

ACADEMIC AND ADMINSTRATIVE AUDIT REPORT

ACADEMIC & ADMINISTRATIVE AUDIT REPORT AND FOLLOW-UP ACTION

The college has been committed to maintain and enhance the quality education through an Annual Academic & Administrative Audit, a practice initiated in 2021 and consistently upheld since then. The academic audit serves as a tool for evaluating the quality of education provided by the college and contributing to a system of continuous improvement. As a part of this initiative, the college has established a collaboration with MES college, Aluva. Over the last two years, Annual Academic & Administrative Audit (AAA) has been conducted by two external experts from MES College.

2022-2023

The Annual Academic & Administrative Audit for the year 2022-2023 was conducted by Dr. Ajims P Muhammed, Principal, MES College and Dr. Ibrahim Salim, Assistant Professor, MES College on 24/02/2023 and 25/02/2023.

ESTABLISHED IN 1965
INTERNAL QUALITY ASSURANCE CELL
PAYYANUR COLLEGE

**Academic & Administrative Audit
cum
MOCK VISIT**

24th-25th FEBRUARY 2023
(FRIDAY & SATURDAY)

Dr Ajims P Mohammed
NAAC Peer Team Member &
Principal, MES College
Marampally, Aluva

Lt. Ibrahim Salim M
Assistant Professor
Dept. of Computer Applications
MES College Marampally, Aluva



The observations & suggestions outlined in the AAA and follow-up action are furnished below:

Sl.No	Observations & Suggestions	Follow-up action
1.	Improve the teacher-student ratio	
2.	Identify grants from Govt/Non-Govt sources for research related activities	IQAC identifies and constantly making efforts to motivate the teachers for applying for research grants offered by Govt/Non-Govt sources.
3.	Campus and infrastructure should be properly maintained and make it clean and green	Initiatives have been implemented to ensure proper maintenance of campus infrastructure, focusing on cleanliness and greenery with the support of NSS, Green Brigade and NCC.
4.	More number of industry friendly job oriented academic programmes to be started	More certificate courses started; regular programs need govt sanction to start
5.	Start a programme in Computer Science	Informed the authorities to take necessary steps while ne courses are allotted.
6.	Teachers should be encouraged for applying for Research Grants	IQAC took an initiative to encourage the teachers to apply for funded minor and major projects offered by various Government Institutions/Bodies. As a result, Dr.Sunitha B Nair, Assistant Professor, Department of Economics secured a major project worth Rs.10,00,000/-.
7.	Skill development courses to be given focus	Started more skill development courses and programs
8.	Encourage the faculty and students to do MOOC/SWAYAM/NPTEL Courses	Actively encouraged to faculty and students to participate in Online courses like MOOC/SWAYAM etc.
9.	Remedial coaching needs to be functional	Remedial coaching is being implemented by all the departments to the needy students.

10.	Improve the library usage by students and teachers	Special session on Library was introduced with Bridge course
11.	Placement and entrepreneurship programmes to be emphasized up on	More programs conducted
12.	Men's hostel facilities shall be provided	Informed the authorities
13.	Competitive exam training and career guidance sessions to be strengthened	Competitive exam training and career guidance are being reinforced.
14.	Encourage more number of students to undertake projects/fieldworks	Efforts are being made by all departments to encourage more number of students to undertake projects and fieldwork.
15.	Focus up on more collaborative activities and MOUs	IQAC has promoted more collaborations and MOUs with reputed organisations to enhance the research aptitude among teachers and students.
16.	Start-ups and Innovation/Incubation activities to be strengthened	Started incubation centre
17.	Participation of Alumni Association to be strengthened to promote the advanced learners	Grand alumni meet was conducted and department level alumni also met and discussed on plans
18.	More boys' washrooms shall be made	the unusable boys washroom renewed and made usable
19.	ISO 9001-2015 audit shall be done	Not done
20.	Wash room facilities to be made clean and hygienic	Measures are being taken to maintain clean and hygienic washroom facilities.
21.	Appoint more number of cleaning staff	Recruitment of additional staff is in progress to ensure clean campus environment.
22.	Total facelift of the institution shall be ensured	Done by gardening, painting etc
23.	College canteen to be made function	Canteen has started to get fully functional with subsidy rate.
24.	Replace asbestos sheets with Eco-friendly sheets	Replaced asbestos sheet with eco-friendly sheets.
25.	Drinking water availability should be ensured	Water purifier has been installed in all blocks to ensure the availability of drinking water.

