



## **MAR ELIAS COLLEGE, KOTTAPPADY**

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



**Academic and Administrative Audit (AAA) (2022 -2023)**

## **Academic and Administrative Audit (AAA)**

**(2022 -2023)**

An Auditing team consisting of the following members was appointed to conduct an academic and administrative audit for the period 2022 – 2023.

1. Prof. A. J. Yoyaki (Former Professor, M. A. College (Autonomous), Kothamangalam)
2. Dr. Sunny Kuriakose A, (Former Principal of B.P.C. College, Piravom)
3. Dr. Bruce Mathew (Principal, Mar Elias College, Kottappady)
4. Ms. Jili K. Eldhose (IQAC Coordinator, Mar Elias College, Kottappady)

The audit was conducted on April 28, 2023 and submitted the report as given below.

### **Report of the Academic and Administrative Audit [AAA] conducted on April 28, 2023**

The Auditing team consisting of Prof. A. J. Yoyaki (Former Professor, M. A. College (Autonomous), Kothamangalam, Dr. Sunny Kuriakose A, (Former Principal of B.P.C. College, Piravom), Dr. Bruce Mathew (Principal, Mar Elias College, Kottappady) and Ms. Jili K. Eldhose (IQAC Coordinator, Mar Elias College, Kottappady) conducted an audit on April 28, 2023 on the academic and administrative activities of Mar. Elias College, Kottappady for the period **June 1, 2022 to May 31, 2023** (Audit Period). The data required was collected from each department and office in a specific format, which had already been circulated. Based on the data and the presentations and our personal interactions we conducted the audit and present this Audit Report.

#### **General Observations:**

1. Mar Elias College, Kottappady, owned by the Kalkkunnel Mar Geevarghese Sahada Trust, was started in 2006 as a private self-financing arts and science college.
2. The College is affiliated to Mahatma Gandhi University, Kottayam and enjoys minority status
3. The College is situated in Kottappady panchayat at the bank of Perumbavoor - Kottappady road. Most of the students studying here are hailing from rural background.
4. The campus is spread over 7.5 acres of land.
5. There are 738 students studying in 8 undergraduate and postgraduate and 3 postgraduate programmes.
6. There are 43 teachers and 10 administrative staff.
7. Several extension programmes were conducted during the audit period.
8. There is enormous involvement and support from the Management in all affairs in the college particularly in enhancing the infrastructure facilities, which is highly appreciable and worth mentioning.
9. The College has submitted the IQA and SSR for NAAC accreditation and waiting for the Peer Team visit.

## Department-wise Observations and suggestions

### DEPARTMENT OF ENGLISH

1. The Department of English started in 2012 and offers an undergraduate programme - BA English Language & Literature (Model II) - Administrative Assistant.
2. There are 7 faculty members and 24 students.
3. Average teaching experience is 12 years.
4. The pass percentage in UG is 50.
5. The programme is kept in abeyance since there was not adequate admissions for the first semester.

#### Curricular Aspects

- Bridge course and remedial classes were conducted for helping the poor performers.
- The department employed a few innovations in teaching and evaluation methods like Project based learning, Peer teaching, Asking open-end questions etc.
- Innovative methods – ICT enabled classrooms, google classroom, google meet etc.
- Most of the teachers attended seminars, FDP and workshops and hands on training in MS-Excel.
- Two staff attended 7- day FDP.
- Two teachers served as resource persons in the college.
- Two internal examinations were conducted in each semester.
- There is an ICT enabled classroom and teachers are using ICT facility.
- The department conducted one webinar on research methodology during the academic year

#### Consultancy and Extension

- No placement
- A class in pronunciation was given to students of LP school South Kottappady.

#### Extracurricular Activities

- Seven activities were conducted by the students' association Mela.

- A programme named 'A for Apple' was conducted.
- Illumina - Reading week celebrated.

#### **Governance, Innovations and Practices**

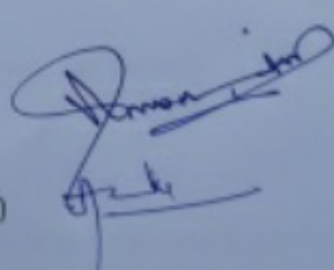
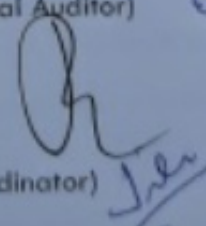
- Most of the teachers take part in the college administration at various levels.

#### **Auditor's Comments and suggestions:**

- Overall performance of the Department is good.
- The teachers are all well experienced and proved their mettle.
- The infrastructure facilities are also good.
- However, the pass percentage is not encouraging. Several suitable measures are to be taken by the department to enhance the results.
- It is time that the name and content of the programme were changed so as to attract more students.
- The value addition to the programme is not sufficient to make the graduates more employable.
- But the internal examinations are not being conducted as per the OBE pattern.
- Special efforts are to be made to improve the language proficiency and communication skill of the students.
- Training for exams like IELTS be done in a systematic manner.
- Special efforts are to be made for getting placements for the students.
- The department should aim to be PG department.
- The research publications of faculty members are to be encouraged.

