

MES COLLEGE MARAMPALLY

NAAC Reaccredited with A+ (CGPA: 3.38)

Aided College Affiliated to Mahatma Gandhi University Kottayam

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(ACCREDITED by NAAC)

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Academic Audit Report 2018-19

Date: 21& 22 June 2019

As per the quality parameters, an Academic Audit was conducted for the year on June 21 and 22, 2019 based on the criterion of the National Assessment and Accreditation Council covering all academic activities of the College. The main objective of this audit was to determine the presence and adequacy of quality benchmarks across various parameters as stipulated by the NAAC. As per IQAC instructions, all departments were required to prepare a list of files and registers, which were then verified by two external auditors, the IQAC coordinator, and the Principal during their visits to each department.

Audit Team

Sl No	Name	Designation and Address
1	Prof. A M Rasheed	Principal MES College Nedumkandam, Idukki, Kerala
2	Dr. Sunny Kuriakose	Dean, Student Affairs Federal Institute of Science and Technology Mookkanoor, Angamaly Ernakulam, Kerala
3	Dr. Manzur Ali P P	IQAC Coordinator
4	Dr. A Biju	Principal

1. Profile of the College

M.E.S. College Marampally, founded in 1995, stands as a prominent institution in the educational landscape of Kerala. Affiliated with Mahatma Gandhi University, Kottayam, and backed by the principles of the Muslim Educational Society (Regd.), Calicut, the college has earned accreditation from NAAC with an impressive A+ Grade (CGPA: 3.38) in 2019. The college has been at the forefront of innovation in higher education, introducing a range of vocational (Model II) and technical programs to meet the evolving demands of the job market. The inclusion of UGC-launched B.Voc. programs further exemplifies its commitment to promoting higher and technical education.

The institution's dedication to equity and inclusion is evident in its diverse enrollment of girls and minority students. Offering a comprehensive array of programs, M.E.S. College provides 19 undergraduate programs and ten postgraduate programs.

A strong sense of commitment and active stakeholder participation characterizes the institution's leadership. Faculty members continually strive for professional development to ensure the delivery of advanced knowledge to students. The physical infrastructure and human resources are geared towards creating an ICT-friendly teaching and learning environment, fostering an entrepreneurial ecosystem.

Collaborative efforts involving the Parent-Teacher Association, Alumni, and various clubs contribute to instilling both academic prowess and humanistic values among students. In essence, M.E.S. College Marampally is not just an educational institution; it is a dynamic hub fostering holistic development and community engagement.

2. Academic Audit

Engaging in Academic Audit is a crucial aspect of higher education, essential for attaining and upholding academic brilliance. It is a dynamic process of continuous assessment, perpetual enhancement, and the perpetuation of the finest academic practices across diverse programs. We are committed to academic excellence, ensuring that each aspect of our educational offerings is met and consistently surpassed.

2.1 Objectives of Academic Audit

- Evaluate departmental performance comprehensively.
- Enhance curriculum, teaching, learning, and evaluation methods.
- Ensure teaching quality, learning effectiveness, and evaluation methods to maximize student satisfaction.

- Verify the implementation of departmental action plans according to the schedule.
- Identify departmental weaknesses and provide measures for improvement

2.2 Financial Aid

- The institution received an amount of Rs. 7,71,0000 from UGC for BVoc Programmes
- KSCSTE sanctioned Rs. 50,000/- for implementing student projects
- KSCSTE sanctioned Rupees 27,000/- to observe various days of importance
- Directorate of Minority Welfare, Government of Kerala sanctioned Rs. 40,000/- for conducting Premarital Counselling
- Department of Biosciences received Rs. 75,000/- from KSCSTE for conducting Environmental Management Training Programmes.
- KSCSTE sanctioned Rs. 40,000/- for conducting Research Methodology Workshop

2.3 Curricular Aspects

Summary

In November, the institution launched three vocational programs—Fashion Design and Management, Industrial Instrumentation and Automation, and Software Development and System Administration—with financial support from the University Grants Commission. Additionally, the college has established itself as a local chapter for NPTEL courses. Six faculty members served as members of the board of studies.

