

Report of
ACADEMIC & ADMINISTRATIVE AUDIT (EXTERNAL)
2023-24

Conducted at
MES KALLADI COLLEGE MANNARKKAD

By
Dr. R Selvam
(Former Dean, Bishop Heber College, Trichi)

Preface

Since its inception in 1967, 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, Trichi) -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 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 |
| MSc Forensic Science |
| 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 | <i>The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment</i> | Yes | Verified |
| 1.2 | 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 | Departments integrate 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 | Departments obtain 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 Departments 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 Departments assess 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 methodologies are used for enhancing learning experience | Yes | Verified |
| 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

| SI 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 departments 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 Departments have 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 Departments have 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

| Sl No. | Item | HEIs Input | Auditors Assessment |
|--------|--|------------|---------------------|
| 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

| Sl. | Item | HEIs Input | Auditors |
|-----|------|------------|----------|
|-----|------|------------|----------|

| No. | | | Assessment |
|-----|---|----|------------|
| 7.1 | Departments conduct activities on gender equity/environmental awareness | 15 | Verified |
| 7.2 | Departments conduct activities in connection with day observations | 17 | Verified |
| 7.3 | Best practices of the departments | 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)