MACFAST

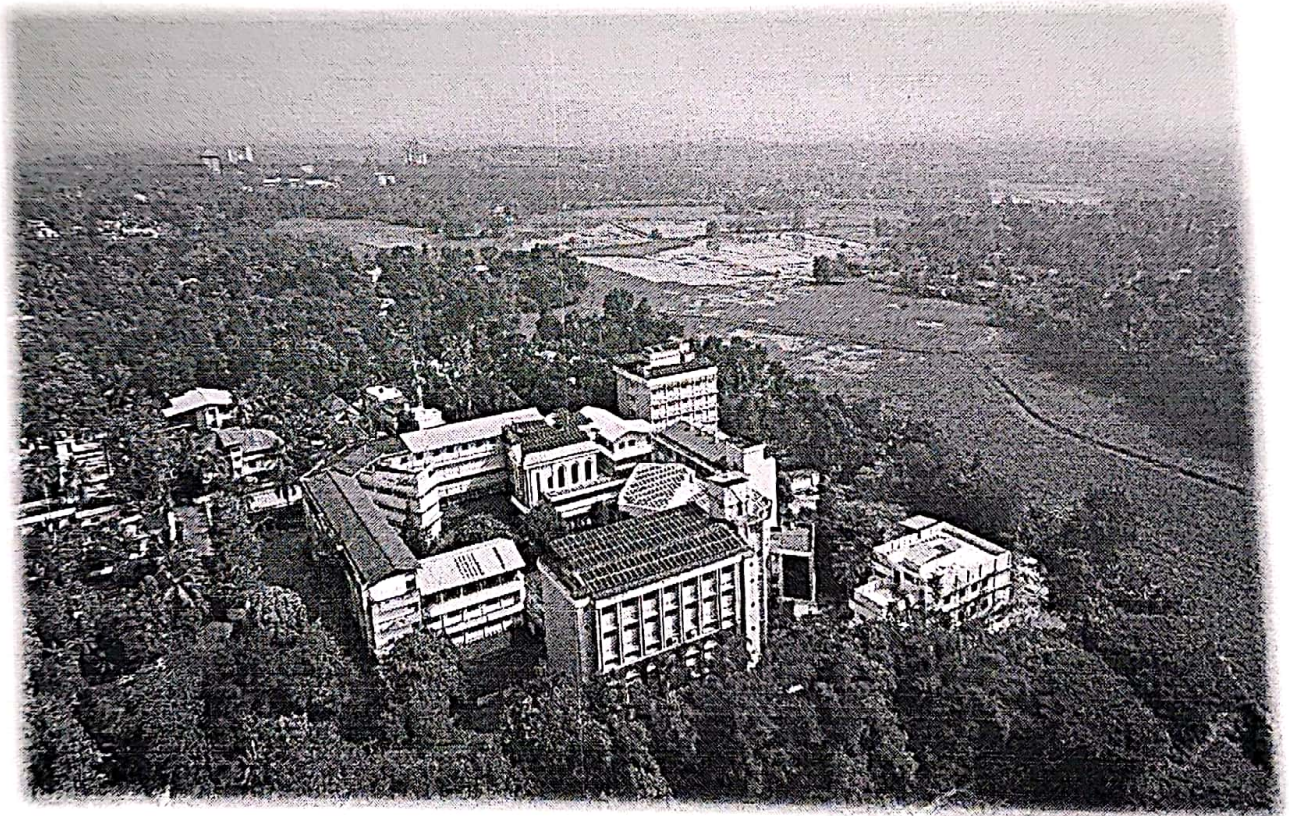# MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)

Accredited by NAAC with 'A' Grade & Approved by AICTE
Affiliated to MG University
DSIR Recognized & ISO 9001:2015 Certified Institution
Listed in the National Institutional Ranking Framework (NIRF) 2020 Rank Band: 151-200

ACADEMIC & ADMINISTRATIVE AUDIT (AAA) REPORT
2020 – '21

Date: 10ᵗʰ June, 2021

INSTITUTION VISION

To be a global icon in quality education, research, innovation, and entrepreneurship for a sustainable future.

MISSION

To provide a conducive learning environment that nurtures and develops young people as value-driven, professionally competent and responsible global citizens.

OBJECTIVES

➢ To create future leaders and innovators by providing an academic ecosystem of new ideas and thoughts

➢ To provide transformative education to the young minds by imparting the required knowledge and skill sets to face future challenges independently and impartially.

