



MAR ELIAS COLLEGE, KOTTAPPADY

(Approved by Govt. of Kerala, Affiliated to Mahatma Gandhi University, Kottayam)



Academic and Administrative Audit (AAA) (2021 -2022)

Academic and Administrative Audit Report

Assessment Period: 2021 – 2022

As per the invitation from the IQAC of Mar Elias College, Kottappady, an Academic and Administrative Audit has been conducted on April 25, 2022 on the basis of certain parameters. A proforma prepared on the basis of the NAAC Criteria had been given earlier.

The Auditing team comprises of

1. Dr. Sunny Kuriakose (External Auditor) (Former Principal, BPC College, Piravom)
2. Prof. Dr. Kemthose P. Paul (External Auditor) (Principal, SNGC Kadayiruppu)
3. Dr. P.K. Sudarshanan (Principal, Mar Elias College, Kottappady)
4. Ms. Jili K. Eldhose (IQAC Coordinator)

General Observations:

1. Mar Elias College, Kottappady, started in 2006 is a private self-financing arts and science college owned by the Kalkkunnel Mar Geevarghese Sahada Trust.
2. The College enjoys minority status.
3. It is affiliated to Mahatma Gandhi University, Kottayam.
4. The College is situated in Kottappady panchayat and most of the students are hailing from rural background.
5. The campus is spread over 7.5 acres of land.
6. There are 782 students studying in 8 undergraduate and postgraduate and 3 postgraduate programmes.
7. There are 45 teachers and 10 administrative staff.
8. The College is preparing for NAAC accreditation.
9. An active IQAC is functioning.
10. The FINISHINE programme which is being conducted in the college helps students to be empowered for employment.
11. Several extension programmes were conducted during the assessment period.
12. The involvement of the Management in the college affairs and administration is worth mentioning.

Department-wise Report

DEPARTMENT OF ENGLISH:

1. The Department of English was started in 2012 and offers an undergraduate programme - *BA English Language & Literature (Model II) - Administrative Assistant*.
2. There are 8 faculty members and 47 students.
3. Average teaching experience of teachers is 12 years.

Curricular Aspects

4. The pass percentage in UG is 54.
5. A number of remedial classes were taken.
6. The department employed a few innovations in teaching and evaluation methods like Project based learning, Peer teaching, virtual classroom etc.
7. All teachers attended seminars, FDP and workshops and hands on training in MS- Excel.
8. Two teachers served as resource persons in the college. However, they shall be encouraged to serve as resource persons outside.
9. The department conducted result analysis.
10. The teachers prepare teaching plan.
11. Two internal examinations were conducted in each semester. But the internal examinations are not being conducted as per the OBE pattern.
12. There is an ICT enabled classroom and all teachers are using ICT facility.
13. The department conducted international film festival and different literary competitions.
14. The department conducted one webinar on research methodology during the academic year

Consultancy and Extension

- Four students were placed.

Extracurricular Activities

- Seven activities were conducted the students' association *Mela*

Governance, Innovations and Practices

- Most of the teachers take part in the college administration at various levels.
- There PBAS exists in the department:


Auditors' Comments and suggestions:

1. The pass percentage in UG is 54 - not an excellent result. The department has the potential to produce better results.

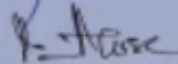
2. A number of remedial classes were taken – but could be planned in a more structured manner and with right follow up.
3. The curriculum planning and delivery are good.
4. The teaching learning process is in place.
5. It is commendable that 4 students got placed.
6. The infrastructure is good.
7. There is hardly any research output of the teachers and teachers are to be encouraged for applying for funded projects.
8. OBE model of pedagogy has to be followed.
9. Expeditious measures are to be taken to enhance admission.

Auditors:

1. Dr. Sunny Kuriakose (External Auditor)



2. Dr. Kemthose P. Paul (External Auditor)



3. Dr. P.K. Sudarshanan (Principal)



4. Ms. Jili K. Eldhose (IQAC Coordinator)



DEPARTMENT OF COMMERCE:

1. The Department of Commerce started in 2006 and offers three undergraduate programmes – *B.Com. Finance and Taxation*, *B.Com. Computer Applications*, *B. Com. Travel and Tourism* and one PG programme *M. Com. Finance and Taxation*.
2. There are 14 faculty members and 324 students (including 3UG and PG)
3. Average teaching experience is 10 years.

Curricular Aspects

- The department employed a few innovations in teaching and evaluation methods like Project based learning, Peer teaching, virtual classroom, case study etc.

