

**Report of**  
**ACADEMIC & ADMINISTRATIVE AUDIT (EXTERNAL)**  
**2022-23**

*Conducted at*  
**MES KALLADI COLLEGE MANNARKKAD**

*By*  
**Dr. R Selvam**  
**(Former Dean, Bishop Heber College, Trichi)**  
**Prof. Imbichikkoya EP**  
**(Principal, Safi Institute of Advanced Study, Vazhayur)**  
**Dr. Cini Kurian**  
**(Principal, Al Ameen College Edathala, Aluva)**

## **Preface**

MES Kalladi College Mannarkkad started its functioning in 1967 with its affiliation to University of Calicut. Presently the college is offering 20 undergraduate, 9 postgraduate, 1 integrated PG and 3 research programmes in various disciplines. The institution is keen in quality practices in line with its vision to evolve into a nationally reputed centre of learning. The activities in the campus are performed to create an inclusive, innovative and sustainable environment of teaching and cutting edge research contributing to society and addressing the career challenges of the students.

In order to assess the performance of the institution during the academic year 2022-23, an external academic and administrative audit was conducted on 03-02-2024. The audit team comprised of Dr. R Selvam, Prof. Imbichikoya and Dr. Cini Kurian evaluated the quantitative and qualitative aspects of the performance as per the guidelines of National Assessment and Accreditation Council (NAAC). Some suggestions for quality enhancement are also presented.



**Dr. R Selvam**  
**(Former Dean, Bishop Heber College, Trichi) -Chairman**

## PART I: GENERAL INFORMATION (2021-22)

### 1. Name of the College

**MES Kalladi College Mannarkkad, Kerala**

2. Number of Departments : 16

3. Total Number of Programmes : 32

i. Status of the College – Affiliated / Autonomous: Affiliated-

### 4. NAAC Accreditation Status:

Cycles	Validity Period	Grade	CGPA/Percentage
Cycle - 1	16.02.2004	B++	NA
Cycle - 2	05.01.2013	A	3.20
Cycle - 3	10.08.2019 to 17.10.2024	A+	3.32

### 5. Programmes Offered

B A Arabic and Islamic History
B A Economics
B A English
B A History
B A Mass Communication and Journalism (S/F)
B B A Finance
B B A Finance (S/F)
B C A (S/F)
B Sc Computer Science (S/F)
B Com Computer Application (S/F)
B Com Cooperation(S/F)
B Com Finance
B Sc Botany
B Sc Chemistry
B Sc Food Technology
B Voc Tourism and Hospitality

B Voc Dairy Science and Technology
B Voc Data Science and Technology
B Sc Mathematics
B Sc Physics
M A Economics
M A History
M A Islamic History
M Com Financial Management
M Sc Botany (S/F)
M Sc Chemistry
M Sc Mathematics
M Sc Physics
M Sc Physics
MSc Forensic Science
M Sc Integrated Psychology

PhD Chemistry, PhD History, PhD Economics

## PART II: CRITERIA WISE ASSESSMENT

### CRITERIA I: Curricular Aspects

Sl No.	Item	HEIs Input	Auditors Assessment
1.1	The Department ensures effective curriculum delivery through a well-planned and documented process	Yes	Verified
1.2	The Department adheres to the academic calendar including for the conduct of CIE	Yes	Verified
1.3	Teachers of the Department participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years  1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University	4  9 14 13 59	Verified
1.4	Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	100	Verified
1.5	Number of Add on /Certificate programs offered	33	Verified
1.6	Average percentage of students enrolled in Add-on/Certificate programs as against the total number of students	70	Verified
1.7	Department integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	Yes	Verified
1.8	Number of courses that include experiential learning through project work/field work/internship	52	Verified

1.9	Percentage of students undertaking project work/field work / internship	31	Verified
1.10	Department obtains feedback on the syllabus and its transaction at the Department from the following stakeholders  1) Students  2)Teachers 3)Employers 4)Alumni	Yes	Verified
1.11	Feedback process of the Department is as follows: Feedback collected, analysed and action taken and feedback available on website	Yes	Verified

### Qualitative Assessment and Suggestions

- Course Outcome shall be clearly set for every value added/certificate courses
- Feedback about curriculum from the stake holders shall be communicated to University/Board of Studies

### Criteria II: Teaching-Learning and Evaluation

Sl No.	Item	HEIs Input	Auditors Assessment
2.1	Average Enrolment percentage	88	Verified
2.2	Average percentage of reserved category students	91.2	Verified
2.3	The Department assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners	Yes	Verified
2.4	Student- Full time teacher ratio	29:1	Verified
2.5	Student centric methods, such as experiential learning, participative learning and problem solving	Yes	Verified

	methodologies are used for enhancing learning experience		
2.6	Teachers use ICT enabled tools for effective teaching-learning process.	Yes	Verified
2.7	Ratio of mentor to students for academic and other related issues	1:29	Verified
2.8	Average percentage of full time teachers against sanctioned posts	100	Verified
2.9	Average teaching experience of full time teachers	5.7	Verified
2.10	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Yes	Verified
2.11	Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient	Yes	Verified
2.12	Programme and course outcomes for all Programmes offered by the Department are stated and displayed on website and communicated to teachers and students.	Yes	Verified
2.13	Attainment of programme outcomes and course outcomes are evaluated by the Department	Yes	Verified
2.14	Average pass percentage of Students	61	Verified

### **Qualitative Assessment and Suggestions**

- The strategy for the assessment of course outcome and programme outcome need to be specified. Faculty members shall be given proper orientation about CO, PO, PSO and their assessment.
- Programmes are being conducted for slow and advanced learners. But the strategy for identifying the slow and advanced learners needs some modification.