Across all departments, the college provided add-on/certificate courses, offering a total of 33 different certificate courses. The majority of these courses had a duration of 30 hours. In the academic year, a total of 1,107 students successfully completed certificate courses. Furthermore, all final-year students successfully concluded their projects, and students in vocational studies completed internships at various institutions.

To ensure ongoing improvement, curriculum feedback has been collected from students, parents, alumni, employers, and faculty.

Comments/Suggestions

The institution's dedication to skill education is highly commendable. In addition to the existing two BVoc courses, three more BVoc courses were introduced this year. There are plans for the institution to apply for MVoc courses in the upcoming years. Furthermore, the college has become a local chapter for IIT Bombay's Spoken tutorial courses.

However, it has been noted that the enrollment in certificate courses is currently below 50%. To address this, measures should be implemented to encourage each student to enroll in at least one certificate course. The institution has taken steps to gather comprehensive curriculum feedback from its five stakeholders. Notably, almost all parents express satisfaction with the curriculum. Students have suggested incorporating technology-assisted learning methods.

It is worth mentioning that the syllabus for all programs underwent revision in 2017. Feedback from stakeholders indicates that the curriculum is considered up-to-date by all parties involved.

2.4 Teaching Learning and Evaluation

Summary

All the programs offered at the institution are in high demand, with an average of more than 12 applications received for each undergraduate seat. The institution boasts a faculty of 124 members and an enrollment of 2,134 students, maintaining a mentor-mentee ratio of 1:17.

To ensure personalized attention and academic support, the institution has implemented a dedicated tutorial/mentoring system. This system operates two hours per week (3:30 pm – 4:30 pm on Mondays and Wednesdays). During these sessions, tutors engage with each student individually, addressing their academic and extra-curricular needs. The tutorial hours are utilized for legal awareness classes, skill development programs, and counseling.

Furthermore, the institution conducts "Knowledge Sharing Programs" in postgraduate departments during tutorial hours, facilitating interdisciplinary knowledge exploration relevant to students' courses of study. Additionally, a counseling center, MES Counseling Center (MMCC), operates on the campus to address the intra-personal, interpersonal, and social needs and issues of the MES community, promoting mental health.

Dr. Jasmine P M, Associate Professor in the Department of Electronics, was honored with the Best NSS Programme Officer award by Mahatma Gandhi University. Mr. Ahamed Jimshad K, Assistant Professor in the Department of Business Administration, received recognition from the FLAIR initiative of the Department of Collegiate Education, Kerala.

While the pass percentage for certain programs is notably high, others have not reached the desired level. The feedback provided by students on teaching, learning, and

evaluation across all programs suggests that the teachers' performance is excellent.

Comments/Suggestions

Management/Commerce programs are experiencing a high demand ratio, with BBA having 25 applications per seat. Despite having qualified teachers in various departments, there is a lack of research centers. The Biosciences, Computer, and Electronics departments are encouraged to apply for research centers.

The dedication of teachers in developing e-content for technologically advanced learning is appreciated. The implementation of the tutorial hour is commendable. The counseling facility is open to the public, although the number of participants is currently limited. It is suggested to inform the neighboring community about the counseling services available on campus.

Young faculty members are encouraged to apply for FLAIR awards. Additionally, considering the significant delay in semester examination results, except for the fifth and sixth semesters, there is a need to represent the issue to the University to ensure timely publication of results.

2.5 Research, Innovations, and Extensions

Summary

The institution secured five student projects from KSCSTE and a minor research project from UGC. The Research Cell of MES College Marampally organized a Research Methodology Workshop sponsored by KSCSTE. Additionally, the institution hosted various seminars and workshops on IPR, Entrepreneurship, and Research Methodology. Faculty members contributed to scholarly publications in SCI/Scopus/UGC care journals, including book chapters and conference proceedings. Many faculty members presented articles at both national and international conferences.