#### **Auditors:**

1. Prof. A. J. Yoyaki (External Auditor)
2. Dr. Sunny Kuriakose A (External Auditor)
3. Dr. Bruce Mathew (Principal)
4. Ms. Jili K. Eldhose (IQAC coordinator)

## DEPARTMENT OF COMMERCE

1. The Department of Commerce was 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 234 students (including 3UG and 1 PG)
3. Average teaching experience is 11 years.

### Curricular Aspects

- The department introduced and practised 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 – 85
  - B.Com. Computer Applications – 40
  - B. Com. Travel and Tourism – 7
- M. Com. Finance and Taxation – result not yet published.
- 6 teachers offered Bridge courses and 10 teachers gave remedial coaching.
- 40 hr Certificate course on Computerized Accounting and Tally
- All teachers attended FDP.
- 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 3 MoUs
- Career Counselling sessions were arranged for advanced learners.
- Department conducted awareness and orientation programmes.

### Extra-curricular Activities

- Students participated in college level arts and sports activities.

- Second prize in painting in the University Youth festival.
- There had been 10 activities conducted by the Association.

#### **Governance, Innovations and Practices**

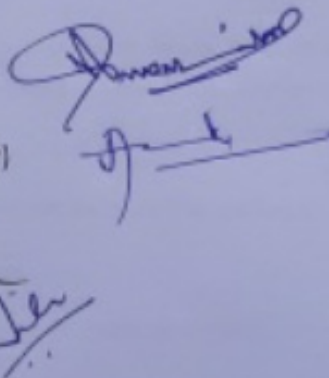
- Most of the teachers were taking part in the college administration at various levels.
- PBAS exists in the department:

#### **Auditor's Comments and Suggestions:**

- The teaching learning activities were good.
- There is a Certificate course on Computerized Accounting and Tally
- A second position at the university youth festival is good achievement.
- The B.Com. TT results are to be improved much.
- The research output of the teachers is to be encouraged.
- There is hardly any project proposal applied to funding agencies.
- OBE model of pedagogy has to be more systematically implemented.

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Handwritten signatures in blue ink corresponding to the list of auditors. The signatures are: 1. Prof. A. J. Yoyaki, 2. Dr. Sunny Kurlakose A, 3. Dr. Bruce Mathew, and 4. Ms. Jili K. Eldhose.

## DEPARTMENT OF SOCIAL WORK

1. The Department of Commerce, started in 2012, offers an undergraduate programme – BSW and a PG programme MSW.
2. There are 9 faculty members and 228 students.
3. 1 Ph.D. holder
4. 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 - 60
  - MSW – Result awaiting
- University 1st 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.
- 4 teachers attended seminars/ webinars/ conference.
- Dr. Pradeep V.N. served as resource person outside the college.
- 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

- 4 MoUs
- 6 students got placed.
- The department conducted 4 extension activities.
- Orientation programme on Social Responsibility.

### Extra-curricular Activities

- Students participated in college level Sports and Arts activities.
- Association activities 9 nos.

### Auditors' comments and suggestions.

- University 1<sup>st</sup> Rank for BSW is commendable.
- The overall pass percentage could be improved more.
- More structured remedial classes are required.
- The curriculum planning and delivery are good.
- The teaching learning process is in place.
- It is good that 8 seminars/webinars were conducted.
- The infrastructure is good.
- The research activities of the teachers are to be encouraged.
- OBE model of pedagogy has to be followed.
- More extension work could be done.
- Being a PG department, research publications of the PG students could be enc.

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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 153 students.
3. Average teaching experience is 12 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 - 78
- B.Sc. - 43
- 8 teachers offered Bridge courses and 7 teachers gave remedial coaching.
- 8 attended webinar and FDP

### 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.
- Mentor mentee programme, *Finishine*, Project training, remedial teaching etc. are being given

### Research

- 8 seminars and webinars conducted.

### Consultancy and Extension

- 2 MoUs
- Only a few students got placed.
- The department conducted 1 extension activity.

### Extra-curricular Activities

- Sports arts participations
- Association activities 10 nos.

### Governance, Innovations and Practices

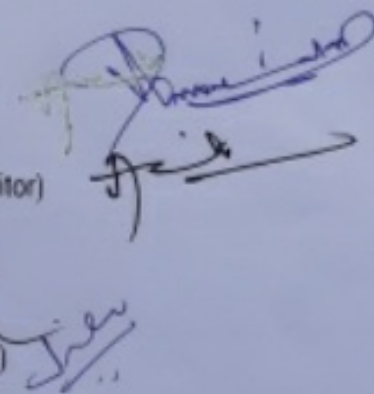
- Most of the teachers were taking part in the college administration at various levels.
- 2 Add on courses on Ethical hacking and Cyber forensic.
- There PBAS exists in the department.

