Report of

ACADEMIC & ADMINISTRATIVE AUDIT (EXTERNAL)

2023-24

Conducted at

MES KALLADI COLLEGE MANNARKKAD

By

Dr. R Selvam

(Former Dean, Bishop Heber College, Trichy)

Preface

Since its inception in 2017, MES Kalladi College Mannarkkad 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 2024-25, an external academic and administrative audit was conducted on 14-10-2024. The external auditor Dr. R Selvam 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, Trichy) -Chairman

PART I: GENERAL INFORMATION (2023-24)

1. Name of the College

   MES Kalladi College Mannarkkad, Kerala

2. Number of Departments   : 24

3. Total Number of Programmes   : 35

   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 Voc Tourism and Hospitality
B A Economics	B Voc Dairy Science and Technology
B A English	B Voc Data Science and Technology
B A History	B Sc Mathematics
B A Mass Communication and Journalism (S/F)	B Sc Physics
B B A Finance	M A Economics
B B A Finance (S/F)	M A History
B C A (S/F)	M A Islamic History
B Sc Computer Science (S/F)	M Com Financial Management
B Com Computer Application (S/F)	M Sc Botany (S/F)
B Com Cooperation(S/F)	M Sc Chemistry
B Com Finance	M Sc Mathematics
B Sc Botany	M Sc Physics
B Sc Chemistry	MSc Forensic Science
B Sc Food Technology	M Sc Integrated Psychology

PhD Chemistry, PhD History, PhD Economics, PhD Commerce, PhD Mathematics

PART II: CRITERIA WISE ASSESSMENT

CRITERIA I: Curricular Aspects

Sl No.	Item	HEIs Input	Auditor's Assessment
1.1	The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment	Yes	Verified
1.2	Number of Add on /Certificate programs offered	37	Verified
1.3	Average percentage of students enrolled in Add-on/Certificate programs as against the total number of students	78.75	Verified
1.4	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	Yes	Verified
1.5	Percentage of students undertaking project work/field work/ internships	36.36	Verified
1.6	Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website	Yes	Verified

Criteria II: Teaching-Learning and Evaluation

Sl No.	Item	HEIs Input	Auditors Assessment
2.1	Average Enrolment percentage	84.2	Verified
2.2	Percentage of seats filled against reserved categories (SC, ST, OBC etc.)	72.6	Verified
2.3	Student- Full time teacher ratio	31:1	Verified
2.4	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT-enabled tools including online resources for effective teaching and learning process	Yes	Verified
2.5	Percentage of full-time teachers against sanctioned posts during the last five years	100	Verified
2.6	Percentage of full time teachers with NET/SET/SLET/ Ph. D	72.2	Verified
2.7	Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient	Yes	Verified
2.8	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. 9	Attainment of programme outcomes and course outcomes are evaluated by the Department	Yes	Verified
2.10	Average pass percentage of Students	81.6	Verified

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	150000	Verified
3.2	Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident	Yes	Verified
3.3	Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship	32	Verified
3.4	Number of research papers per teachers in the Journals notified on UGC website	21	Verified
3.5	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings	12	Verified
3.6	Number of extension activities conducted	24	Verified
3.7	Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development	Yes	Verified
3.8	Awards and recognitions received for extension activities from government / government recognised bodies	Yes	Verified
3.9	Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research	19	Verified

Criteria 4: Infrastructure and Learning Resources

Sl No.	Item	HEIs Input	Auditors Assessment
4.1	The Institution has adequate infrastructure and other facilities for a. teaching – learning, viz., classrooms, laboratories, computing equipment etc b. ICT – enabled facilities such as smart class, LMS etc. Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc	Yes	Verified
4.2	Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students	Yes	Verified
4.3	Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection	Yes	Verified
4.4	Student – Computer ratio	1:14	Verified

Criteria 5: Student Support and Progression

Sl No.	Item	HEIs Input	Auditors Assessment
5.1	Average percentage of students benefited by scholarships provided by government	30	Verified
5.2	Number of Capacity building and skills enhancement initiatives taken up by the department	32	Verified
5.3	Number of career guidance programmes or coaching for competitive exams conducted	19	Verified
5.4	Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution	100	Verified
5.5	The institution has a transparent mechanism for timely redressal of student grievances	Yes	Verified
5.6	Percentage of placement of outgoing students and students progressing to higher education	37.5	Verified
5.7	Number of students qualifying in state/national/ international level examinations	26	Verified
5.8	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level	59	Verified
5.9	Average number of sports and cultural programs in which students of the Institution participated	72	Verified
5.10	Alumni meetings are conducted regularly and Alumni contribute either financially/non financially	Yes	Verified

Criteria 6: Governance, Leadership and Management

Sl No.	Item	HEIs Input	Auditors Assessment
6.1	The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.	Yes	Verified
6.2	The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.	Yes	Verified
6.3	Institution implements e-governance in its operations. 1. Administration including complaint management 2. Finance and Accounts 3. Student Admission and Support 4. Examinations	Yes	Verified
6.4	The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression	Yes	Verified
6.5	Percentage of teachers participated in online/ face-to-face Faculty Development Programmes (FDP)	86	Verified
6.6	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies	100	Verified

6.7	Institution has strategies for mobilization and optimal utilization of resources and funds from various sources	Yes	Verified
6.8	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities	Yes	Verified
6.9	Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented 2. Academic and Administrative Audit (AAA) and follow-up action taken 3. Collaborative quality initiatives with other institution(s) 4. Participation in NIRF and other recognized rankings 5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.	Yes	Verified

Criteria 7: Institutional Values and Best Practices

Sl. No.	Item	HEIs Input	Auditors Assessment
7.1	Institution has initiated the Gender Audit and measures for the promotion of gender equity	Yes	Verified
7.2	The Institution has facilities and initiatives for 1. Alternate sources of energy and energy conservation measures 2. Management of the various types of degradable and non-degradable waste 3. Water conservation 4. Green campus initiatives 5. Disabled-friendly, barrier free environment	Yes	Verified
7.3	Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following 1. Green audit / Environment audit 2. Energy audit 3. Clean and green campus initiatives 4. Beyond the campus environmental promotion and sustainability activities	Yes	Verified
7.3	Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens	Yes	Verified

Auditors Remarks

- All the departments have done reasonably well in criterion 1 by offering certificate programmes and encouraging field visit/internship.

- While the aided departments have done well in criterion 2, the self financing and BVoc departments have to improve their performance. Few have failed to give even vital data like pass percentages.

- One can understand the absence of any data for projects, publications. But, teachers can be motivated to write text books for their subjects. Similarly, Departments should focus more on extension activities related to their departments. The same activity when extended to more communities will involve all the students. No significant contribution in sports and cultural activities.

- A note on how effectively the departmental libraries is used can be added.

- In criterion 5, student progression data is very important. Also the data on financial help to the students are important. Focus should be on strengthening the Alumni association at department level.

- FDP participation in other institutions should be encouraged by giving grants for travel and registration.

- Best practices should be helping the college in academic and administartion. Hence, the college has to decide two best practices and all the departments should contribute to achieve the objectives of the selected best practices.

- The departments are ranked based on their performance. In general, the aided departments have got the top ranks. The other departments have to interact with these departments on how to present the data and write annual reports in future

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