INTERNAL AUDIT REPORT

Marian College Kuttikkanam (Autonomous)

(Internal Audit on the basis of New NAAC framework – 2017-18)

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This audit was conducted on   15 &16 March 2018   to validate and assess the data submitted by departments to the Moodle online platform customized for the data collection in accordance with the guidelines proposed by NAAC in the new accreditation framework.

Academic Audit   Report   Department: MCA Regular & Lateral

CRITERIA	GRADE	
		Efforts taken by the department
Course Outcome	A+	• Course outcomes are defied for all the courses
Value addition Courses	A +	• Several value addition courses are offered to meet the industry requirement • Innovative teaching learning methodologies being attempted for value addition courses
Courses with Employability & Courses dealing with ethics and human values	A	• Good number of courses are having employability
Syllabus Modification	A	• Very prompt updations

Curriculum Development	O - Outstanding	• Feed backs from industry, alumni, and students are taken and records maintained.
		Brief description of the initiatives in curricula:
		Reports referred
		    ➢ **International Data Corporation** (IDC) reports
		    ➢ **LinkedIn** reports
		    ➢ **NASSCOM** reports
		    ➢ **Forbes Magazine** reports
		• **Inputs from industry**

> ➢ Feedback from our recruiters which shed light into the gaps students were having when they go for placements, were used in the curriculum preparation process. Our major recruiters include **Infosys, TCS, UST-Global, Wipro, RedHat, Deloit** etc.
> ➢ Our syllabus was sent to alumni and industry experts and feedback was collected in mail.
> ➢ Industry experts like, **R Narayanan**, Former vice President TCS**, Mr Sreenivasaprasad**, Former Manager IT Services, IBM, **Mr. Winny M Thomas** - Lead Researcher, **Mr Grega Bremec,** Technical Manager and Open Shift expert, from Slovakia visited our campus and held discussions with our faculty on curriculum revision

Academic experts consulted
> ➢ Prof Dr Sasikumaran Sreedharan, Chairman& MD AACHA Global
> ➢ Dr Vijayakumar, MG University
> ➢ Dr Satheesh Kumar, Kerala University
> ➢ Dr Ramesh Kumar, Kerala University
> ➢ Dr Sunil Job, MG University
> ➢ Dr V Bhuvaneshwari, Bharathiyar University
> ➢ Dr Rajeshwary Mukesh, Hindustan University
> ➢ Dr Jayasankaran, former VC, Kanchi University
> ➢ Dr Sajimon Abraham, MG University

Institutions visited
> ➢ Bharathiyar University
> ➢ Hindustan university

Academic Audit Report **Department of MCom Self Financing**

CRITERIA	GRADE	REMARKS
		Strength
Course Outcome	O outstanding	• Course outcomes are defied for all the courses • Significant progress in academics after joining Marian • UGC Net previous questions and probable questions being discussed • Interviewing HR managers and other professionals for deeper learning is appreciated
Value addition Courses	A +	• Pursuing CMA (intermediate) with M. Com (Management Accounting) students are able to get thorough knowledge about updated National and international financial and management matters. • Students can easily crack both the course with a single effort. • Compulsory practical and personality development classes (100 hrs. computer training) imparted in CMA will help the students to become globally competitive. • Students are able to get views from academic as well as industrial experts. • MOOC Course on Soft Skill Development by IIT Mumbai is attended by all students
Courses with Employability & Courses dealing with ethics and human values	A	• Good number of courses are having employability
Syllabus Modification	A	• Very prompt updations as per the national requirements
Curriculum Development	A+	• Reports of CA, CMA, CS, Tax Bulletin were referred for curriculum development • Also feedback from alumni and students were considered • National Institute of Social Communications, Research and Training Delhi, Indian Institute of Management Kozhikode and CMA Chapter Kottayam, Kochi were visited to get a first-hand feel of effectively dealing with premium courses in addition to regular courses

Academic Audit Report   **Department of School of Social Work (BSW, MSW & MPhil)**

