



KURIAKOSE ELIAS COLLEGE MANNANAM

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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2020-21

Kuriakose Elias College, Mannanam

REPORT OF ACADEMIC AND ADMINISTRATIVE AUDIT 2020-21

05-06 MARCH, 2021

The IQAC of the college conducted Academic and Administrative Audit (AAA), in the year 2020-21. The executive committee of IQAC decided to seek the expertise of Dr. Jose James, former Registrar, Mahatma Gandhi University and erstwhile member of NAAC peer team to conduct AAA on 4th and 5th of March 2021. The team consisted of Dr. Jose James, Dr. Brigit Paul (Principal), Dr. Mathews T Thelly, (IQAC Coordinator) and Dr. Sandhya C. (NAAC Coordinator).

On the first day of the team's visit, the Principal Dr. Brigit Paul welcomed the team and gave an in depth description of the activities of the College during the academic year 2020-21. The team visited the departments in the aided stream, where department IQAC coordinators made power point presentations on their academic and co-curricular achievements. The team members verified the files and documents of each department.

On the second day of the visit, the team members visited the departments in the self- financing stream, where also department IQAC coordinators made power point presentations on achievements. The team also evaluated the infrastructure facilities of the college including library, science laboratories, computer labs, ICT facilities, N.C.C and N.S.S rooms, auditorium, seminar halls etc. They also visited the sports facilities available in the college consisting of various courts, indoor stadium, gymnasium, sports hostels etc. They also took stock of the student oriented amenities available in the form of reprographic centre, rest rooms, canteen, student cooperative society, prayer room, hostels, counselling facilities etc. They also visited the administrative office and interacted with the staff members.

In the afternoon session of the second day, the team addressed the teaching and non-teaching staff in the exit meeting held in the college auditorium. A comprehensive presentation of revised NAAC Criteria was done by Dr. Jose James. Subsequently the team members made a detailed evaluation of the achievements of the college. It included assessment of policies, strategies and functions of the various departments of the college, including administrative office. They pointed out the areas needing improvement and recommended changes. The analysis and evaluation report was handed over to the Principal.



The programme schedule

Academic and Administrative Audit (AAA) Review Meeting in Presence of the Manager and External Expert Schedule of Visit

Venue: DEPARTMENT - STAFF ROOM

2021 MARCH 04 THURSDAY – 05 FRIDAY

Sl No	Name of the Department	Date of Visit	Time of Visit
00	IQAC	04.03.2021 Thursday	09.00 am
01	Commerce	04.03.2021 Thursday	09.30 am
02	Economics	04.03.2021 Thursday	10.10 am
03	Chemistry	04.03.2021 Thursday	10.50 am
04	Physics	04.03.2021 Thursday	11.30 am
05	Zoology	04.03.2021 Thursday	12.00 pm
06	Psychology	04.03.2021 Thursday	01.30 pm
07	Mathematics	04.03.2021 Thursday	02.10 pm
08	Statistics	04.03.2021 Thursday	02.40 pm
09	History	04.03.2021 Thursday	03.10 pm
10	English	04.03.2021 Thursday	03.40 pm
11	Botany	04.03.2021 Thursday	04.10 pm
12	Physical Education	04.03.2021 Thursday	04.40 pm
13	Commerce (self)	05.03.2021 Friday	09.00 am
14	Mathematics (self)	05.03.2021 Friday	09.40 am
15	Physics with Ap. Elec. (self)	05.03.2021 Friday	10.10 am
16	English (self)	05.03.2021 Friday	10.40 am
17	B.voc. (self)	05.03.2021 Friday	11.10 am
18	Psychology (self)	05.03.2021 Friday	11.40 am
19	Botany (self)	05.03.2021 Friday	12.10 pm
20	MSW (self)	05.03.2021 Friday	01.30 pm
21	Computer Application (self)	05.03.2021 Friday	02.10 pm
22	Hindi	05.03.2021 Friday	02.40 pm
23	Malayalam	05.03.2021 Friday	03.00 pm
24	Library	05.03.2021 Friday	03.20 pm
25	Office	05.03.2021 Friday	03.50 pm
26	Exit Meeting (New Seminar Hall/ Auditorium)	05.03.2021 Friday	04.20 pm

Principal
Principal

General Observations

The team emphasized the importance of regular reviews and evaluations to ensure the effective implementation of observations and recommendations.