➢ To strengthen and empower our faculty members and provide an inclusive environment for academic excellence.

➢ To foster competency to develop scientific temper that addresses global demands.

➢ To collaborate with higher institution of excellence nuturing and strengthening all stakeholders.

1. About MACFAST

Mar Athanasios College For Advanced Studies Tiruvalla (MACFAST) is a premier post graduate research institute, established in 2001 with the objective of moulding eminent professionals over the years to confront the challenging demands of the corporate world and the world of science & technology. MACFAST is affiliated to Mahatma Gandhi University, Kottayam and approved by All India Council for Technical Education (AICTE), New Delhi. The college is owned and managed by the Corporate Educational Agency of the Catholic Archdiocese of Tiruvalla, founded by His Grace Dr. Geevarghese Mar Timotheos, (Former Metropolitan Archbishop of the Malankara Catholic Archdiocese of Tiruvalla). As visualized by its founders, the college has grown steadily over the years with nine postgraduate courses in Management, Computer Science & Biosciences and positioned its identity as a multidisciplinary institution in the higher education segment of the state. Within a very short span of its existence, MACFAST has emerged as a trendsetter in education and has turned into a benchmark for others to emulate with its unparalleled hallmark of academic brilliance and social commitment. The college is located in Tiruvalla, an active commercial township in the Central Travancore region of Kerala. The two adjacent campuses together bring an idyllic character in shape and the atmosphere around pitches an ambience of solitude, inevitable for intellectual pursuance. The acronym of Mar Athanasios College For Advanced Studies Tiruvalla – MACFAST is also interpreted as: "Moulding Attitude with Commitment for Futuristic Action towards Sustainable Transformation". The best faculty members combined with the state-of-the art infrastructure enable the optimal progression of the students through scientific temper and dedication towards excellence. A research journal titled Journal of Science, Technology and Management (JSTM), has also been initiated in 2008. MACFAST owns an on-campus Community Radio Station. Radio MACFAST 90.4 is a prime on-campus Community Radio in the state and 46th in the country. The college has reached yet another acme by decorating a position of first solar powered campus in Kerala. The continuous zeal for academic excellence and social commitment has led to the accreditation of MACFAST with CGPA of 3.08 on four-point scale at 'A' Grade by the National Assessment and Accreditation Council (NAAC) in 2016. The college is an ISO 9001:2015 certified institution. It has got the fame of the only private self-financing college from Kerala to be listed in the National Institutional Ranking Framework (NIRF) Rankings 2020 (Rank Band 151-200). In the year 2018, the college got recognized by Department of Scientific and Industrial Research (DSIR) Govt. of India for the contributions in the field of research, publications and projects. MACFAST also promotes academic and cultural interchange in the areas of exchange, teaching, research, transfer and other activities with Government, semi-government, national and international institutions. The college has signed MoUs with CSIR–CFTRI Govt. of India, ICAR-CIFT Govt. of India, IIIT Allahabad,

Sami Labs Ltd. Mysore, national and international campuses of AMITY university. The college also ensures creditable academic performance, in the form of 100 percentage results. In all the departments, students are continuously bagging top ranks in MG University examinations and so far we have achieved more than 100 ranks since 2001. MACFAST continues its journey in moulding future generations.

2. Audit Committee

In June 2020, MACFAST College re-constituted Internal Academic & Administrative Audit (AAA) committee

The Committee is comprised of the following members:

Fr. Dr. Cherian J Kottayil
Principal

Prof. Varghese Abraham
Administrator

Dr. Sudeep B Chandramana
HoD & Assistant Professor
Department of Management Studies

Mr. Tiji Thomas
HoD & Associate Professor
Department of Computer Applications

Dr. Jenny Jacob
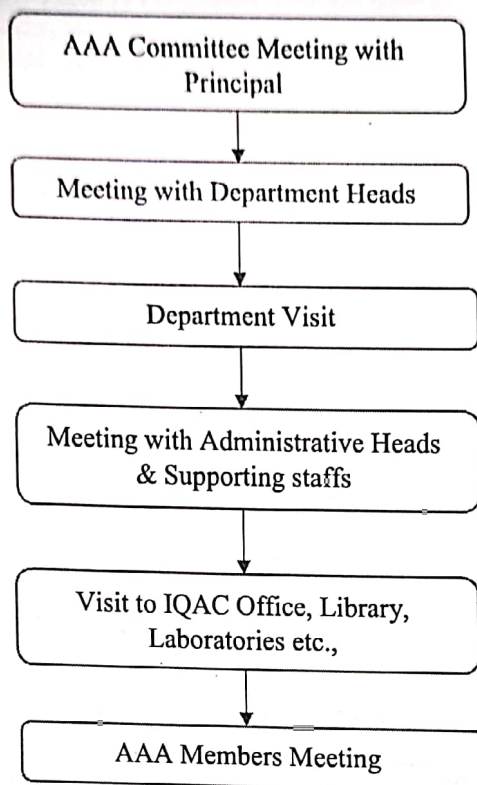Assistant Professor
School of Biosciences