CRITERIA	GRADE	
		Strength
Course Outcome	A	• Course outcomes are defined
Value addition Courses	A	• Additional training programmes are offered to students • Innovative teaching learning methodologies being attempted, like charts, learner centered approaches, blended learning. **Many value addition programmes are offered such as:** • Quantitative and Qualitative Research Methods • Administration of Human Service Organisations • Social Policy and Social Legislation • Poverty Reduction Policies and Programmes • Social Entrepreneurship for Development Practitioners • Sustainable Development and Social Work Practice • Social Work Practice with Women and Children • Social Work Practice with Dalit and Tribes
Courses with Employability & Courses dealing with ethics and human values	A	• Many courses are dealing with ethical issues • Good number of courses address gender issues
Syllabus Modification	A	• Syllabus modification is carried out every year
Curriculum development	A	• Experts collaboration from abroad is appreciated • Reports Referred for curriculum development

| | | ○ UGC and MG University Guidelines for syllabus preparation ○ Manual for self study of Social Work Institutions published by NAAC, UGC ○ International Association of Schools of Social Work (IASSW) definition of Social Work Inputs from industry ○ Field Practicum Agencies were contacted and their opinions and suggestions are taken Academic Experts consulted ○ Dr Gemma Beckley, Dean, Rust College Missisiippy, and Fulbright Scholar ○ Dr M K Joseph, Assistant Professor, Rajagiri College, Kochi ○ Dr Sonny Jose, HoD, Social Work Department, Loyola College, Thiruvananthapuram ○ Mr Kiran Thampi, Assistant Professor, Rajagiri College, Kochi ○ Fr Wilson, HoD, Social Work, Sahyajyothi College, Kumily |

Academic Audit Report   **Department of Commerce Research Department**

CRITERIA	GRADE	
		Strength
Course Outcome	A	• Course outcomes are clearly identified
Value addition Courses	A+	• Many value addition courses are offered as zero credit courses and workshops • Innovative teaching learning methodologies being attempted like video shooting and presentation, video games etc.
Courses with Employability & Courses dealing with ethics and human values	A	• Only few courses are identified and listed in this area
Syllabus Modification	A+	• Prompt and effective syllabus updations • New specialisations are introduced in BCom to meet the present demand.
Curriculum Development	A	**Reports referred** • Syllabi of reputed national and international universities, Deemed universities, Reputed autonomous colleges . • Course contents of national institutions like Reserve Bank of India, National Stock Exchange [NCFM Course], Securities and Exchange Board of India, National Institute of Banking, National Institute of Securities Market etc. **Data collected from industry** • Through interactions with the industry experts who are members of the Board of Studies of the respective programmes – Mailed the draft syllabi to them and obtained their feedback – Also made face to face interactions with them. • Discussions with alumnus who are industrialists, working as senior officers in industrial organizations etc • Discussion with parents who are industrialists and business men. **Institutions visited**

		Physically - Indian Institute of Management Kozhikode, Christ University Bangalore, University of Kerala, Autonomous colleges such as SH College Thevara, SB College Changanacherry, CMS College Kottayam etc • Virtually visited the websites of 70 Plus national and international institutions and obtained inputs-

- Annual report of all events, academic results, and competitions etc. of the department for the last two years were documented very well.

Academic Audit Report   **Department of Bachelor of Computer Applications**

CRITERIA	GRADE	
		Strength
Course Outcome	A	• Course outcomes are clearly defied
Value addition Courses	A+	• Zero credit courses are offered in evry semester as value addition courses • Innovative teaching learning methodologies being attempted like debugging, teaching by juniors etc.
Courses with Employability & Courses dealing with ethics and human values	A	• Good number of courses are identified with employability • Courses have to be modified to incorporate ethical issues
Syllabus Modification	A	• Syllabus modifications are done regularly to meet the industry requirements
Curriculum Development	A	During the syllabus revision the Board of Studies had a series of discussion with students, alumni, placement officer, experts from industry and subject experts from other colleges and had many brainstorming sessions. The Board of Studies (BOS) has also referred the syllabus of renowned international universities offering the graduate programmes in Computer Science. Several rounds of discussions are also made with experts from eminent Indian universities and institutions. BCA graduates are now directly absorbed by multinational software companies like Wipro, Infosys, TCS, CTS etc. So, great care has been taken during the syllabus revision process to meet the industry requirements.