The institution actively engaged in extension activities through NSS, NCC, and various departments. The institution has collaborated with Cochin University of Science and Technology for sponsored Major research projects. Furthermore, the institution signed a Memoranda of Understanding (MoUs) with several institutions for On-the-Job Training (OJT), internships, and projects.

Comments/Suggestions

The dedication of faculty members in securing KSCSTE-sponsored student projects is highly commendable. Even though the institution has organized workshops, seminars, and conferences on IPR, Entrepreneurship, and Research Methodology, the overall

count is relatively low. It is recommended that the institution establish a startup cell on campus to allow students to initiate their own companies. To foster entrepreneurship, students should undergo specialized training through the Innovation and Entrepreneurship Development Cell (IEDC). Additionally, a separate Institution's Innovation Council has to be initiated within the campus to foster innovation among students and the faculty community. The research cell is encouraged to conduct various sessions to promote a research culture among faculty and students, including special sessions on the importance of research, research methodologies, and the art of research writing.

PG departments are encouraged to organize state/national seminars and conferences, inviting participation from external institutions to inculcate research culture among students and faculty members. The institution has actively engaged in numerous extension activities, with almost all students participating. The commendable extension activities during the academic year include the Migrant Literacy Program under the Kerala State Literacy Mission, the Swachh Bharat Summer Internship Program, and sessions on waste management at FHC and Patheyam.

2.6 Infrastructure and Learning Resources

Summary

The institute ensures optimal facilities for both curricular and co-curricular activities. Eighty percent of the classrooms are equipped for ICT-enabled teaching. The college has two fully furnished conference halls. Ample lab facilities are available for all departments. The institution also provides separate hostels for both boys and girls, a daycare center, a Counseling Center, a water quality analysis lab, 2D and 3D animation labs, language labs, a Tailoring Center for Women, a Canteen, a Cooperative store, and ladies' retiring rooms. Additionally, 13 college buses operate from various locations for the convenience of students and staff. CCTV surveillance and security personnel ensure the security of the campus.

The college has invested in infrastructure and resources to facilitate both outdoor and indoor games, including a separate Yoga hall and a Health club. The library is fully automated using the ILMS software KOHA and offers an INFLIBNET facility. The library also provides a Book bank facility, an Internet Center, and a spacious reading room spanning 4150 sq. feet. The institution maintains a computer-student ratio of 1:8, with a WiFi connection boasting 30 MBPS and 32 various licensed software. A dedicated studio

floor with acoustics for E-content development has recently been constructed. Additionally, a biogas plant is installed at the ladies' hostel and canteen for solid waste management.

Comments/Suggestions

The committee appreciates the management for providing outstanding infrastructure on the campus, with 80% of the classrooms being ICT-enabled. In keeping with the technological advancements of this era, it is recommended to have at least one smart classroom in each department. Additionally, the committee suggests the annual addition of a minimum of 1000 books to the library and the procurement of e-journals specifically for postgraduate students.

Encouraging faculty members to utilize the studio floor for creating e-content is recommended. The acquisition of 44 computers in the academic year has improved the student-computer ratio to 8:1. It is suggested to procure more computers and ensure that the student-computer ratio is maintained at 5:1.

2.7 Student Support and Progression

Summary

Students received a total of Rs. 43,36,256 (Forty-three lakhs thirty-six thousand two hundred fifty-six rupees only) in various government scholarships. The management allocated Rs. 9,75,175 (Rupees Nine lakhs seventy-five thousand one hundred seventy-five only) as scholarships to students. The institution actively conducts capability enhancement and development schemes, including soft skill development, remedial coaching, bridge courses, yoga, meditation, personal counseling, and mentoring.

