



KURIAKOSE ELIAS COLLEGE MANNANAM

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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2022-23

Kuriakose Elias College, Mannanam

Report of the Academic and Administrative Audit 2022-23

20 & 21 March, 2023

The Academic and Administrative Audit of Kuriakose Elias College, Mannanam for the academic year 2022-23 was held from 20 to 21 March 2023. The audit initiated with a meeting with the Principal and IQAC members. Each department, along with major cells and clubs then made a brief presentation, highlighting their key activities. The college showcased the infrastructural facilities on second day. The audit team after thorough verification highlighted the strength and weakness of the college and also gave suggestion for improvements to help the college enhance its operations and academic performance.

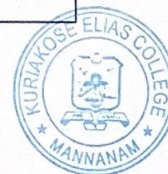
Audit Team

External Expert:	Dr. Manoj Parameswaran (IQAC Coordinator and Head, Department of Chemistry, St. Michael's College, Cherthala)
Principal:	Prof. (Dr.) Ison V. Vanchipurackal
IQAC Coordinator:	Dr. Sandhya C.
IQAC Member:	Ms. Deepa Mary Joseph, Assistant Professor, Department of Botany

DAY 1, 20th March 2023

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

Sl. No.	Departments/Cells/Clubs/Forums	Time of Visit and Presentation (Day 1)
1.	Chemistry	10.10 am
2.	Commerce (Aided)	10.30 am
3.	Economics	10.50 am
4.	Psychology	11.10 am
5.	Botany (Postgraduate Self Financing)	11.30 am
6.	Social Work	11.50 am
7.	Mathematics (Aided)	12.10 pm
8.	Statistics (Applied)	12.30 pm
9.	Physics	1.50 pm
10.	Zoology	2.10 pm



11.	History	2.30 pm
12.	Hindi	2.50 pm
13.	Botany	3.10 pm
14.	Malayalam	3.30 pm
15.	English	3.50 pm
16.	Mathematics (Postgraduate Self Financing)	4.10 pm
17.	English (Postgraduate Self Financing)	4.30 pm

DAY 2: 21st March 2023

01.	Commerce (Self)	9.40 am
02.	Physics with Applied Electronics	10.00 am
03	Computer Applications	10.20 am
04	Physical Education	10.40 am
05	N.C.C.	11.00 am
06	N.S.S.	11.20 am
07	I.E.D.C., IIC	11.50 am
08	CHRD and Placement Cell	12.00 pm
09	Library	12.20 pm
10.	College Office and Administrative department	1.40 pm
11.	Infrastructural Facility	2.00 pm
12.	General Meeting	2.30 pm

The audit team after verification of documents and presentation by each department made the following observations:

General Observations

- ❖ The overall atmosphere of the campus boost up curricular activities and supports the institution's performance as a centre for higher education.
- ❖ The institution has a well - defined strategic plan and maintains a balanced score card for its appraisal, ensuring a structured approach for monitoring process.
- ❖ The departments need to update their file maintenance mechanisms and presentations in accordance with the new SOP.



- ❖ The library usage both by students and faculty members needs to be encouraged to enhance academic engagement.
- ❖ The N.S.S and N.C.C units of the college have been awarded certificate of appreciation for their outstanding extension activities.
- ❖ The library maintained by each department should be upgraded and should include number of periodicals within each field.

Criterion Specific Observations

I. Curricular aspects

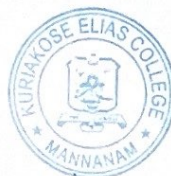
- ❖ The college adheres to the academic calendar set by the M.G University, ensuring that its academic schedule is aligned with university guidelines.
- ❖ The student enrolment ratio in the add on/certificate course is commendable reflecting strong interest and participation in skill development programmes.
- ❖ The collection of feedback on curriculum is done through online platforms and it's thoroughly analysed.

II. Teaching -Learning and Evaluation

- ❖ The student enrolment ratio and pass percentage of students are highly commendable, reflecting institution's strong academic performance.
- ❖ The mechanism of internal /external assessment system is efficient and transparent under a well-functioning examination office.
- ❖ The course outcome and programme outcome mapped effectively with the support of ERP system.
- ❖ Each department makes concerted efforts to ensure proper evaluation of continuous internal assessment, maintaining academic integrity and fairness.

III. Research, Innovation and Extension

- ❖ The college is having a well-functioning recognised Innovation and Entrepreneurship Development Cell(IEDC) and Institution Innovation Council (IIC)
- ❖ The college is having a good number of extension activities ensuring community engagement.
- ❖ There is a need to increase the number of publications and other research activities by the faculty members.
- ❖ The college maintains a good number of MOU's fostering collaborations and partnerships with institutions.