Teaching and Learning

The pass percentage

- ◆ B.Com. Finance and Taxation – 65
- ◆ B.Com. Computer Applications – 31
- ◆ B. Com. Travel and Tourism – 6
- ◆ M. Com. Finance and Taxation - 36.
- University 8th rank
- 6 teachers offered Bridge courses and 10 teachers gave remedial coaching.
- 40 hr Certificate course on Computerized Accounting
- All teachers attended FDP and 8 of them did NPTEL courses.
- One teacher served as resource persons in the college.
- The department conducted result analysis.
- The teachers prepared teaching plan.
- Two internal examinations were conducted in each semester.
- There are 5 ICT enabled classrooms and all teachers are using ICT facility.

Research

- One seminar on Research Methodology was conducted.

Consultancy and Extension

- There are 2 MoUs
- Career Counselling sessions arranged for advanced learners.
- Department conducted awareness and orientation programmes

Extra-curricular Activities

- Sports arts participations
- Association activities 10 nos.

Governance, Innovations and Practices

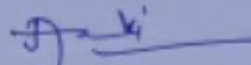
- Most of the teachers were taking part in the college administration at various levels.
- There PBAS exists in the department:

Auditor's Comments and suggestions:

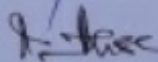
1. The pass percentage of B.Com. F & T is good. But the results of B. Com. CA and B. Com. TT need much improvement. Suitable remedial measures are to be taken expeditiously.
2. More structured remedial classes are required.
3. University 8th rank in B. Com. is commendable.
4. The curriculum planning and delivery are good.
5. The teaching learning process is in place.
6. The infrastructure is good.
7. The research activities of the teachers are to be encouraged.
8. OBE model of pedagogy has to be followed.
9. There were 10 programmes conducted as association activities.

Auditors:

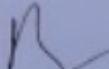
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DEPARTMENT OF SOCIAL WORK

1. The Department of Commerce started in 2012 and offers an undergraduate programme – BSW and a PG programme MSW.
2. There are 8 faculty members and 195 students.
3. Average teaching experience is 3 years.

Curricular Aspects

- The department employed a few innovations in teaching and evaluation methods like Project based learning, Peer teaching, google classroom, google meet, google zoom etc.

Teaching and Learning

- The pass percentage
 - BSW - 80
 - MSW - 60
- University 3rd and 4th rank for BSW
- 5 teachers offered Bridge courses and 6 teachers gave remedial coaching.
- Student centric learning methods- observation visit, block placement, concurrent field work, project based learning, peer teaching, group discussions, seminars.
- The teachers prepared teaching plan.
- The department conducted result analysis.
- Two internal examinations were conducted in each semester.
- There are 3 ICT enabled classrooms and all teachers are using ICT facility.

Research

- 8 seminars and webinars conducted.

Consultancy and Extension

- There are 4 MoUs.
- 6 students got campus placements.
- The department conducted 4 extension activities.
- Orientation programme on Social Responsibility.

Extra-curricular Activities

- Students participate in sports arts events.
- There are 9 association activities.

Governance, Innovations and Practices

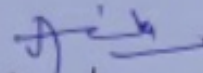
- Most of the teachers were taking part in the college administration at various levels.
- There PBAS exists in the department.

Auditor's comments and suggestions:

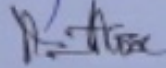
- University 3rd and 4th rank in BSW is commendable.
- The curriculum planning and delivery are good.
- The teaching learning process is in place.
- The infrastructure is good.
- The research activities of the teachers are to be encouraged.
- OBE model of pedagogy has to be followed.
- There were 9 programmes conducted as association activities.

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DEPARTMENT OF COMPUTER SCIENCE AND APPLICATION

1. The Department of Computer Science and Application started in 2012 and offers two undergraduate programmes – BCA and B.Sc. Computer Science
2. There are 9 faculty members and 131 students.
3. Average teaching experience is 11 years.

Curricular Aspects

- The department employed a few innovations in teaching and evaluation methods like Project based learning, Peer teaching, google classroom, google meet, viva-voce etc.

Teaching and Learning

- The pass percentage
 - BCA - 48
 - B.Sc. - 71
- 8 teachers offered Bridge courses and 8 teachers gave remedial coaching.
- 9 teachers attended webinar and FDP.
- 4 teachers served as resource person.