A significant number of final-year students benefited from guidance for competitive examinations and career counseling provided by the institution. The institution has established an efficient and transparent mechanism for the timely resolution of student grievances, as well as the prevention of sexual harassment and raging cases throughout the year. A majority of the UG graduates have either secured placements in various companies/organizations or pursued higher education.

The institution has organized various cultural programs, quiz competitions on freedom struggle, and various management events. Students have representation in almost all administrative bodies, including the Anti-Ragging, Anti-Sexual Harassment, Grievance Redressal Cell, Anti-Drug Cell, Women Cell, Quality Circle, Career Guidance Placement Cell, Library Advisory Committee, Entrepreneurship Development Cell, Nature Club,

Quiz Club, Canteen Advisory Committee, College Bus Advisory Committee, Mathematics Club, Science Club, Planning Forum, Entry into Service, Energy and Environmental Conservation Club (EECC), Alumni Association, NSS, NCC, Cell for Research and Publication, Counseling Center, Film and Photography Club, Readers Forum, Computer Literacy Forum, Remedial Coaching, Tutorial System, WWS, Department News Letters, Department Association, Consultancy Cells, Journal Club, and Drama Club. The Alumni Association, ORMA organized diverse programs and extended financial assistance to students and alumni in need.

Comments/Suggestions

The scholarship provided by the management for needy students is highly commendable. Despite the management allocating over nine lakhs rupees towards scholarships, the number of student beneficiaries is relatively low. The committee recommends increasing the number of management scholarships in the upcoming years.

The institution's efforts in organizing various career guidance sessions, group discussions, and mock interviews are noteworthy. Over 30% of the students have benefited from these career guidance sessions. The progression to higher education is impressive, with more than 50% of students from BSc Psychology and BSc Biotechnology opting for further studies.

In addition to numerous national achievements, Rahul Krishna of BSc Electronics secured a bronze medal in an international chess tournament. He also received multiple national medals. The Alumni Association holds an annual meeting every 26th day of January. With the growth of the college, alumni activities have expanded significantly, encompassing seven chapters abroad (UAE, UK, USA, Oman, Qatar, Kuwait, and Saudi Arabia) and multiple state and city-level units across India. Alumni have served as resource persons for national-level seminars. The Alumni Association played a pivotal role in the 'Swapnaveedu' project, where the institution successfully constructed houses for deserving families of fellow students.

2.8 Governance, Leadership and Management

Summary

The institution has a well-defined strategy for decentralizing governance by delegating authority and granting operational autonomy to academic departments, clubs, and associations. Participative management is actively promoted, engaging both staff and students in various activities and clubs. The implementation of e-governance in administration is facilitated through TCS software. College admission, issuance of Transfer certificates, student details, attendance records, internal exam marks, faculty details, and events organised are accessible to top management through the college management software. MES Dkatia software is employed to automate all finance-related activities of the college.

Several departments have organized faculty development programs covering diverse topics, with numerous faculty members participating in FDPs and professional development programs. The management ensures the welfare of teaching, non-teaching staff, and students through various welfare measures.

The institution maintains a transparent mechanism for conducting external and internal audits, separately managing Government and Management accounts. A robust financial advisory board oversees the management of accounts, ensuring that all sanctioned accounts undergo both internal and external audits. The institution received Rs. 7,91,179 from non-government entities, individuals, and philanthropies. During the academic year 2018-19, active support was provided by the Parent-Teacher Association (PTA).

The management and Internal Quality Assurance Cell (IQAC) actively promote the professional development of support staff. IQAC also enhances the teaching-learning process through technology by organizing workshops and seminars. Green initiatives, including Biogas Plants, Rainwater Harvesting, Water Purification Systems, and Solar Power Plant, have been successfully implemented.

Programs and training sessions for the professional development of staff have been conducted. The institution embraces cultural inclusion by celebrating important festivals such as Onam, Christmas, Ramzan, and Bakrid. A staff day at the end of the academic year is celebrated to strengthen the spirit of unity.