26.	Beauty the campus with garden	The college has initiated and implemented beautification in
27.	Website of the college to be updated and modernised	The college website has been updated and modernised.
28.	Waste management should be taken care of	Installed Thumboormuzhi composting unit
29.	Insulation of ERP shall be ensured	New softwares, like Dinesh software for Asset Management system, is instilled to enhance and strengthen the ERP system.
30.	Establish more number of research centre	Established new research centres for English and Chemistry departments.
31.	Research funding and infrastructure grants shall be enhanced	Applied for RUSA funding to improve research and infrastructure facilities.
32.	Library shall be made single. Department library shall not be entertained	Due to infrastructural constraints, it is difficulty to the integration of departmental libraries into central library.

INSTITUTIONAL ASSESSMENT AND ACCREDITATION

**Report of
Academic and Administrative Audit
Payyanur College, Payyanur
24th & 25th February 2023**

Prepared by:

**INTERNAL QUALITY ASSURANCE CELL
MES COLLEGE, MARAMPALLY**

GENERAL INFORMATION

1.	Name & Address of the Institution	PAYYANUR COLLEGE, EDAT P O, PAYYANUR
2.	Year of Establishment	1965
3.	Current Academic activities at the Institution(Numbers)	
	Faculties/Schools	5
	Departments/Centres	16
	Programmes/Course offered	21
	Permanent faculty members	84
	Permanent Support Staff	31
	Students	1928
4.	Three Major Features in Institutional Context(As perceived by the Audit Team)	1.Vast Land is available for future development 2.Committed & Dedicated team of IQAC 3. More than 50% teachers are qualified with PhD
5.	Dates of visit of the Peer team (A detailed visit schedule may be included as Annexure)	24/02/2023 & 25/02/2023
6.	Composition of Peer Team which undertook the onsite visit	
	Convenor	Dr. Ajims P Mohammed, Principal, MES College, Marampally, Aluva
	Member	Ibrahim Salim M, Assistant Professor, MES College, Marampally, Aluva
	Principal	Dr V M Santhosh, Principal, Payyanur College, Payyanur
	IQAC coordinator	Dr Swaran P R, Associate Professor, Payyanur College, Payyanur

OVERALL ANALYSIS

Analysis of Criterion 1: Curricular Aspects

The college has devised its own mechanism for the effective implementation and delivery of the curriculum with strict adherence to the University regulations. The IQAC monitors the curriculum planning of the college through a well-documented procedure. Curricular and co-curricular activities are properly planned in the academic calendar. But it shall be made some more systematic. Each teacher prepares a month/week wise teaching plan and maintains teachers diary. The teachers are being encouraged and motivated by Heads to impart curriculum through constructive class room interaction. The Internal Quality Assurance Cell plans for next year's activities, in consultation with the Principal and communicated to all stakeholders by circulating through internal communication.

All the teachers of the college are regularly involved in examination duties. Many of the faculty members are on the Board of Studies of the affiliating university. During the assessment period, the college introduced 1 PG programme in Plant Science & Bioinformatics and many Certificate Courses. The institution offers a number of certificate courses but students shall be encouraged to participate in add on/certificate/ value added programmes.

The institution integrates cross-cutting issues relevant to Gender, Environment Sustainability, Human Values and Professional Ethics as reflected in the curriculum delivery and conduct of various co-curricular and extra-curricular activities. The induction program at the beginning of the academic year for the entire fresher's educates and creates the sufficient awareness on gender sensitivity. But cross cutting issues to be addressed beyond the curriculum. The college has been successfully maintaining a Rain Harvesting system and has installed Solar Plants. As part of the curriculum enrichment, the college has collaborations with Industries, Banks and Institutions. Skill development, employability and entrepreneurship components are integrated in the curricula. The Institution has developed a feedback system through which inputs are gathered from various stakeholders, analysing it and actions taken where ever necessary.