### Auditor's Comments and Suggestions:

- The pass percent of B.Sc. Computer Science has to be improved considerably.
- The research activity of the teachers is to be encouraged.
- Add on courses on Ethical hacking and Cyber forensic are to be made more job oriented.
- Association with Computer Society of India could be explored.
- Placement for students is not satisfactory.
- Consultancy by faculty members could be encouraged.
- There is hardly any project proposal applied to funding agencies.
- OBE model of pedagogy has to be more systematically implemented.

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## DEPARTMENT OF MANAGEMENT

1. The Department of Management Studies started in 2012 and offers an undergraduate programmes – BBA
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
- 4 teachers offered Bridge courses and 4/4 teachers gave remedial coaching.

### Student centric learning methods

- Observation visit, block placement, concurrent field work, project based learning, peer teaching, group discussions, seminars.
- 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

- Students participate in college level sports and arts activities.

### Governance, Innovations and Practices

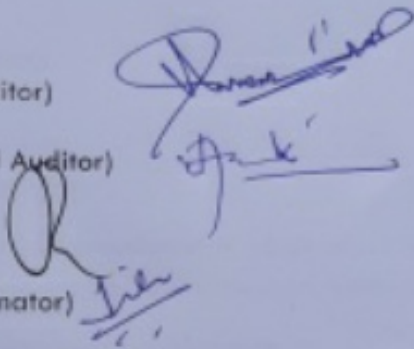
- Most of the teachers were taking part in the college administration at various levels.
- There PBAS exists in the department;

**Auditor's Comments and Suggestions:**

- The pass percent of BBA is very low and corrective measures are to be taken expeditiously.
- The research output of the teachers is to be encouraged.
- There is hardly any project proposal applied to funding agencies.
- Explore the possibility of conducting management fests.
- Different extension activities are to be planned.
- OBE model of pedagogy has to be more systematically implemented.

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## DEPARTMENT OF TOURISM STUDIES

1. The Tourism Studies was initially with the Department of Commerce and in 2021, Department of Tourism was bifurcated into a separate department. The Department offers the PG programme Master of Tourism and Travel Management (MTTM).
2. At present there are 3 faculty members and 12 students.
3. Average teaching experience is nearly 5 years.

### Curricular Aspects

The methods employed for curriculum delivery include:

- Use of PPTs and Videos
- Case study, Project based Learning.

### Teaching and Learning

- All teachers give remedial coaching.
- Student centric learning methods- observation visit, block placement, concurrent field work, project based learning, peer teaching, group discussions, seminars.
- 3 teachers attended seminars/ webinars/ conference.
- Two internal examinations were conducted in each semester.
- There are 2 ICT enabled classrooms and all teachers are using ICT facility.

### Consultancy and Extension

- The department conducted one extension activity.

### Auditors' comments and suggestions.

- Being a newly started department, many activities are yet to be initiated and started.
- The Head of the Department is serving as the IQAC coordinator and busy with many duties, particularly with regard to NAAC accreditation preparations.
- The curriculum planning and delivery are good.
- The teaching learning process is in place.
- The research activities of the teachers are to be encouraged.
- A lecture series on the recent trends in the industry be implemented by experts from industry and other institutions elsewhere.

- More case studies and field trips are to be conducted to give more exposure to the students.
- More value-added courses could be given.
- Add-on courses and MOOC courses with regard to tourism industry be done by the faculty members and students.
- OBE model of pedagogy has to be followed.

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## ADMINISTRATIVE OFFICE AND LIBRARY

### Auditors' comment and suggestions:

- There are 10 administrative staff members.
- The administrative duties are being carried out satisfactorily.
- The administrative staff lack proper IT skills, so special training be given to them.
- Office automation be done.
- The collection of books in the library be increased.
- There are not many offline journals.
- There could be a maintenance section.
- The duties and responsibilities are to be displayed in the office.

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## GENERAL OBSERVATIONS AND SUGGESTIONS

1. The preparations for the NAAC accreditation were found to be good thanks to the great support of the Management and the hard work of the teaching staff and non teaching staff, in particular the IQAC coordinator.
2. The Infrastructure facilities had been progressed tremendously.
3. There is a decline in admissions which will reduce the revenue.
4. There is a good amount of extension work done.
5. The academic output (University Results) should be improved.
6. Documentation of all events and programmes is being done well.
7. The programme FINISHINE a good step to help the overall development of the students.
8. There is hardly any research output from the teachers.
9. Resource materials like YouTube videos be prepared by the teachers.
10. The outcome of Student Teacher Evaluations and the PBAS are to be processed more effectively.
11. The implementation of OBE is to be fine-tuned. The CO and PO attainment is yet to be calculated.
12. The MoUs should be made more active and functional.
13. Although the departments maintain documents, effective updating should be monitored by the IQAC.
14. The Physical Education Department has to be strengthened and more sports and games activities be done.
15. The college has to thrive for more accomplishments like nirf ranking and different recognitions.

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