

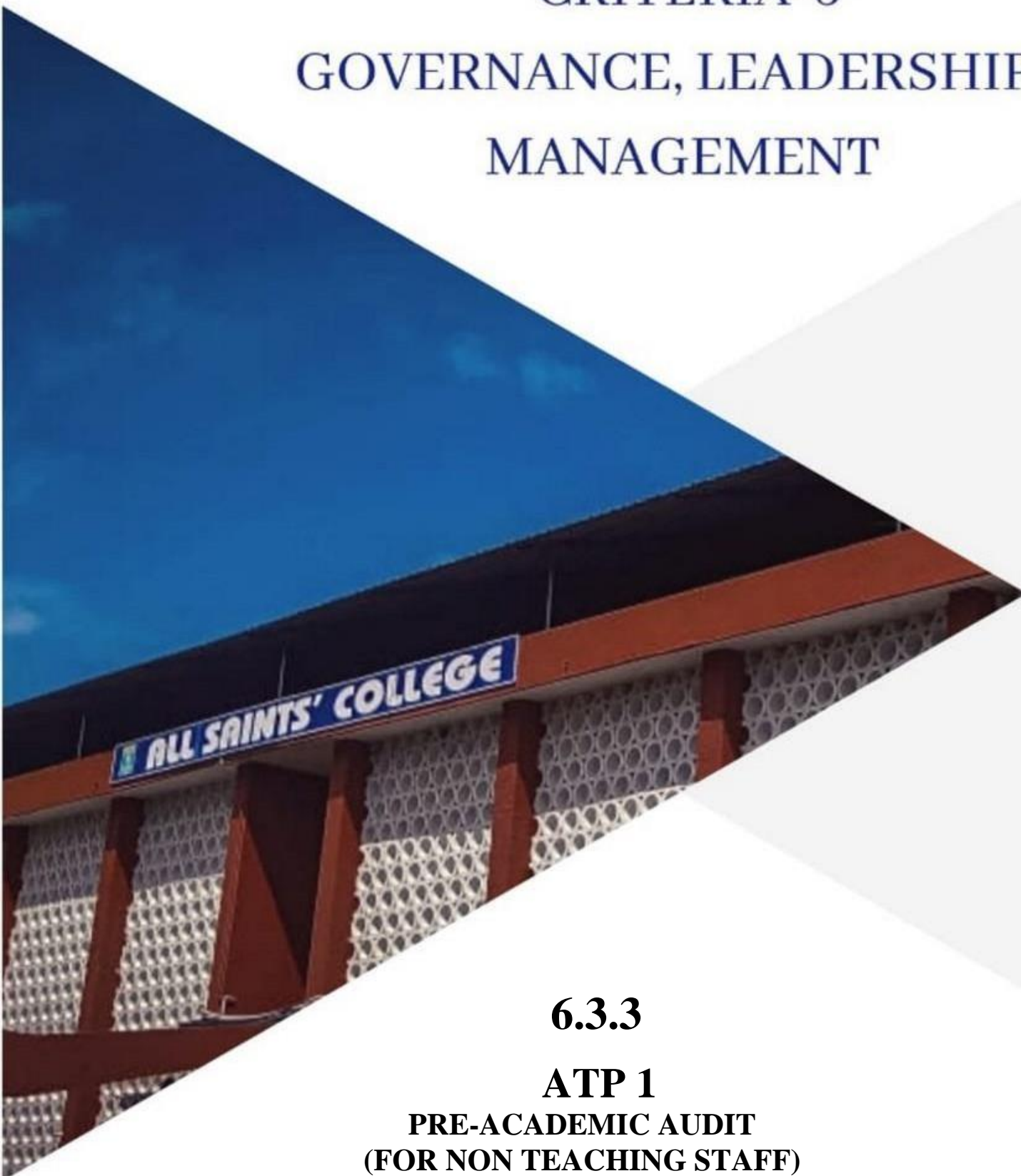


ALL SAINTS' COLLEGE

Affiliated to University of Kerala, Thiruvananthapuram

<https://www.allsaintscollege.ac.in>

CRITERIA-6 GOVERNANCE, LEADERSHIP & MANAGEMENT



6.3.3

ATP 1

**PRE-ACADEMIC AUDIT
(FOR NON TEACHING STAFF)**



ALL SAINTS' COLLEGE THIRUVANANTHAPURAM

(Affiliated to University of Kerala)

