



KURIAKOSE ELIAS COLLEGE MANNANAM

Affiliated to Mahatma Gandhi University, Kottayam www.kecollege.ac.in |
kecollegemnm@gmail.com



ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2018-19

Kuriakose Elias College, Mannanam

Report of the Academic and Administrative Audit 2018-19

18-19 March, 2019

The audit team commenced their visit to Kuriakose Elias College on 18th March 2019. On the first day, each department, major cells, and clubs presented a brief report of their activities, and the college's infrastructural facilities were also highlighted. On 19th March 2019 the team conducted a detailed inspection of each department and reviewed relevant documents. Following their thorough assessment, the audit team identified the strengths and weaknesses of each department and provided recommendations for improvements.

Audit Team

Principal	: Dr. Antony Thomas
External Expert	: Dr. T M Joseph, Principal, Nirmala College, Muvattupuzha
IQAC Coordinator	: Dr. Mathews T Thelley
IQAC Joint Coordinator	: Dr. Jollyamma Mathew

DAY 1 Monday 18/03/2018

09.15 am to 10.00 am : Meeting with Manager, Principal & the IQAC Team

The schedule of the presentation of Departments and clubs/Cells/Forums

Sl.No.	Departments/Cells/clubs/forums	Time of Presentation
1.	Chemistry	10.00 a.m
2.	Commerce (Aided)	10.10 a.m
3.	Economics	10.20 a.m
4.	Psychology	10.30 a.m
5.	Botany (Postgraduate Self Financing)	10.40 a.m
6.	Social Work	10.50 a.m
7.	Mathematics (Aided)	11.00 a.m
8	Statistics	11.10 a.m
9.	Physics	11.20 a.m
10.	Zoology	11.30 a.m
11.	Psychology (Self Financing)	11.40 a.m

12.	History	11.50 a.m
13.	Hindi	12.00 p.m
14.	Botany	12.10 p.m
15.	Malayalam	12.20 p.m
16.	English	12.40 p.m
17.	Mathematics (Postgraduate Self Financing)	12.50 p.m
18.	English(Postgraduate Self Financing)	1.40 p.m
19.	Commerce(Self)	1.50 p.m
20.	Physics with Applied Electronics	2.00 p.m
21.	Computer Applications	2.10 p.m
22.	Vocational Education	2.20 p.m
23.	Physical Education	2.30 p.m
24.	N.C.C	2.50 p.m
25.	N.S.S	3.00 p.m
26.	Career and Placement Cell	3.10 p.m
27.	Library	3.20 p.m
28.	College Office and Administrative department	3.40 p.m
29.	Infrastructural Facility	4.00 p.m

DAY 2: TUESDAY, 19/03/2019

Sl.No.	Departments/Cells/clubs/forums	Time of Visit
1.	Chemistry	09.30 a.m
2.	Commerce (Aided)	09.50 a.m
3.	Economics	10.10 a.m
4.	Psychology	10.30 a.m
5.	Botany (Postgraduate Self Financing)	10.50 a.m
6.	Social Work	11.10 a.m
7.	Mathematics (Aided)	11.30 a.m
8.	Statistics	11.50 a.m
9.	Physics	12.10 p.m
10.	Zoology	12.30 p.m
11.	Psychology (Self Financing)	12.50 p.m
12.	History	1.50 p.m

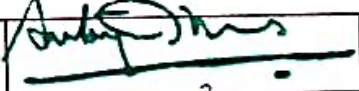
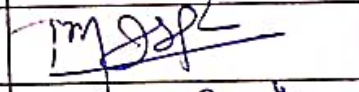
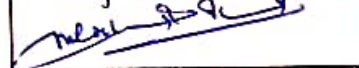
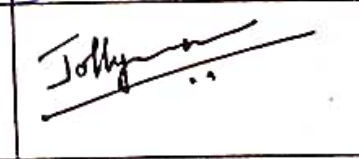
13.	Hindi	2.10 p.m
14.	Botany	2.30 p.m
15.	Malayalam	2.50 p.m
16.	English	3.10 p.m
17.	Mathematics (Postgraduate Self Financing)	3.30 p.m
18.	English (Postgraduate Self Financing)	3.50 p.m
19.	Commerce(Self)	4.10 p.m
20.	Physics with Applied Electronics	4.30 p.m
21.	Computer Applications	4.50 p.m
22.	Vocational Education	5.00 p.m
23.	Physical Education	5.10 p.m
24.	General Meeting	5.20 p.m