Academic Audit Report   **Department of Bachelor of Business Administration**

CRITERIA	GRADE	
		Strength
Course Outcome	A	• Course outcomes are defied
Value addition Courses	A	• Value addition courses are integrated in the form of zero credit courses • Additional training is offered for CAT MAT etc. • Innovative teaching learning methodologies being attempted like video shooting, interviewing entrepreneurs, CSR initiative, field study etc.
Courses with Employability & Courses dealing with ethics and human values	A	• Good number of courses are identified as "courses with employability" • Only few courses are directly dealing with ethical issues
Syllabus Modification	A	• Regular syllabus revisions in the Department
Curriculum Development	A	The process of curriculum development phased through the following endeavours: **Reports Referred: -** • National Policy on Education 2016 Report of the Committee for Evolution of the New Education Policy appointed by Ministry of Human Resource Development. • UGC model curriculum for Business Administration/ Management **Inputs from the Industry: -** Interactions and one to one discussions with people from industry was initiated before finalizing the content of each course. Sri. Benoy Abraham Anchanickal, M D Anchani Tubelings, Sri. Ajay Antony, Accounts Officer, Maitri Ad. Agency, Dr. Jobin Madukkakuzhy, M D, Madukkakuzhy Ayuverda, were involved in the process of finalizing the curriculum.

		Academic Experts Consulted: - Contributions of seven (07) academic experts from the field of Management, Commerce, Computer Science, and Statistics were merged in the curriculum. The panel was chosen to ensure the multidisciplinary nature of the program.

Academic Audit Report   **Department of BA in Communicative English**

CRITERIA	GRADE	
		Strength
Course Outcome	B+	• Course outcomes have to be identified for many courses
Value addition Courses	B	• Efforts have to be taken to start ne value addition courses
Courses with Employability & Courses dealing with ethics and human values	B+	• Courses with employability has to identified • Many courses are dealing with gender and ethical issues
Syllabus Modification	A	• Syllabus revision are made as per the norms fixed by the college
Curriculum Development	A	• Initial informal discussion was held in the department • Reports from depts. of other colleges • Discussion with students made us convinced that it was a felt need • Interaction with parents • H R's of few companies have assured us that nothing sells in the job market like good English speaking skills and computer skills • Visited St Joseph's Autonomous college Trichy • Workshop was conducted in Trivandrum with academic experts from University of Kerala, Industry and members from media field. • Visited CMS College Kottayam, SB College Changanacherry and Assumption College changancherry • Five Year plan, UGC and HRD ministry envisages employability as the main criteria. So we have designed the course accordingly to make our students employable as they pass out from here.

Academic Audit Report   **Department of Bachelor of Economics**

CRITERIA	GRADE	
		Strength
Course Outcome	A	• Course outcomes are clearly defined
Value addition Courses	A	• Value addition courses are offered as zero credit courses • Other training programmes are offered on areas like current affairs analysis, soft skill etc.
Courses with Employability & Courses dealing with ethics and human values	A+	• Courses with employability have to be identified • The course dealing with ethical, gender and human values have to identified
Syllabus Modification	A	• Syllabus modifications are carried on a regular basis based of the feedbacks
Curriculum Development	A	Reports referred • UN Human Development Report • Human Happiness Report • Teaching Economics in India: A Teacher's Handbook – Department of Education in Social Sciences, New Delhi • Report of the National Centre for Research in Economic Education • Research in Economics Education: Five New Initiatives, Final Draft, December 2000, by Michael K Salemi, John J Siegfried….