Analysis of Criterion 2: Teaching, Learning and Evaluation

The institution has transparent admission process catering to students from diverse backgrounds and geographies, many from economically disadvantaged sections of society and first generation learners. Teachers assess students on different parameters such as cognitive ability, subject inclination, and communicative skills and accordingly evaluate their learning needs. Remedial/Bridge programmes, personal counselling and motivational talks are offered for slow learners. Advanced learners are encouraged to participate in various competitions.

The College has developed mentor-mentee scheme and tutorial to address the academic as well as socio-psychological needs of the mentees. The College has a highly qualified faculty. 50% teachers are PhDs and 21 teachers are research guides. However, Research activities are on the lower side and the number of teachers compared to student strength is very less.

The institution offers Student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.

The College is equipped with modern ICT tools to enhance the quality of teaching- learning process. Teachers promote the use of ICT into teaching learning process. They participate in workshops/training sessions regarding ICT enabled teaching-learning methodologies. The College adheres with the system mandated by the affiliating University for both the Continuous Internal Evaluation (CIE) and the End Semester Examination. The grievances are settled in accordance with the guidelines issued by the University as well as the internal examination policy of the College but weaker in maintaining records/ documents.

Outcome based learning is to be enhanced with proper mapping of attainment of COs and POs using Bloom's Taxonomy. The POs and Cos are to be displayed in notice board and website, informed to students. The POs and COs matrix for each course shall be drawn / followed in accordance with requirements of Outcome Based Education. Teachers are encouraged to participate in various Faculty Development Programs (FDPs) giving insights on Outcome Based Education (OBE).

Analysis of Criterion 3: Research, Innovation and Extension

IQAC, Research Committee and various wings of the college act as the center for innovation, creation and transfer of knowledge. The College shall provide opportunities to faculty to develop and deepen their aptitude and capacity for research and encourages the faculty to present, publish their research work in journals, conferences/seminars. The institution shall regularly organizes conferences, workshops, and seminars to promote research culture and boost research-related output among faculty/students. The institution shall organize workshops on IPR, Research Methodology and Entrepreneurship Development. Also create more number of functional MoUs.

The college shall promote participation of students and faculty members in socio-friendly extension activities through various cells and departments. The institution shall ensure 100% student participation in extension activities. Cultural Heritage preservation, Caring for the under privileged, NSS Camps etc are some of the extension activities of the institution.

Analysis of Criterion 4: Infrastructure and Learning Resources

The college has a land area of 67 acres and the total built-up area is 14000 sq. meters. The College has established several facilities for the effective functioning of curricular, co-curricular and extracurricular activities. The college has 57 class rooms out of which 19 are ICT enabled Classrooms. There is a well-furnished auditorium with audio-visual facility. A seminar hall is there equipped with audio system. Health centre, Girls Common room, Examination Cell, Indoor and Outdoor Sports facilities, Girls Hostel facilities are provided in the institution. Gym and health facilities are to be equipped with multiple types of equipments required for basic exercises and hard workouts.

The automated library is to be equipped with modern facilities like Barcode system, web OPAC, Wi-Fi, N-LIST, reprography and anti-plagiarism services. The college allows open access to its library, internet and computer facilities. Network resource centre is also there for the students to access online information.

The college has a minimum number of sophisticated IT infrastructure which comprises of computing equipment, server, software and high-speed Internet connectivity. All the laboratories, departments and offices have upgraded-computing-systems with internet connectivity with LAN. A computer lab with 59 computers are available in the College. For the maintenance of IT facilities, the college shall appoint a system administrator. The website of the

college shall be administered and updated regularly. The college shall opt for an ERP solutions.

The College is to develop system for the optimum use of available infrastructure and its regular maintenance. The SOP (Standard Operating Procedure) is to be prepared and followed for this purpose to have clarity about respective duties and sense of responsibility among staff members. There is an effective distribution and delegation of work through the comprehensive system of committees to ensure active participation of staff and to achieve overall efficiency in carrying out different tasks. These committees work independently for their allotted work under the overall supervision of the Principal.

