes		
8	Number of students who qualified NET/SET	SET-01		
9	Number of National/State Seminars/Workshops conducted by the Department	Workshop -01		
10	Teachers using ICT	8		
11	Does the Department regularly conducts coaching classes for NET/SET/Competitive examinations	Yes		
12	Mechanism to deal with exam related grievance	Department wise committee:HOD & two senior staff		
13	Teachers attended orientation /Refresher /short term course	Yes		
14	Teachers having publication	No		
15	Does the Department regularly conducts the remedial coaching	Yes		

Signature of the HOD

Signature of the Audit Team

Signature of the Principal



ADMINISTRATIVE AUDIT REPORT

2017-18

- 1) Name of Office : Govt. college Mananthavady
- 2) Parent Department : Department of Collegiate Education, Govt. of Kerala
- 3) Total office Staff;
 - a. Permanent : 25
 - b. Temporary : 03
- 4) Head of Administration : The Principal
- 5) Head of the office : The Senior Superintendent
- 6) Whether bio-metric punching adopted in office? : Yes
- 7) If yes specify timing : 10.00 am to 05.00 pm for office staff
08.30 am to 03.30 pm for Sweepers/Sanitation workers
04.30 pm to 09.30 am for Watchmen
- 8) Give a brief description about the authority structure in office: The Head of administration is the Principal. The head of office is the Senior Superintendent. He looks after s in the office. Next to him comes the head accountant, who is charge of the cash book, custodian of currency chest and other financial matters. Then there are four clerks dealing in different matters of the institution. There is on fair copy section under the control of a Selection Grade Typist who deals with tapal and despatch matters.
- 9) Number of Important sections: 05
- 10) Name of different sections : a) Fair copy Section
b) Establishment Section
c) Account Section
d) Admission/Exam Section
e) E-grantz/Fee collection Section
- 11) Give a brief description about different sections : a) **Fair copy Section**

This section is under the control of a Selection Grade Typist who is receiving the applications, letters etc and makes entries in tapal book. Then direct them to the concerned sections. Also accept the documents prepared by various sections and deals with the despatch of documents.

b) Establishment Section

This section deals with the service matters of both teaching and non-teaching staff of the institution. The various service matters include the details regarding regularisation, probation, increment sanction, leave matters etc.

c) Account Section

This section deals with the salary and other related matters of the teaching, non-teaching staff of the institution. The various salary related matters include Provident Fund, PF advance, PF closure, Non-refundable advance, Purchases using Plan Fund, UGC fund, RUSA Fund, CDC etc.

d) Admission/Exam Section

This section deals with all matters related with admission of students in various classes by following the reservation rules. It also deals with the matters related with attendance, internal marks and University semester exams of the students.

e) E-grantz/Fee collection Section

This section deals with fee concession matters for eligible students. It also informs about the various types of scholarships for the students, invites and verifies scholarship applications through the Scholarship Nodal Officer of the college. It collects all kinds of fee including hostel fee from students.

12) Training attended

: During the year 2017-18 all clerical staffs were attended the IMG (Institute of Management Government) training for maximum of one week duration at Kozhikode.

13) The various sources of Funds: Plan Fund (Budget allocation of Govt. of Kerala),

Non-Plan fund, RUSA fund, UGC fund etc.

14) Total receipt in Plan Fund : 34,28,900 (Thirty four lakh twenty eight thousand and

nine hundred only)

15) Total receipt in RUSA Fund : 2,00,00,000 (Two Crores only)

16) Whether the Plan Fund fully utilised?: Yes fully utilised.

a. If No specify the balance amount: Nil

17) Whether the RUSA Fund fully utilised? : No

a. If No specify the balance amount : 11,00,000 (Eleven Lakhs only)