- 1 **Title of the program** Pre-academic audit
(for non teaching staff)
- 2 **Name of the Coordinator/s** Team IQAC
- 3 **Organizing Department/Cell** Team IQAC
- 4 **Date & Time** 14/12/2023 @ 1:30 pm
- 5 **Number of participants** 11
- 6 **Resource Person/s** Sr. Prof. (Dr.) Gabriel Simon Thattil
Department of Commerce
Senior Professor & HOD
School of Business Management & Legal Studies
University of Kerala
- 7 **Objective of the Program**

The primary objective of the Pre-Academic Audit Orientation Program was to prepare non-teaching staff members at All Saints' College for the upcoming academic audit.
- 8 **Detailed description of the event**

The orientation program was organized by the IQAC of All Saints' College on December 14, 2023, at 1:30 PM in the Audio Visual Room. The resource person for the program was Sr. Prof. (Dr.) Gabriel Simon Thattil, Department of Commerce, Senior Professor & HOD, School of Business Management & Legal Studies, University of Kerala.

The program covered the following key areas:

 - **Understanding the Pre-Academic Audit:** An overview of the purpose, scope, and importance of the pre-academic audit.
 - **Key Areas of Assessment for Non-Teaching Staff:** A detailed discussion of the key areas that will be assessed during the audit, including administrative processes, record-keeping, infrastructure maintenance, and support services.
 - **Best Practices and Strategies:** Sharing of best practices and strategies for improving administrative processes and support services.
 - **Documentation and Record-Keeping:** The importance of maintaining accurate and up-to-date records and documentation.
 - **Addressing Common Pitfalls:** Identifying common pitfalls and challenges that institutions may face during the audit process.
 - **Q&A Session:** An open forum for non-teaching staff members to ask questions and seek clarifications.
- 9 **Outcome of the event/Evaluation by Program Coordinator**

The Pre-Academic Audit Orientation Program was highly successful in achieving its objectives. The program provided valuable insights and guidance to non-teaching staff members, enabling them to:


 - Gain a clear understanding of the pre-academic audit process and its requirements.
 - Identify areas for improvement in their administrative and support services.
 - Develop strategies to enhance the overall efficiency and effectiveness of college operations.
 - Prepare for the audit with confidence and preparedness.



Reshmi
PRINCIPAL
All Saint's College
Thiruvananthapuram

10	Brochure of the event	Attached
11	Photos	Attached
12	List of participants	Attached

BROCHURE OF THE EVENT



All Saints' College
Thiruvananthapuram
 Re-accredited by NAAC with 'A+' Grade
 (Affiliated to University of Kerala)

IQAC
 Organizes
ORIENTATION PROGRAM
 on
PRE-ACADEMIC AUDIT
(FOR NON TEACHING STAFF)

Date: 14/12/2023 @ 1:30 pm
 Venue: Audio Visual Room

Resource Person
Sr. Prof. (Dr.) Gabriel Simon Thattil
 Department of Commerce
 Senior Professor & HOD
 School of Business Management & Legal Studies
 University of Kerala

Organising Committee
 Patron : Rev Mother Molly Attully
 Principal : Dr Reshmi R Prasad
 Team IQAC




PRINCIPAL
 All Saint's College
 Thiruvananthapuram

14.12.2023

ALL SAINTS' COLLEGE, TRIVANDRUM
College Level Training Programme – for Non-Teaching Staff on
PRE-ACADEMIC AUDIT
Attendance Statement

SL.NO	NAME	SIGNATURE
1	Sr. Tresa A J	<i>Tresa</i>
2	Sr. Jessy Thomas	<i>Sr. Jessy</i>
3	Deepthi V	<i>Deepthi</i>
4	S Rema Devi	<i>Remadevi</i>
5	Sr. Joshy Joseph	<i>Joshy</i>
6	Chitra R R	<i>Chitra</i>
7	Jinphy Joseph	<i>Jinphy</i>
8	Suni Francis	<i>Suni</i>
9	Marykutty S	
10	Vijayakumari	
11	Minimol Jacob	<i>Minimol</i>
12	Bindhu Y	<i>Bindhu</i>
13	Shaji A J	<i>Shaji</i>



Reshmi
PRINCIPAL
 All Saint's College
 Thiruvananthapuram