Analysis of Criterion 5: Student Support and Progression

The number of students provided with scholarships / feeships from government and non-government sources are comparatively good. The College shall work for capacity building and skill enhancement of students by teaching them soft/communication skills through language lab, ICT/computing skill by Computer Awareness programmes and Certificate Course and other life skills through designated cell activities. The College shall provide Competitive Examination Coaching for students. The Placement Cell shall conduct different extension lectures, workshops and training programmes for career counselling of students. It should provide knowledge about job opportunities and shall also conduct training-cum-placement fair every year.

A duly constituted Internal Complaints Committee is in place to deal with sexual harassment. Anti-Ragging Committee ensures a ragging-free campus. There is an enthusiastic participation of college students in sports and cultural activities. The College has a Student Council, elected democratically by a well-established process. Its office bearers are members of various administrative and academic bodies. The council organizes events/celebrations, cultural fests, sports competitions, observing days of importance, co-curricular and extra-curricular activities. The students' council members are represented in various committees like IQAC, Anti Ragging Committee, Internal Complaint Committee, NSS, NCC, Students Grievance Redress Cell, Departmental forums, literary associations, College Magazine, Cultural Associations, and Sports.

The Alumni Association has been registered and actively working for the betterment of the college. The alumni have whole-heartedly supported the Institution and have contributed, in various ways, to its academic and infrastructural growth. The IQAC takes feedback of the alumni on educational

facilities and several amenities is recognized as guiding suggestion for the further improvement. Many of the reputed personalities in the country/state are the alumni of the College. However, the institution shall try to get more academic and financial contribution from the eminent alumni members.

Analysis of Criterion 6: Governance, Leadership and Management

The management leads the institution with governance reflective of the vision and mission. The organization structure of the college ensures decentralized and participative management in academic and administrative activities which steer the departments and staff to achieve institutional goals.

The College Managing Committee headed by the President is the highest statutory decision-making body of the college. The Committee meets frequently, holds discussions and decides the strategic areas for the development of the college. The overall control of the Institution is vested with College Managing Committee. It is the apex body that authenticates the policies and programmes of the institutions. Decentralization of administration is ensured through faculty representation in the apex bodies like College Council and IQAC.

For strategic development and deployment, IQAC prepares a perspective plan. The strategic plan of the college is in alignment with the vision and mission of the college. IQAC advises the College Managing Committee on matters related to strategic planning, quality benchmarks and initiatives, infrastructure development, and framing of various policies. In order to smooth and effective implementation of the programmes, many sub-committees have been functioning. It is through the committees, the college seeks decentralization of power structure.

E-governance is implemented in administration, accounts, finance, admission and examination.

Each year IQAC collects the API forms from the teachers. The performance is assessed by the respective HOD, IQAC Co-ordinator and the Principal on the basis of API and necessary action is taken for the improvement. Career development shall be encouraged through financial support to teachers to attend conferences, workshops and towards membership fees in professional bodies.

The institution strictly adheres the policy and norms of the affiliating University, UGC, and the Govt of Kerala for recruitment, selection and career progression of the teaching and non-teaching staff. The College provides a caring and supportive working environment to all staff which enables them to develop and optimize their full potential.

Financial audits are conducted at three levels: Internal, External and Government. Efficient allocation of budget, mobilisation and management of resources are meticulously carried out by the institution.

The IQAC reviews the teaching-learning process and attainment of learning outcomes in tune with the OBE policy

Analysis of Criterion 7: Institutional Values and Best Practices

Academic and co-curricular ecosystem of the College ensures that students from diverse backgrounds can carve out their own niche without any barriers of gender, language, culture, financial and physical abilities.

The College is to be well prepared to handle and respond to gender sensitive issues and provide an environment where men and women can work together with a sense of personal security and dignity. The institution offers the initiatives like Internal Complaint Committee, Anti-Ragging Cell, Girls Common Room with necessary facilities, Counselling by Lady Psychologist, Mentoring scheme etc. The institution shall establish vigilant security guards, 24 hour CCTV surveillance, Napkin Vending Machine / Incinerator, Health Centre with a Lady Doctor etc

The Haritha Mission has given Haritha Award to the college for the Green Practices adopted by the institution. The college has a sprawling green campus and shall give priority to keep the campus clean and eco-friendly. Display boards are to be fitted to create awareness on environmental sensitization, noise control, tobacco free campus, conservation of energy, recycling of resources, and environmental policy of college have been displayed. Flora and fauna of lush green campus have to be digitally documented and QR coded. Installation of Solar panels and rain-water harvesting, tree plantation at adopted villages by NSS are a testimony for conserving natural resources.