Mr. Pavin Raj
Assistant Professor
Department of Computer Applications

3. Objectives of Internal Academic and Administrative Audit (AAA)

The objectives of the Internal Academic & Administrative Audit:
- ✓ To assess the performance of the faculty members and department as a whole.
- ✓ To identify the strengths and limitations of the department.
- ✓ To conduct quality checks on different activities undertaken in all departments of the College to meet expected outcomes.
- ✓ To evaluate the administrative performance.
- ✓ To promote adoption of best practices.

4. Process of AAA

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┌─────────────────────────────┐
│  AAA Committee Meeting with  │
│          Principal           │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  Meeting with Department Heads │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│      Department Visit        │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Meeting with Administrative Heads │
│      & Supporting staffs     │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  Visit to IQAC Office, Library, │
│      Laboratories etc.,      │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│     AAA Members Meeting      │
└─────────────────────────────┘
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The criteria-wise evaluation of the department includes:

- ✓ Course Content
- ✓ Teaching-Learning Process
- ✓ Examination and Evaluation System
- ✓ Results
- ✓ Other Activities
- ✓ Infrastructure
- ✓ Department Activities

5. General Information

The college offers 9 Post Graduate Programmes listed in Table 1. The number of students and faculty members in different departments are shown in Table 2 & 3.

Table 1: Programmes in the College

Stream	Programme	Total
MBA	MBA	1
MCA	MCA	1
M.Sc	M.Sc. Bioinformatics	7
	M.Sc Biochemistry	
	M.Sc Food Technology & Quality Assurance	
	M.Sc Plant Biotechnology	
	M.Sc Biotechnology	
	M.Sc Phytomedical Science & Technology	
	M.Sc Bionanotechnology	
TOTAL		**9**

Table 2: Total Students in 2020-21

Sl. No	Name of Programme	Sanctioned Strength	Intake
1	MBA	120	119
2.	MCA Regular	120	93
3	MSc. Bioinformatics	20	08
4	MSc. Plant Biotechnology	20	13
5	MSc. Food Technology and Quality Assurance	42	42
6	MSc. Biochemistry	20	20
7	MSc. Phyto medical Science and Technology	20	04
8	MSc. Biotechnology	16	18
9	MSc. Bionanotechnology	20	02

Table 3: Total Teaching Faculty in 2020-21

Sl. No	Department	Prof	Asso. Prof	Asst. Prof	Guest / Visiting	Temporary	Total
1	Department of Management Studies	0	7	8	2	0	17
2	Department of Computer Applications	1	4	7	1	0	13
3	School of Biosciences	0	4	11	2	0	17

Report of AAA Committee:

Assessment Based on Institutional Information

Category	Description	Available
Approvals and Accreditation Documents	AICTE Approval	Yes / No
	Affiliation by UGC	Yes / No
	Affiliation by MG University	Yes / No
	NAAC Certification	Yes / No
	NBA Accreditation	Yes / No
	ISO Certificate	Yes / No
Governance	Governing Body	Yes / No
	Academic Council	Yes / No
	Finance Committee	Yes / No
	Proceedings of Governing Body meeting	Yes / No
	Proceedings of Academic Council	Yes / No
	Proceedings of Finance Committee	Yes / No
	Examination Section	Yes / No
	IQAC and its proceedings	Yes / No
	Anti-Ragging Committee	Yes / No
	Anti-Sexual Harassment Committee	Yes / No
	Grievance Redressal Committee	Yes / No
	Alumni Association	Yes / No
	Office Automation (ERP Software)	Yes / No
	Personal Files	Yes / No
	Budget Sanctioned and Audit Report	Yes / No