Following the presentations and verification, the audit team provided the following observations.

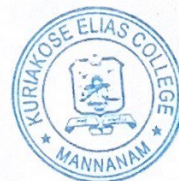
- Almost all departments have initiated add on /certificate courses.
- ICT tools have been effectively integrated into the teaching - learning process.
- Google forms have been used for collecting feedback on curriculum delivery from various stake holders.
- Value education courses have been provided to all students through online platforms.
- The student enrolment ratio is commendable.

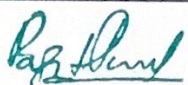
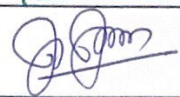
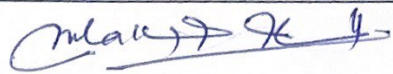
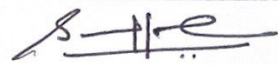


- With the increasing use of online class rooms during the pandemic period, the physical class rooms should also be upgraded.
- The mentoring system needs to be further strengthened.
- More departments should be upgraded to the status of research centres.
- The N.S.S unit and N.C.C (Navy and Army) are having a good number of extension activities.
- The number of national and international seminars are limited.
- The library book issuance system should be digitalized.
- College is having strong alumni support.

The main recommendations for improvement made by the audit team are as follows:

- Efforts should be made in moulding the activities of the college according to the revisions under the new NAAC accreditation process.
- More organised framework for data collection and evidence documentation should be adopted.
- All the staff of the college should be given proper induction/orientation sessions and hands on training in latest documentation and presentation software's, on outcome-based education and soft skills.
- Linkages with reputed institutions, teacher and student exchanges, joint programmes etc. are the areas where all departments needs to give more effort and importance.
- Teachers should rely more on ICT for academic content development and delivery.
- Innovation, extension projects, consultancy etc. needs special consideration in the departments. Plan and implement more independent or collaborate programmes and activities with Government, local bodies, NGO's, voluntary agencies and organisations.
- Introduce supportive programmes and activities related to environment, health and well-being and hygiene benefiting a good cross section of the public.
- Needs to have more functional MOUs in all Departments and try to attract more CSR and charity funds locally, regionally and globally
- Introduce Question Bank, Book Bank, Academic Digital Repository, virtual lab for science department etc.
- IQAC should motivate teachers for taking their timely promotions.
- Placement preparation and training, placement drive etc. are to be given priority.



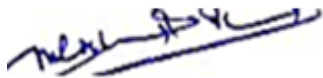
Dr. Brigit Paul	Principal	
Dr. Jose James	External Expert	
Dr. Mathews T Thelly	IQAC Coordinator	
Dr. Sandhya C.	NAAC Coordinator	



KURIAKOSE ELIAS COLLEGE, MANNANAM

Action Taken Report Based on Academic Administrative Audit in 2020-21

- To address the recommendation of aligning college activities with the new accreditation process, the college reviewed the updated accreditation criteria, revised institutional policies, and improved documentation practices.
- Induction/orientation sessions on NAAC criteria, documentation process and e-governance provided to faculty members and administrative staff.
- Twelve MoU's / linkages with esteemed institutions were signed for research, joint programs, and other collaborations.
- Eighty diverse I&E/IPR/extension activities were conducted in collaboration with various organizations. These activities included community oriented activities, workshops, skill development courses, a "My Story" talk series featuring established entrepreneurs, industry visits for problem identification, i-talk series, hackathons, competitions, and various festivals. These activities led to the institution being recognized as a 'Band Performer' in the Atal Ranking of Institutions on Innovation Achievements (ARIIA).
- Awareness programs and cleaning drives were conducted in the local community to support environmental protection and enhance their health and well-being.
- Four additional functional collaborations were established, and grants were received from various agencies to support innovative activities.
- The IQAC ensured the timely promotion of teachers by providing them with relevant information about procedures for promotion.
- The college's placement cell prioritizes placement preparation, training, and placement drives, and has conducted various initiatives to support these efforts.



Dr. Mathews T Thelly
IQAC Coordinator



Dr. Brigit Paul

PRINCIPAL
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