18) Whether any amount refunded? No

a. If yes, specify amount : Not Applicable

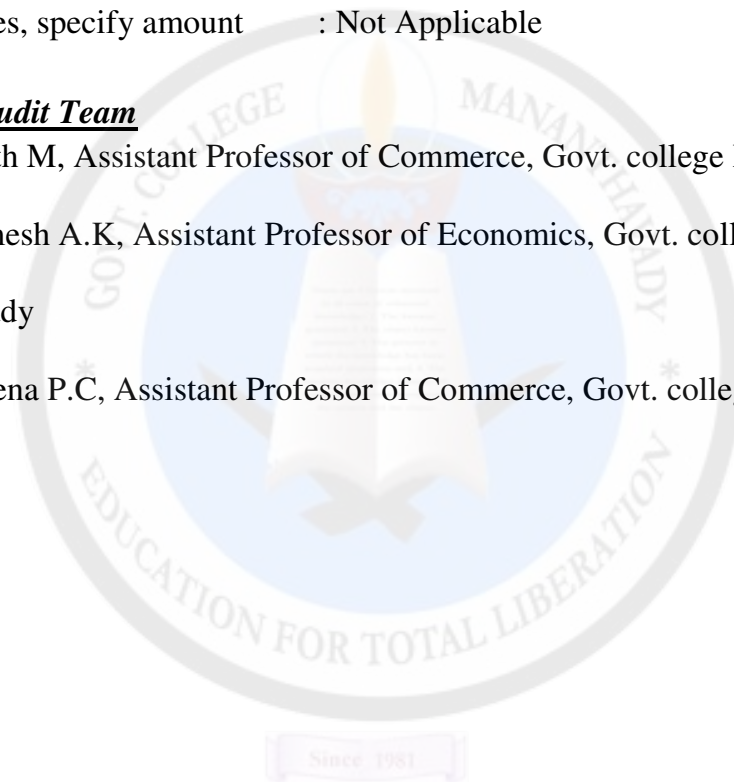
Internal Audit Team

1) Dr. Sajith M, Assistant Professor of Commerce, Govt. college Manathavady

2) Sri. Sumesh A.K, Assistant Professor of Economics, Govt. college

Manathavady

3) Smt. Seena P.C, Assistant Professor of Commerce, Govt. college Manathavady



INTERNAL FINANCIAL AUDIT REPORT

2017-18

- 1) Name of Office : Govt. college Mananthavady
- 2) Parent Department : Department of Collegiate Education, Govt. of Kerala
- 3) Total office Staff;
 - a. Permanent : 25
 - b. Temporary : 03
- 4) Head of Administration : The Principal
- 5) Head of the office : The Senior Superintendent
- 19) The various sources of Funds : a) Plan Fund (Budget allocation of Govt. of Kerala),
 - b) Non-Plan fund
 - c) RUSA fund, and
 - d) UGC fund.
- 6) Give a description about the various purposes for which various funds can be used.
 - a. **Plan Fund** : The plan fund can be used for the following purposes such as, Starting of new courses, Development of Lab and Library, Assistance to sports, Faculty Development Schemes, Study tour, Walk With Scholar, Student Support Programme, NAAC fund etc.
 - b. **Non-Plan Fund** : The non-plan fund include Salary to staff, Travelling Allowance, Medical re-imburement, Electricity charges, Telephone charges, Office expenses etc.
 - c. **RUSA Fund** : The RUSA fund can be used for the construction of building, repairs and renewals, purchase of furniture, electronics items etc.
- 7) Give a description about the Procedure for purchase of various items.

The institution has set up a purchase committee in the institutional level. The committee includes Principal, Vice Principal, Heads of various Departments, the co-ordinator for RUSA fund, Office superintendent, section clerk, PTA secretary etc. The purchase committee in their meeting identify the items to be purchased. After the meeting the section clerk initiates the e-tender procedure. Then from the tenders received the supplier who quoted the lowest tender price will be selected and initiate the action.
- 8) Total receipt in Plan Fund : 34,28,900 (Thirty four lakh twenty eight thousand and nine hundred only)
- 9) Total receipt in RUSA Fund : 2,00,00,000 (Two Crores only)

- 10) Whether the Plan Fund fully utilised? : Yes fully utilised.
 a. If No specify the balance amount : Nil
- 11) Whether the RUSA Fund fully utilised? : No
 a. If No specify the balance amount : 11,00,000 (Eleven Lakhs only)
- 12) Whether any amount refunded? No
 a. If yes, specify amount : Not Applicable.
- 13) Total amount of library books purchased : Books worth Rs.2,00,000 (Two Lakhs)
- 14) Total amount of furniture items purchased in Plan fund : 1,86,000
- 15) Total amount of lab/laboratory equipments purchased : 1,00,000
- 16) Amount used for conducting workshops : 3,00,000
- 17) Details of important purchases under RUSA fund during the year 2017-18.

Sl. No.	Particulars	Amount in Figures
1	Computers & accessories	7,00,000
2	Water purifier	3,25,000
3	Furniture	4,10,000
4	CCTV Cameras (10 Nos)	95,000
5	Construction of Library Block Building	85,00,000
6	Renovation work (indoor stadium, Department staff rooms tiling, canteen premises)	55,00,000
7	Archery equipments	4,50,000
8	Napkin pad disposer	50,000
9	Two fridges for Boys and Girls Hostel	50,000

- 18) Authorities performing external audit in the institution:
 a. Audit by Accountant General, Government of Kerala
 b. Audit by Department of Collegiate Education, Govt. of Kerala

Internal Audit Team

1) Dr. Sajith M, Assistant Professor of Commerce, Govt. college Manathavady

2) Sri. Sumesh A.K, Assistant Professor of Economics, Govt. college

Manathavady

3) Smt. Seena P.C, Assistant Professor of Commerce, Govt. college Manathavady