	Student Scholarship Details	Yes / No
	Institutional Website	Yes / No
	Biometric Attendance System	Yes / No
	Notice Boards	Yes / No
Other Facilities	CCTV Security	Yes / No
	Projectors in Classrooms	Yes / No
	Fire Extinguisher	Yes / No
	Medical Facility	Yes / No
	Canteen Facility	Yes / No
	Sports Facility	Yes / No
	Hostels	Yes / No
	Vehicle Parking	Yes / No
	Backup Electric Supply	Yes / No
	Transport Facility	Yes / No
	Sewage Disposal System	Yes / No
	Drinking Water Facility	Yes / No
	Solid Waste Management	Yes / No
	E-waste Management	Yes / No
	Rain-water facility	Yes / No
	Green Campus Initiatives	Yes / No

Signature of the Audit Committee Chairman:

Signature of IQAC Coordinator:

Signature of Principal:

Scores for AAA

Criteria	Key Indicators	Max. Marks	Marks Awarded
1. Curricular Aspects	1.1 Curriculum Planning and Implementation	50	49
	1.2 Academic Flexibility	40	35
	1.3 Curriculum Enrichment	40	39
	1.4 Feedback System	20	20
	Total	**150**	**143**
2. Teaching – Learning and Evaluation	2.1 Student Enrolment and Profile	20	20
	2.2 Catering to Diverse Needs of Students	30	29
	2.3 Teaching Learning Process	50	49
	2.4 Teacher Quality	50	48
	2.5 Evaluation Process and Reforms	50	49
	2.6 Student Performance and Learning Outcomes	50	48
	2.7 Student Satisfaction Survey	50	48
	Total	**300**	**291**
3. Research, Consultancy and Extension	3.1 Promotion of Research	20	16
	3.2 Resource Mobilization for Research	10	09
	3.3 Infrastructure for Research	20	17
	3.4 Research Publications and Awards	20	15
	3.5 Consultancy	10	07

	3.6 Institutional Social Responsibility and Extension Activities	50	49
	3.7 Collaborations	20	17
	Total	**150**	**130**
4.Infrastructure and Learning Resources	4.1 Physical Facilities	30	28
	4.2 Library as a Learning Resource	20	18
	4.3 IT Infrastructure	30	29
	4.4 Maintenance of Campus Facilities	20	18
	Total	**100**	**93**
5. Student Support and Progression	5.1 Student Mentoring and Support	30	28
	5.2 Student Progression	30	28
	5.3 Student Participation and Activities	30	28
	5.4 Alumni Engagement	10	08
	Total	**100**	**92**
6. Governance, Leadership and Management	6.1 Institutional Vision and Leadership	10	10
	6.2 Strategy Development and Deployment	10	09
	6.3 Faculty Empowerment Strategies	30	28
	6.4 Financial Management and Resource Mobilization	20	18
	6.5 Internal Quality Assurance System	30	28
	Total	**100**	**93**
	7.1 Environment Consciousness	50	47

7. Innovations and Best Practices	7.2 Innovations	20	18
	7.3 Best Practices	30	28
	Total	100	93

Signature of the Audit Committee Chairman: 10/6/21

Signature of IQAC Coordinator:

Signature of Principal:

Date: 10.06.21

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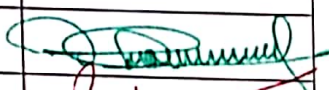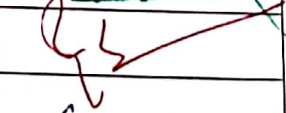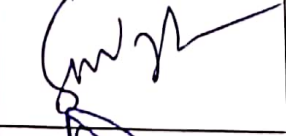**Academic and Administrative audit for the academic year 2020-'21**
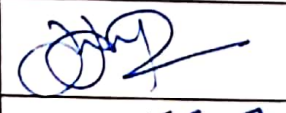
The members of the Academic and Administrative Audit team have conducted the audit for the academic year 2020-'21.

Marks obtained: ...935.....out of 1000.

Observations of Auditors:

1. The services extended to the society are appreciable.
2. More such activities can be implemented!
2. Improve the consultancy services.
3. More modules should be added to ERP
5.

Signature of Auditors:

Sl.No	Faculty Member	Designation	Signature
1	Fr. Dr. Cherian J Kottayil	Principal	
2	Prof. Varghese Abraham	Administrator	
3	Dr. Sudeep B Chandramana	Chairman - AAA HoD & Associate Professor, Department of Management Studies	
4	Mr. Tiji Thomas	HoD & Associate Professor, Department of Computer Applications	
5	Dr. Jenny Jacob	Assistant Professor, School of Biosciences	
6	Mr. Pavin Raj	Assistant Professor, Department of Computer Applications	