

## Academic and Administrative Audit (AAA) (2023 -2024)

An Auditing team consisting of the following members was appointed to conduct an academic and administrative audit for the period 2023 - 2024.

1. Ms. Jincy P. Mathews (Vice-Principal, Mar Elias College, Kottappady)
2. Ms. Tintu Scaria (IQAC Coordinator, Mar Elias College, Kottappady)
3. Ms. Deepthi K. Das (Asst. IQAC Coordinator, Mar Elias College, Kottappady)

The audit was conducted on April 22, 2024 and submitted the report as given below.

### Report of the Academic and Administrative Audit [AAA] conducted on April 22, 2024

The Auditing team consisting of Ms. Jincy P. Mathews (Vice-Principal, Mar Elias College, Kottappady), Ms. Tintu Scaria (IQAC Coordinator, Mar Elias College, Kottappady) and Ms. Deepthi K. Das (Asst. IQAC Coordinator, Mar Elias College, Kottappady) conducted an audit on April 22, 2024 on the academic and administrative activities of Mar Elias College, Kottappady for the period June 1, 2023 to May 31, 2024 (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 707 students studying in 8 undergraduate and 3 postgraduate programmes.
6. There are 41 teachers and 11 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 accredited by NAAC with a remarkable B++ rating and a commendable CGPA of 2.7



## Department-wise Observations and suggestions DEPARTMENT OF ENGLISH

The Department of English started in 2012 and offers an undergraduate programme - *BA English Language & Literature (Model II) - Administrative Assistant.*

1. There are 7 faculty members and 15 students.
2. Average teaching experience is 14 years.
3. The pass percentage in UG is 29.

### **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.
- Six staff attended 5 - day seminar.
- Mr. Lijo T. George served as a resource person at MES T.O Abdulla Memorial College, Kunnukara.
- Two internal examinations were conducted in each semester.
- There is an ICT enabled classroom and teachers are using ICT facility.

### **Consultancy and Extension**

- Only a few students got placed.

### **Extracurricular Activities**

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




### 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.
- The value addition to the programme is not sufficient to make the graduates more employable.
- 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.
- Special efforts are to be made for getting placements for the students.
- The research publications of faculty members are to be encouraged.

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## 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 10 faculty members and 185 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 - 74
  - B.Com. Computer Applications - 27
  - B. Com. Travel and Tourism - 20
- M. Com. Finance and Taxation – 67
- 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 Day seminar on SPSS was conducted.

### Consultancy and Extension

- There are 1 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.



- There had been 7 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 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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## DEPARTMENT OF SOCIAL WORK

1. The Department of Social work, started in 2012, offers an undergraduate programme - BSW and a PG programme MSW.
2. There are 9 faculty members and 228 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 - 75
  - MSW - 88
- University 2<sup>nd</sup> rank for BSW
- 5 teachers offered Bridge courses and 9 teachers gave 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.
- 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

- 2 teachers published paper on International Journal.(IJTSRD)

### Consultancy and Extension

- 2 MoUs
- 1 student got placed.
- The department conducted 3 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 2<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.
- 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 encouraged.

### Auditors:

4. Ms. Jincy P. Mathews (Vice-Principal, Mar Elias College, Kottappady)



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## DEPARTMENT OF COMPUTER SCIENCE AND APPLICATION

2. The Department of Computer Science and Application started in 2012 and offers two undergraduate programmes - BCA and B.Sc. Computer Science.
3. There are 8 faculty members and 160 students.
4. Average teaching experience is 13 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 - 68
- B.Sc. - 88
- 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, Four 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.

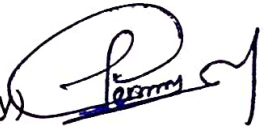


### Governance, Innovations and Practices

- Most of the teachers were taking part in the college administration at various levels.
- 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 programme - BBA
2. There are 3 faculty members and 66 students
3. Average teaching experience is 5 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 - 11
- All teachers offered Bridge courses and remedial coaching.

### Student centric learning methods

- Observation visit, project based learning, peer teaching, group discussions and seminars.
- The department conducted result analysis.
- Two internal examinations were conducted in each semester.
- There is one ICT enabled classroom and all teachers are using ICT facility.

### 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.
- 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 2 faculty members and 6 students.
3. Average teaching experience is nearly 6 years.

### Curricular Aspects

The methods employed for curriculum delivery include:

- Use of PPTs and Videos
- Case study, Project based Learning.
- All India tour was conducted.

### Teaching and Learning

- All teachers offered remedial coaching.
- Student centric learning methods- observation visit, placement, concurrent field work, project based learning, peer teaching, group discussions, seminars.
- 2 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 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

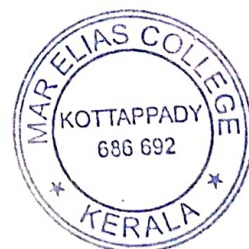
### Auditors' comment and suggestions:

- There are 11 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 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.
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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