### Criteria 3: Research, Innovation and Extension

Sl No.	Item	HEIs Input	Auditors Assessment
3.1	Grants received from Government and non-governmental agencies for research projects	0	Verified
3.2	Percentage of teachers recognized as research guides	6.34	Verified
3.3	Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship	40	Verified
3.4	Students of the department are involved in activities related to innovation and creativity	Yes	Verified
3.5	Number of Ph.Ds registered	12	Verified
3.6	Number of research papers per teachers in the Journals notified on UGC website	12	Verified
3.7	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings	7	Verified
3.8	Number of extension activities conducted	33	Verified
3.9	The extension activities were beneficial to the society	Yes	Verified
3.10	No. of awards received for extension activities	4	Verified
3.11	Number of MoU or collaborations with other Departments	9	Verified

### Qualitative Assessment and Suggestions

- Departments shall take initiative for outreach/extension activities which are related to the syllabus and in turn beneficial for student community also
- Special incentives shall be given for teachers who present papers in international seminars

#### Criteria 4: Infrastructure and Learning Resources

SI No.	Item	HEIs Input	Auditors Assessment
4.1	The Department has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	Yes	Verified
4.2	Number of classrooms and seminar halls with ICT- enabled facilities	66	Verified
4.3	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	Yes	Verified

#### Qualitative Assessment and Suggestions

- There should be a system for maintenance of infrastructure
- There should also be a D-space (Digital space) in the library website, where the study materials, question papers, tutorial videos can be uploaded and students can access from their houses

#### Criteria 5: Student Support and Progression

SI No.	Item	HEIs Input	Auditors Assessment
5.1	Average percentage of students benefited by scholarships provided by government/management	59	Verified
5.2	Capacity building and skills enhancement initiatives are taken by the department	Yes	Verified
5.3	Number of career guidance programmes or coaching for competitive exams conducted	9	Verified
5.4	The Department has a transparent mechanism for timely redressal of student grievances	Yes	Verified



5.5	Average percentage of placement of outgoing students	0.76	Verified
5.6	Average percentage of students progressing to higher education	22	Verified
5.7	Average percentage of students qualifying in state/national/ international level examinations	Less than 1%	Verified
5.8	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level	74	Verified
5.9	Students are actively participating in co-curricular and extracurricular activities	Yes	Verified
5.10	Department Alumni meetings are conducted regularly and Alumni contribute either financially/non financially	Yes	Verified

#### **Qualitative Assessment and Suggestions**

- The Coaching for competitive examinations shall be enhanced
- Placement drives should be conducted for students

#### **Criteria 6: Governance, Leadership and Management**

<b>Sl No.</b>	<b>Item</b>	<b>HEIs Input</b>	<b>Auditors Assessment</b>
6.1	The functioning of the departmental bodies is effective and efficient as reflected from the activities	Yes	Verified
6.2	Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies	4	Verified
6.3	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)	47.6	Verified
6.4	The performance based self appraisal system functions properly	Yes	Verified

#### **Assessment and Suggestions**

- The institution should have a strategic development plan and the same should be

published in the website

- The service rules for teaching and non-teaching staff should be prepared and published in the website
- Based on the annual self-appraisal of teachers and the student evaluation, award may be given to best teachers
- At least one programme for administrative staff should be conducted in a year

#### **Criteria 7: Institutional Values and Best Practices**

<b>Sl. No.</b>	<b>Item</b>	<b>HEIs Input</b>	<b>Auditors Assessment</b>
7.1	Department conduct activities on gender equity/environmental awareness	15	Verified
7.2	Department conduct activities in connection with day observations	17	Verified
7.3	Best practice of the department	13	Verified

#### **Qualitative Assessment and Suggestions**

- There should be measures to prepare a data base of the flora and fauna in the campus

#### **PART IV: GENERAL SUGGESTIONS TO GOVERNING BODY**

- Seed money for research of teachers shall be given
- Separate financial documents (Audited SoE, Balance Sheet) for the college management
- The following heads should be separately shown
  - Management Scholarships
  - Faculty Welfare Schemes (Research Grant, Travel Grant, etc)
  - Grants received from Non-governmental bodies
  - Infrastructure Augmentation (Physical & Academic)
  - Infrastructure Maintenance (a. Maintenance of Academic facilities, b. Maintenance of Physical Facilities)