MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)

Accredited by NAAC with 'A' Grade & Affiliated to MG University

ACADEMIC & ADMINISTRATIVE AUDIT (AAA) REPORT

2017- 2018

DATE: 19th June, 2018

INSTITUTION VISION

To attain the level of excellence at par with top international institutions so as to become a trendsetter in education.

MISSION

To transform young people and mould them into value-driven, culturally enriched and professionally competent change agents who would significantly contribute to improving their immediate community, the state, the country and the world at large.

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 oncampus 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.

2. Audit Committee

In March 2018, MACFAST College reconstituted a committee to conduct Internal Academic & Administrative Audit of the College.

The Committee is comprised of the following members:

Fr. Dr. Cherian J. Kottayil
Principal

Prof. Varghese Abraham
Administrator

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

Mr. Thomas Mathew
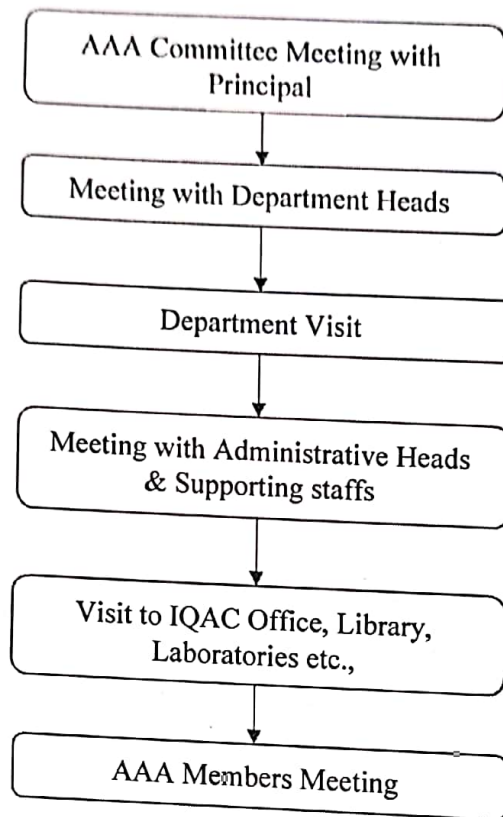Assistant Professor
Department of Computer Applications

Ms. Pinchu Elizabath Thomas
Assistant Professor
School of Biosciences

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 theCollege 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 Regular	2
	MCA Lateral	
M.Sc	M.Sc. Bioinformatics	6
	M.Sc Biochemistry	
	M.Sc Food Technology & Quality Assurance	
	M.Sc Plant Biotechnology	
	M.Sc Biotechnology	
	Phytomedical Science & Technology	
TOTAL		9

Table 2: Total Students in 2017-18

Sl. No	Name of Programme	Sanctioned Strength	Intake
1	MBA	120	93
2.	MCA Regular	60	24
3	MCA Lateral Entry	60	59
4	MSc. Bioinformatics	20	07
5	MSc. Plant Biotechnology	20	10
6	MSc. Food Technology and Quality Assurance	30	28
7	MSc. Biochemistry	20	14
8	MSc. Phyto medical Science and Technology	20	04
9	MSc. Biotechnology	12	07

Table 3: Total Teaching Faculty in 2017-18

Sl.No	Department	Prof	Asso. Prof	Asst. Prof	Guest / Visiting	Temporary	Total
1	Department of Management Studies	1	6	11	2	0	20
2	Department of Computer Applications	1	2	12	3	0	18
3	School of Biosciences	0	1	12	0	0	13

Report of AAA Committee:

Assessment Based on Institutional Information
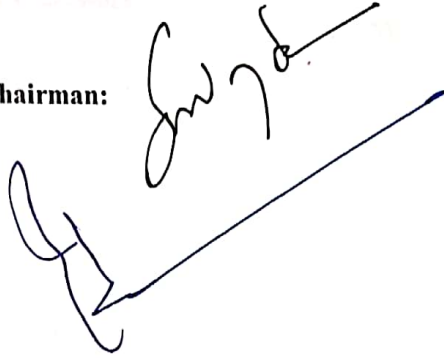
Category	Description	Available
Approvals and Accreditation Documents	AICTE Approval	Yes / No
	Affiliation by UGC	Yes / No
	Affiliation by MG University	Yes / No
	NAAC Certification	Yes / No
	NBA Accreditation	Yes / No
	ISO Certificate	Yes / No
Governance	Governing Body	Yes / No
	Academic Council	Yes / 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	48
	1.2 Academic Flexibility	40	30
	1.3 Curriculum Enrichment	40	38
	1.4 Feedback System	20	20
	Total	**150**	**136**
2. Teaching – Learning and Evaluation	2.1 Student Enrolment and Profile	20	20
	2.2 Catering to Diverse Needs of Students	30	28
	2.3 Teaching Learning Process	50	48
	2.4 Teacher Quality	50	48
	2.5 Evaluation Process and Reforms	50	48
	2.6 Student Performance and Learning Outcomes	50	44
	2.7 Student Satisfaction Survey	50	45
	Total	**300**	**281**
3. Research, Consultancy and Extension	3.1 Promotion of Research	20	15
	3.2 Resource Mobilization for Research	10	08
	3.3 Infrastructure for Research	20	16
	3.4 Research Publications and Awards	20	11
	3.5 Consultancy	10	07

	3.6 Institutional Social Responsibility and Extension Activities	50	45
	3.7 Collaborations	20	15
	Total	**150**	**117**
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	16
	4.4 Maintenance of Campus Facilities	20	18
	Total	**100**	**80**
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	06
	Total	**100**	**90**
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	17
	6.5 Internal Quality Assurance System	30	28
	Total	**100**	**92**
7. Innovations and Best Practices	7.1 Environment Consciousness	50	46
	7.2 Innovations	20	18

	7.3 Best Practices	30	28
	Total	100	92

Signature of the Audit Committee Chairman:

Signature of the IQAC Coordinator:

Signature of Principal:

Date: 19.6.'18

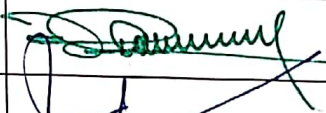# MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA (MACFAST)

Academic and Administrative audit for the academic year 2017-'18 The members of the Academic and Administrative Audit team have conducted the audit for the academic year 2017-'18.

Marks obtained: .8.8.8...out of 1000.

Observations of Auditors:

1. Improve research Publications

2. Make neccessory changes in IT infrastructure .

3. Utilized skills of students for working .Multidisciplinary environment

4.

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 AssistantProfessor, Department of Management Studies	
4	Mr. Thomas Mathew	AssistantProfessor, Department of Computer Applications	
5	Ms. Pinchu Elizabeth Thomas	Assistant Professor, School of Biosciences	