Suggestions/Comments

The institution's dedication to community service through the PRAGATHI program, supporting students at North Vazhakulam Government UP School by providing study materials and school stationery at the start of each academic year, is highly commendable. The college's ASAP has received a four-star rating. Incentives are provided to teachers pursuing in-service PhD and publishing papers in reputed and high-impact journals. Teachers who achieve international recognition and excel in curricular and extra-curricular activities are honored in public meetings.

The current number of teachers receiving financial support to attend conferences, workshops, and professional body membership fees is relatively low, and efforts should be made to increase this support. The institution's two-day workshop on Research Methodology, sponsored by KSCSTE, is noteworthy. It is recommended that the institution encourages all teachers to attend at least one professional development program annually.

The institution implements various welfare schemes, including the Salary Advance Scheme, Day Care Facility, College Bus, and Hostel facilities at subsidized rates for both teaching and non-teaching staff. The Parent-Teacher Association (PTA) awards cash prizes to students who achieve an 'A' grade and presents mementos to program toppers and winners of M.G. University arts and sports events. Cash awards are also granted to students participating in international and national level sports events. The PTA expresses appreciation to teachers with outstanding achievements.

2.9 Institutional Values and Best Practices

Summary

During the academic year 2018-19, the institution organized numerous gender equity programs. The power requirement of 12,000 KWh is fulfilled through renewable energy sources. The institution is equipped with facilities such as ramps/rails, wheelchairs, Braille software, etc., to support Divyangjan students. Demonstrating a commitment to social responsibility, the institution assisted flood-affected individuals, conducted visits to old age homes, distributed school kits, organized medical camps, and offered environmental management training to local communities, showcasing a spirit of inclusion and situatedness.

The institution actively conducted programs to promote universal values and ethics. Various initiatives have been implemented to make the campus eco-friendly. Eco-friendly activities and women empowerment are recognized as the best practices of the institution.

Comments/Suggestions

The Women's Cell organized various programs, including workshops on health practices, self-defense, stitching, and cookery shows, engaging both male and female students to promote gender equity in the college. While the institution is equipped with several facilities for a Divyangjan-friendly campus, implementing a lift is yet to be realized.

The institution observed Martyr's Day by lighting candles to honor Veer Jawans, conducted election awareness sessions, blood donation camps, and raised awareness against drug abuse, showcasing a commitment to human values. The designated area on the campus known as "Shantisthal" is noteworthy, featuring a collection of rare and endangered plant species, a biogas plant, a vermicomposting unit, energy conservation camps at Vazhachal, e-waste management in association with Clean Kerala Company, nature camps, and more, all of which are highly appreciated.

3. Conclusion

The audit report 2018-19 reflects a comprehensive evaluation of the institution's performance and adherence to quality standards. The institution has demonstrated commendable efforts in areas such as governance, student support, infrastructure, teaching-learning processes, research, extension activities, and overall institutional values.

The commitment to transparent mechanisms, financial management, and community engagement is evident throughout the report. Noteworthy initiatives include promoting gender equity, eco-friendly practices, and support for diverse student needs. The institution's active involvement in social responsibilities, cultural inclusivity, and professional development further underscores its dedication to holistic education.

While the audit acknowledges several strengths, it also identifies areas for improvement, such as increasing the number of management scholarships, enhancing financial support for staff attending conferences, and ensuring the implementation of certain facilities like lifts for a Divyangjan-friendly campus.

Overall, the audit report provides valuable insights into the institution's strengths and areas for enhancement, offering a roadmap for continual improvement and sustained excellence in its academic endeavors.

Verified by

Sl No	Name	Designation	Signature
1	Prof. A M Rasheed	Principal	
2	Dr. Sunny Kuriakose	Dean, Student Affairs	
3	Dr. Manzur Ali P P	IQAC Coordinator	

Principal