The institution provides inclusive environment for tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities.

The College observes National/International Days, birth anniversary of eminent personalities and festivals are celebrated with unity and brotherhood. Also organized various activities for sensitization to constitutional obligations. Divyangjan-friendly campus with resources, provides a disabled-friendly, barrier free environment. Handbook of code of conduct for students, faculty, staff and administrators and annual awareness programmes are to be conducted.

The college has adopted two **best practices** – Cultural Heritage and Care for the under privileged.

Strengths

- Offering quality education to rural masses hailing from different strata of society.
- Academically Good results compared to University average
- More number of Faculty with PhD
- Moderate ICT facilities to strengthen the teaching-learning process
- Vast land is available for further development of infrastructure.
- Appreciation by State Govt Agencies for Green Practices
- Extensive use of online resources and platforms in academics and administration
- Gender sensitive, Environment friendly and Green Campus.
- Good number of achievements in in Arts/Sports

Weaknesses

- Socially and financially deprived background of the students
- Number of faculty is less compared to the number of students
- Research Culture is in the lower side.
- Absence of more number of inter-disciplinary skill based programmes and courses.
- Inadequate financial resources to develop research facilities.
- Limitation for industrial tie-ups due to geographical location
- Men's hostel facility is not available
- Limited opportunities for placement

Opportunity

- By tapping the potential of experienced teachers, the institution can deliver quality education.
- Possibility of starting more skill oriented programmes
- Vocational programmes can provide better job opportunities in various sectors
- Faculty members can encourage the students to have an employment-centric approach.
- Opportunity to enhance the minor research projects, to develop soft skills and thereby improve employability
- The institution can tap the potential of students in athletics and other sports.
- Greater Institute Industry Interface and More Focus on Corporate Training
- Scope for interdisciplinary research initiatives

- Promotion of more society-oriented outreach programmes
- Use of technology and automation in all spheres of academics and administration
- The faculty could be encouraged to actively use MOOCs while teaching their courses

Challenges

- Reducing the dropout of students
- Boost the confidence of rural students, especially girls
- Establishing sustained and guaranteed placement and employment strategies
- Empowering students belonging to socially disadvantaged categories to thrive in a more globalized and competitive environment
- Locational disadvantage for placement of students
- Orienting the students to put in hard work for achieving excellence in higher education requires a lot of efforts on the part of faculty.
- Difficult to cop up with the technological advancements and innovations in higher education.
- As the students come from deprived social strata, it is a challenge to develop communication skills with special programme
- Bringing in programmes as per the changing scenario of higher education
- Competitive ability may decline if student does not get proper facilities.
- Attaining Programme Outcomes and Learning Outcomes in true sense

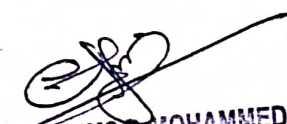
Recommendations

- Improve the student – teacher ratio
- Identify grants from Govt / Non Govt sources for research related activities
- Campus and Infra structure should be properly maintained and make it clean and green
- More number of industry friendly Job oriented academic programmes to be started
- Start a programme in Computer Science
- Skill development courses to be given focus
- Encourage the faculty and students to do MOOC/Swayam/NPTEL Courses
- Remedial coaching needs to be functional
- Improve the library usage by students and teachers
- Men's hostel facilities shall be provided