General Observations

- The college's location and campus are well-suited for facilitating the teaching -learning process.
- The institution benefits from highly experienced faculty members.
- The college office is well maintained.
- Academic facility is ensured through a diverse range of open courses, since there are adequate number of departments.
- There is minimal use of ICT tools in teaching- learning process.
- The number of add- on course or certificate courses offered is limited.
- A proactive Internal Quality Assurance Cell is in place.
- The N.C.C. and N.S.S units of the college are functioning effectively.
- The college has adequate infrastructure facilities.
- Active participation of students in sports activities.
- Student enrolment is notably high.
- Research and publication activities by faculty members are relatively low.
- There are a limited number of MOU's and collaborations.

The audit team after examining each NAAC criteria made the following suggestions:

- Faculties should concentrate more on research work and publications.
- The use of ICT tools should be increased in teaching-learning process.
- Library usage by students and teachers should be increased.
- More add on courses and skill oriented courses should be introduced.
- Should initiate steps for permanent appointment of faculty members
- More extension activities should be organised at the department level.
- Students mentoring and counselling should be strengthened.
- Departments should organise more international and national level seminars and workshops.
- MOU,s and collaborations should be increased.
- Faculty members should be motivated to participate in national and international seminars and paper presentations should be motivated.
- Alumni association should be strengthened
- Feedback on curriculum should be collected and analysed effectively.
- Career guidance and placement programmes should be increased.

Dr. Antony Thomas	Principal	
Dr. T M Joseph	External Expert	
Dr. Mathews T Thelley	IQAC Coordinator	
Dr. Jollyamma Mathew	IQAC Joint Coordinator	

KURIAKOSE ELIAS COLLEGE, MANNANAM
ACADEMIC ADMINISTRATIVE AUDIT 2018-19
ACTION TAKEN REPORT

Based on the Academic and Administrative Audit conducted on March 18 and 19, 2019, the audit team made several key recommendations. The institution has initiated actions to put these recommendations into effect. Below is an overview of the recommendations provided and the subsequent actions taken.

Sl. No.	Recommendations	Action Taken
1	Faculties should concentrate more on research work and publications	Faculty members were encouraged to enroll in Ph.D. programmes and to publish research articles in UGC care listed journals
2.	The use of ICT tools should be increased in teaching-learning process.	Faculty members attended training programmes on the effective use of various ICT tools and educational technologies and incorporated these tools into the curriculum.
3.	Library usage by students and teachers should be increased.	Enhanced library resources by adding new books to the collection and raised awareness among students about the available materials.
4.	More add on courses and skill oriented courses should be introduced.	21 certificate courses / skill development courses introduced.
5.	Should initiate steps for permanent appointment of faculty members	Facilitated steps for approval from the authorities
6.	More extension activities should be organised at the department level	28 extension activities were conducted by the departments/ cells/clubs
7.	Students mentoring and counselling should be strengthened	Each faculty member was assigned 20 students for more effective mentoring, and a mentoring register was introduced to ensure proper documentation.
8.	Departments should organise more international and national level seminars and workshops.	20 seminars/workshops were organised by departments/cells/clubs
9.	MOUs and collaborations should be increased.	6 MoU's/Collaborations signed with institutes/industries/organisations
10.	Faculty members should be motivated to participate in national and international seminars and paper presentations should be motivated.	More than 100 faculty members attended national and international seminars. 37 faculty members presented their research work in seminars 18 faculty members served as resource persons in seminars/workshops
11.	Alumni association should be	The alumni association was officially

	strengthened	registered, and alumni activities were enhanced. They organized a series of alumni lectures, an annual gathering on January 26th, and supported flood relief initiatives, among other activities.
12.	Feedback on curriculum should be collected and analysed effectively.	Online feedback on curriculum from various stake holders was initiated.
13.	Career guidance and placement programmes should be increased	More career guidance and orientation programmes were organised.



Dr. Mathews T Thelly
IQAC Coordinator



Dr. Antony Thomas
Principal

PRINCIPAL
KURIAKOSE ELIAS COLLEGE
MANNANAM, KERALA - 685 561