Student Centric methods

- Group discussion, peer teaching, e learning resource, ICT tools, IV projects
- The teachers prepared teaching plan.
- The department conducted result analysis.
- Two internal examinations were conducted in each semester.
- There are 2 ICT enabled classrooms and all teachers are using ICT facility.
- Mentoring, Finishine, Project training, remedial teaching

Research

- 8 seminars and webinars conducted.

Consultancy and Extension

- There are 3 MoUs.
- Only a few students got placed.
- The department conducted 3 extension activities.

Extra-curricular Activities

- Students participate in sports and arts events.

- Association activities 9 nos.

Governance, Innovations and Practices

- Most of the teachers were taking part in the college administration at various levels.
- The PBAS exists in the department.

Auditor's Comments and suggestions:

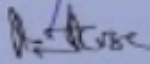
1. The pass percentage of BCA is to be improved much.
2. Only few students got placed, this is to be increased.
3. The teaching learning process is in place.
4. The infrastructure is good.
5. The use of free software has to be encouraged.
6. Student chapter of Computer Society of India could be started
7. The research activities of the teachers are to be encouraged.
8. OBE model of pedagogy has to be followed.
9. More extension programmes are to be done.

Auditors:

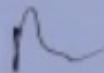
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DEPARTMENT OF MANAGEMENT

1. The Department of Management Studies started in 2012 and offers an under graduate programmes – BBA and a
2. There are 4 faculty members and 82 students.
3. Average teaching experience is 6 years.

Curricular Aspects

- The department employed a few innovations in teaching and evaluation methods like Project based learning, Peer teaching, google classroom, google meet, google zoom etc.

Teaching and Learning

- The pass percentage
 - BBA - 24
- All teachers offered Bridge courses and gave remedial coaching.

Student centric learning methods –

- Observation visit, block placement, concurrent field work, project based learning, peer teaching, group discussions, seminars.
- The teachers prepared teaching plan.
- The department conducted result analysis.
- Two internal examinations were conducted in each semester.
- There are 1 ICT enabled classrooms and all teachers are using ICT facility.

Research

- 3 webinar and webinars conducted.

Consultancy and Extension

- 1 MoU

Extra-curricular Activities

- Sports arts participations

Governance, Innovations and Practices

- Most of the teachers were taking part in the college administration at various levels.
- There PBAS exists in the department:

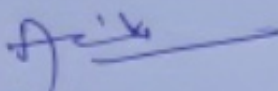
Auditor's Comment:

1. The pass percentage of BBA is only 24% which is to be improved much.

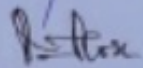
2. Only few students got placed, this is to be increased.
3. The teaching learning process is in place.
4. The infrastructure is good.
5. The research activities of the teachers are to be encouraged.
6. OBE model of pedagogy has to be followed.
7. More extension programmes are to be done.
8. More MoUs be made.

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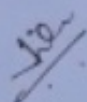
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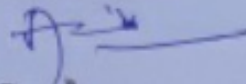


ADMINISTRATIVE OFFICE AND LIBRARY

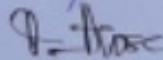
- The administrative duties are being carried out well.
- The collection of books in the library be increased.
- There are not many offline journals.
- Office automation is lacking.
- There could be a maintenance section.
- Training should be given to administrative staff in strengthening e-governance.
- The duties and responsibilities are to be displayed in the office.

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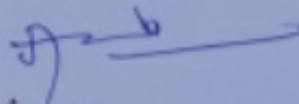


GENERAL OBSERVATIONS AND SUGGESTIONS

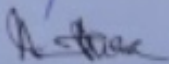
1. The College, as a whole, is functioning well, thanks to the good support of the Management and the cooperation of the staff.
2. There is a good amount of extension work done.
3. Infrastructure development is in progress.
4. The academic output (University Results) should be improved.
5. Documentation may be more scientific and systematic.
6. A Course file consisting of various components be thought of in the light of OBE.
7. There is hardly any research output from the teachers.
8. Resource materials like YouTube videos be prepared by the teachers.
9. The outcome of Student Teacher Evaluations and the PBAS are to be processed effectively.
10. The implementation of OBE is to be fine-tuned. The CO and PO attainment be calculated.
11. The MoUs should be more active and functional.
12. Sports and Games facilities are insufficient.
13. Although the departments maintain documents, effective updating should be monitored by the IQAC.
14. The Physical Education Department has to be strengthened.
15. The College has to try for getting good grade in the NAAC accreditation.

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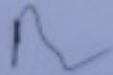
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