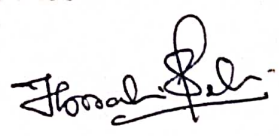
- The teachers should be encouraged for applying for Research grants
- Placement and Entrepreneurship Development Programmes to be emphasized upon
- Competitive exam training and Career guidance sessions to be strengthened
- Encourage more number of students to undertake project work/field work/ internships
- Focus upon creating more collaborative activities and MoUs
- Start-ups and Innovation/Incubation activities to be strengthened
- Activities of Placement cell to be strengthened
- Participation of Alumni Association is to be strengthened to promote the advanced learners
- More Boy's wash room shall be made
- ISO 9001:2015 audit shall be done
- Washroom facilities to be made clean and hygienic.
- Appoint more number of cleaning staff.
- Total face lift of the institution shall be ensured
- College canteen to be made function.
- Replace asbestos sheet with echo friendly sheets
- Drinking water availability should be ensured
- Beauty the campus with garden
- Website of the college to be updated and modernized
- Waste management should be taken care of.
- Installation of ERP Shall be ensured
- Establish more number of research center.
- Research funding and infrastructure grants shall be enhanced.
- Library shall be made single. Department Library shall not be entertained

Signature of AAA team members:

Dr Ajims P Mohammed
Principal & Chairperson, IQAC
MES College Marampally, Aluva
683105, Ernakulam Dist


DR. AJIMS P. MOHAMMED
PRINCIPAL, M.E.S. COLLEGE
MARAMPALLY, ALUVA-5




Lt Ibrahim Salim M
Asst Professor & Member, IQAC
MES College Marampally, Aluva
683105, Ernakulam Dist

2021-2022

The Annual Academic Audit for the year 2021-2022 was conducted by Dr. Ajims P Muhammed, Principal, MES College and Dr. Ibrahim Salim, Assistant Professor, MES College on 22/04/2022 and 23/04/2022. The observations & suggestions outlined in the AAR and follow-up action are furnished below.

Sl.No	Observations & Suggestions	Follow-up action
1.	Needs to improve the discipline	IQAC implemented a structured disciplinary system in the campus through the Disciplinary committee.
2.	Introduce ICT enabled classrooms	IQAC took an initiative for integrating more ICT enabled classrooms to enhance the quality of teaching learning system.
3.	Needs to make the campus clean	Instituted regular cleanliness drives with the support of NSS, Green Brigade and NCC.
4.	Participation of students in certificate course can be improved	During the year 2022-23, IQAC conducted a certificate course at college level. Around 600 students participated the programme. Additionally, instructed to all the departments to conduct certificate courses in their respective fields. As a result, a total of 1537 students participated in the various certificate courses.
5.	Change to online attendance system	Implemented Online attendance system effectively through TCS software
6.	University examination results not up to the mark. Need improvement	IQAC initiated department wise result analysis and took the necessary steps for improvement of university examination results.
7.	Increase the number of publications	IQAC promoted teachers to take research guideship. As a result, around 20 teachers

		have successfully registered as research guides at Kannur University.
8.	Purchase more books in library and need to be digitalised.	The library is partially digitalised with E-resources, D-space software and Book service scheme, audio books for differently abled persons etc.
9.	Minutes book is not maintained for addressing grievance of students	IQAC instructed all the departments to maintain grievance register minutes book. IQAC took an initiative for online grievance redressal mechanism through the website for the students, by providing google form link for addressing grievances by staff, students and other stakeholders.
10.	Increase the number of FDPs /workshops for teaching and non-teaching staff	IQAC organised Five-day FDPs for teaching and non-teaching staffs to enhance their professional competency during 2022-2023. Also, promoted teachers to attend various professional development programmes conducted by other institutions. IQAC provided financial assistance to teachers for participating FDPS/other training programmes and towards membership fee for professional body.
11.	Add more water purifiers	Installed water purifier in all the blocks.
12.	Green audits to be conducted	The college conducted green audits during the 2022-23 for pursuing the sustainable practices of the institution.