Academic Audit Report   **Department of BSc Mathematics**

CRITERIA	GRADE	
		Strength
Course Outcome	B+	• Course outcomes are defined
Value addition Courses	B	• More value addition courses have to be started • Value addition
Courses with Employability & Courses dealing with ethics and human values	B+	• The courses have to be identified in this area
Syllabus Modification	A	• Syllabus updations are carried out
Curriculum Development	A	• Premiere autonomous institutes were visited by Faculty Members • Innovative curriculum is developed

Academic Audit Report   **Department of Master of Management of Hospitality**

CRITERIA	GRADE	
		Strength
Course Outcome	A	• Course outcomes are defined
Value addition Courses	O Outstanding	• Many value addition courses and workshops are integrated into curriculum • Many innovative teaching learning methodologies being attempted • MOOC is well integrated into the teaching, learning and evaluation strategies
Courses with Employability & Courses dealing with ethics and human values	A	• Many courses are designed as employable • Ethical issues have to be integrated courses
Syllabus Modification	A	• Prompt syllabus modifications

Curriculum Development	A	• Inputs from Industry
		   o Held deliberations with industry professionals like Ms. Chritina Watson, Director-Wellness at Vana Resorts, Dehradun, several alumni working in Hotel. Airlines and Tourism Sector.
		• Inputs from Academia
		   o Few academic experts who were consulted are: Dr. B Vijayakumar, former Principal, KITTS Trivandrum, Mr. Sibi Jacob, Dr. Julius Ceaser, former dean, St. Xaviers College, Palayamkottai, Dr. Babu Michael, Asst Professor, SB College, Changanacherry, etc

Academic Audit Report   **Department of MA in Communication and Media Studies**

CRITERIA	GRADE	
		Strength
Course Outcome	A	• Course outcomes are clearly defined
Value addition Courses	A	• Many innovative value addition courses are integrated into curriculum • Students centric teaching learning methodologies being attempted •
Courses with Employability & Courses dealing with ethics and human values	A	• Courses are designed with employability
Syllabus Modification	A	• Newly inducted programme

Curriculum Development	A	• Reports Referred
		    o UGC and MG University Guidelines for syllabus preparation
		    o Syllabi from Calicut University, Kerala University, Kannur University, MG University and Christ University, Bangalore
		    o Core Skills for the Future of Journalism by Poynter Institute of Media Studies, United States
		    o The Future of Journalism in a Networked Society by Ericsson Networked Society Lab
		    o Nation, State, and Democracy in India: Media Regulation and Government Monopoly by The Hoot
		• Inputs from industry
		    o Representatives from major media houses including Malayala Manorama, Mathrubhumi, Asianet, Reporter TV and Flowers TV
		    o Mr. Renjan Abraham, Film Editor
		    o Ms. Arathy Somasekhar, Content Analyst, Reuters India
		    o Mr. Ani Arjun, Sound Engineer
		    o Mr. K Narahari, Consultant, The PRactice Strategic Communication, Bangalore

		• Academic Experts consulted
		    ○ Dr. Michael Puthenthara, Former Corporate Communication Consultant at Keltron and Nagarjuna
		    ○ Dr. K V Nagaraj, HOD, Mizoram Central University
		    ○ Fr. Francis Karakkat, Principal, Don Bosco College, Kannur
		    ○ Prof. M Vijayakumar, Former HOD, Kerala University
		    ○ Dr. Sudheer Shah Salam, Professor, Malayalam University, Tirur
		    ○ Dr. Muhammadali N, HOD, Calicut University

Common instructions to All Departments

- Efforts have to be taken for assessing the level of achievements of course outcome
- Try to offer value addition courses to students and if possible offer to students of different departments and multiple times in a year. Also see that course outcomes of value addition courses are also clearly defined
- Departments shall see that employability components are enhanced for all courses while revising syllabi
- All courses shall be taught with emphasis to ethical values, human values and gender issues as part of the curriculum delivery
- Efforts have to be taken to understand the local, national, regional and global development needs in in each field of study and try to incorporate modifications as per the requirements identified.
- Please bring necessary changes in the syllabus by the end of May 2018 so that modified syllabi will be applicable to students admitted from 2018 onwards.

Principal