IV. Infrastructure and Learning Resources

- ❖ The college currently requires more computers for students, highlighting the need for additional resources in this area.
- ❖ The physical education facilities, including the indoor stadium, basket ball court, badminton court (both indoor and outdoor) is appreciable.
- ❖ Separate computer lab facilities are provided for students in the aided and self-financing stream , ensuring equitable access to digital resources.
- ❖ A dedicated lab facility has been set up as the research centre for scholars of Science stream.

V. Students Support and Progression

- ❖ The E-Grants and other scholarships / freeships facilities are effectively communicated to the students enlightening them about the financial aid from government and non-governmental agencies.
- ❖ The college provides quality NET/SET coaching and has a well-established Civil Service Coaching Centre supporting students to prepare for competitive examinations.
- ❖ The institution is a SWAYAM local chapter enabling both faculty and students to participate in various certificate and diploma courses enhancing their academic and professional skills.
- ❖ There is a need for more campus placement programmes to improve employment opportunities for graduates.

VI. Governance Leadership and Management

- ❖ The institution is having a well-defined vision and mission supported by various policies that guide its operations and development.
- ❖ The institution provides financial assistance to the faculty members who attend seminars/workshops/FDPs, encouraging continuous professional growth.
- ❖ All the funds received from the Government are properly documented and utilized with transparency and accountability.
- ❖ The institution conducts regularly the financial audits to ensure financial integrity and compliance with regulations.

VII. Institutional Values and Best practices

- ❖ The best practices, *Prakrithi Dhaara* and *Chir@h* are commendable and show the institution's commitment to social responsibility and community engagement.
- ❖ The distinctiveness as reflected from *Asha Deep* makes the college unique in its activities.



Following suggestions are made by the audit team for improvement before the NAAC visit

- Teachers should create progress reports based on their teaching plan and the use of ERP should be encouraged to streamline academic management.
- The faculty members should be given proper training in mapping programme outcomes and course outcomes to align educational goals effectively.
- Students should be informed about the objectives of Outcome Based education (OBE) based exams to better understand their purpose and objectives.
- More smart class rooms should be developed to enhance the use of ICT tools in teaching-learning process.
- Departments should organise a greater number of national and international seminars to foster academic exchange and professional development.
- Students should be encouraged for bring forward start up ideas, promoting innovation and entrepreneurial spirit.
- Faculty members should be motivated to undertake more number of research projects funded by government grants, boosting research activity and contribution to their research fields.
- Departments should aim to provide more on the job training opportunities for students enhancing practical experience and employability.
- The library should be fully digitalised and latest editions of reference materials and literature should be added to keep resources current and accessible.
- More scholarships should be provided to the students of self-financing stream.
- Faculty members should aim to attend a greater number workshops and seminars organised by relevant academic and professional bodies to stay updated with latest developments in their fields.

Dr. Manoj Parameswaran, External Expert

Prof. (Dr.) Ison V Vanchipurackal, Principal

Dr. Sandhya C. IQAC Coordinator

Ms. Deepa Mary Joseph, IQAC Member



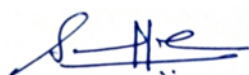
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Action Taken Report of Academic and Administrative Audit

2022-23

On March 20, 2023, an expert team conducted the Academic and Administrative Audit for the academic year 2022-2023 to evaluate the college's activities in line with NAAC parameters. The team validated data through campus visits, departmental presentations, and interactions with the IQAC. The observations made by the team, categorized by criterion, were discussed within the IQAC, leading to the following actions.

- Faculty members were encouraged to prepare a progress card based on the teaching plan and to effectively use the ERP system.
- Training programmes were provided to faculty members to map the CO and PO in the curriculum commencing from the academic year 2024-25.
- Created additional smart classrooms and hosted various seminars and workshops to promote a dynamic academic environment.
- Promoted innovation and entrepreneurial spirit among students by organizing hackathons, idea pitching competitions, and similar events.
- Encouraged faculty members to obtain funds for their research projects from various agencies.
- Efforts were made to update the library with new editions of books and to familiarize users with the digital resources provided by the affiliating university.
- Faculty members are encouraged to participate in seminars and workshops to stay current in their respective fields.
- A Center for Human Resource Development was established to enhance placement training and drive more effective placement initiatives.



Dr. Sandhya.C.
IQAC Coordinator



Dr. Ison V. Vanchipurackal
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