PAYYANUR COLLEGE

ACADEMIC AND ADMINISTRATIVE AUDIT (AAA) REPORT

Audit Period: 1st April 2021 to 31st March 2022

Date of Audit: 22nd and 23rd April 2022

Time: 9.30 am to 5.30 pm

Academic and Administrative Audit Committee Members

1. Dr. Ajims P. Mohammed, Principal, MES College, Marampally, Aluva
2. Lt. Ibrahim Salim, Assistant Professor, Department of Computer Applications, MES College, Marampally, Aluva

General Criteria	Observations	Remarks/Suggestions
College Timings: 9.30 AM to 3.30 PM	Punctual	
NSS /NCC/ Sports/ Arts	Good	
General Discipline	Average	Needs to improve the discipline
Infrastructural growth	Good	Introduce ICT enabled Classrooms
Academic atmosphere	Good	
Greenery and cleanliness	Average	Needs to make the campus clean
Documentation works	Fair	Take care for proper documentation
Criterion I : Curricular Aspects		
Add-on/Certificate Courses	Introduced	Participation of students can be improved
Annual Curricular Plan	Prepared	
Attendance	Manual Attendance system	Change to online attendance system
Coverage of Syllabus	Good	

Conduct of Internal Examinations	In Centralized Manner	
Maintenance of Marks Register/File	Filed internal and external marks	
Result of University Examinations(Last Exam)	Not up to the mark	Needs improvement
Student Seminars	Conducting regularly	
Remedial Coaching	Implemented	Keep Records
Student Assignment	Good	
Student Feedback (Analysis done or not)	Done	Action taken and upload to the website
Criterion II - Teaching Learning and Evaluation		
Student Centric Activities	Good	
Student Enrolment percentage	Very good	
Student- Teacher Ratio	Average	
Conduct of Classes	Good	
Use of supplementary teaching tools and application of ICT	Online classes using Google classroom and Moodle LMS	
Mentor - Mentee system	Good	
Pass percentage	Fair	Need to improve
Outcome based education	Introduced	Workshop should be conducted
Student Satisfaction Survey	Conducted	
Criterion III : Research, Innovation and Extension		
Research Grants	Little Grants	Apply for maximum research grants
Activities of research forum	Conducted National and international Webinars	
Publications of faculties	Fair	Increase the number of publications
Research activities by students and faculties	Fair	Needs improvement
Innovation ecosystem	Fair	Needs improvement

Participation in extension programmes	Good	
Criterion IV : Infrastructure and Learning Resources		
Physical Infrastructure	Fair	Needs periodic maintenance and necessary renovations
Library	Fairy good	Purchase more books, Needs to be digitalized
Laboratories	Fair	Make the lab clean and fix the safety manuals and lab instructions
Computer & Internet	Good	Add more computers
Criterion V : Infrastructure and Learning Resources		
Scholarship provided by the institution	Fairy good	
Students progression	Fair	Need proper data collection
Students participation in cultural programmes	Good	
Addressing Students Grievances	Fair	Minutes book is not properly maintained
Alumni Engagement	Fair	Ensure the participation of Alumni in Institution development
Criterion VI : Governance, Leadership and Management		
Vision and leadership of Management	Good	
Seminar/Webinar/FDP organized by the institution	Good	Increase the numbers of seminars and FDP
Quality initiative programmes of IQAC	Good	
Sanitation	Good	
Drinking Water Facilities	Fair	Add more water purifiers
FDPs attended by faculties	Fair	Motivate the faculty to attend more number of FDPs
FDPs organized by the institution	Fair	Organise more number of FDPs with funding from research institutions
Criterion VII : Institutional Values and Best Practices		
Green Initiatives	Good	


Green and Energy Audits	Nil	To be conducted
Alternate Sources of Energy	Good	
Waste Management	Fair	
Disabled friendly pathways and accessories	Fair	
Involvement of students in Best practices	Good	
Practices to inculcate values and ethic in students	Good	
Follows Constitutional Obligations	Good	


Suggestions:

1. Conduct Workshop on Outcome Based Education
2. Prepare PO, PSO and CO
3. Research activities to be strengthened
4. Startup/ Innovation activities to be developed
5. Documentation process need to be improved
6. ICT enabled classrooms should be implemented
7. Measures should be taken to maintain the campus and class rooms neat and clean

Signature of Academic and Administrative Audit (AAA) members

- 1 Dr. Ajims P. Mohammed
- 2 Lt Ibrahim Salim


 DR. AJIMS P. MOHAMMED
 PRINCIPAL, M.E.S. COLLEGE
 MARAMPALLY, ALAPPUZA


 Ibrahim Salim M
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