

Internal Academic Auditing 2021-22

Quality Assessment Report and Recommendations of Peer Teams



INTERNAL QUALITY ASSURANCE CELL

M E S KEVEEYAM COLLEGE VALANCHERY

**NAAC Accredited with 'A+' Grade
www.meskeveeyamcollege.ac.in**

Preface

The annual internal academic auditing by the Internal Quality Assurance Cell was conducted on 3 August of 2021 and on 4 August 2022. A core committee was constituted by the Principal for the academic audit and for the checking the quality and transparency of documentation. The core committee comprised of Dr. C Rajesh (Principal), Dr. Najila T.Y (IQAC Coordinator), The committee visited all the departments and conducted a critical evaluation of documentation system in the department. They have also assessed the quality initiatives of the departments for the year 2020-21. The contribution of each department towards various aspects of quality enhancement of the institution was also analysed. The committee has given a detailed report about the documentation system and the performance of the departments. They have given recommendations for the improvement of quality of the departments. Based on the assessment, awards were also recommended for the performance of the departments. In addition to this, the committee also recommended awards and letter of appreciations to faculty members who contributed significantly to the institution in 2021-22. The Internal Quality Assurance Cell is thankful to the core committee members for their valuable effort in completing the academic auditing. The NAAC visit of the college was from 04.09.2021 to 05.09.2021. All the staff of the College prepared whole-heartedly for the event which culminated in the college securing A+ grade with 3.44. We are also thankful to all the faculty members who were very sincere and dedicated to service of the institution.

Dr C Rajesh
Principal

Dr Najila T.Y
IQAC Coordinator

Internal Auditing Schedule

| Name of the Department | Date | Peer Group Member* |
|-------------------------------|-------------|---|
| Commerce | 03.08.2021 | Dr. C Rajesh-Principal, Dr. Najila T.Y- IQAC Coordinator, Dr Habeebrahman |
| English | 03.08.2021 | Dr. C Rajesh-Principal, Dr. Najila T.Y- IQAC Coordinator, Dr Habeebrahman |
| Zoology | 03.08.2021 | Dr. C Rajesh-Principal, Dr. Najila T.Y- IQAC Coordinator, Dr Habeebrahman |
| Physics | 03.08.2021 | Dr. C Rajesh-Principal, Dr. Najila T.Y- IQAC Coordinator, Dr Habeebrahman |
| Chemistry | 03.08.2021 | Dr. C Rajesh-Principal, Dr. Najila T.Y- IQAC Coordinator, Dr Habeebrahman |
| Physical Education | 03.08.2021 | Dr. C Rajesh-Principal, Dr. Najila T.Y- IQAC Coordinator, Dr Habeebrahman |
| Commerce (S/F) | 03.08.2021 | Dr. C Rajesh-Principal, Dr. Najila T.Y- IQAC Coordinator, Dr Habeebrahman |
| Languages | 03.08.2021 | Dr. C Rajesh-Principal, Dr. Najila T.Y- IQAC Coordinator, Dr Habeebrahman |
| Psychology | 03.08.2021 | Dr. C Rajesh-Principal, Dr. Najila T.Y- IQAC Coordinator, Dr Habeebrahman |
| Computer Application | 03.08.2021 | Dr. C Rajesh-Principal, Dr. Najila T.Y- IQAC Coordinator, Dr Habeebrahman |

- Principal will be the Chairman and IQAC Coordinator will be the Member Coordinator.

General Recommendations

- Contribution of faculty members as members of board of studies, curriculum restructuring, syllabus revision, etc. shall be enhanced
- Departments shall take initiative to conduct short term/certificate courses
- No. of faculty members and students attending online /add on /certificate courses shall be increased.
- Students shall be encouraged for paper presentation/participation in international/national seminars
- Structured feedback on curriculum shall be taken from alumni
- There should be a well academic plan for each department
- Departments shall adopt some innovative process in teaching-learning and evaluation
- Participation in faculty development programmes shall be promoted
- Industrial training and internships of students shall be encouraged even though they are not there in the syllabus.
- Effectiveness of class tutorial system shall be improved
- Semester wise results should be properly analysed and remedial classes to be given to those who need it.
- Days of national importance shall be observed
- More number of invited lectures to be conducted with eminent academicians so as to give opportunity for students to interact with them.
- Use of ICT in teaching-learning shall be promoted
- Departments shall sign MoUs or engage in collaborations with eminent academic or research institutions.
- Publication of articles in international peer reviewed journals by the faculty members to be increased
- Invited lectures/paper presentations of faculty members to be increased
- Those faculty members having PhD shall apply for major research projects from different funding agencies
- Departments shall organized at least one national seminar in a year
- Funded research projects of students shall be promoted
- Departments shall ensure participation of more students in extension activities through NCC, NSS, etc
- Departments shall conduct extension programmes.

- Participation of students in innovation programmes especially those conducted under Institution Innovation Council shall be encouraged
- Departments shall take initiatives to purchase more books of their subjects to the library
- The number of journals in the library should be increased by subscribing to more
- Use of Library by students and faculty members is to be increased
- Students shall be given direction and encouragement to use the NLIST facility in the library.
- Departments shall take more care to give coaching for competitive exams like JAM/CAT/NET etc.
- Career Guidance and Placement mechanism should work more effectively in the departments and in the college level also
- Participation of students in ASAP/SSP/WWS shall be encouraged
- Department shall take measures to constitute student awards
- Proper information shall be given to students about various scholarships
- Promote participation of students in Curricular and co-curricular activities
- Publish materials like catalogues, wall magazines, college magazine, news letters
- Departments shall take initiatives to make the campus eco-friendly
- Involvement of Alumni in the activities of the department shall be promoted
- Involvement of Department PTA in the activities of the department shall be promoted
- More institutional responsibilities shall be undertaken by the faculty members
- Environmental awareness and energy conservation programmes shall be organized.
- Department shall identify two of their best practices and continue it.
- For student support programmes like remedial coaching, SSP, etc, an analysis of the outcome shall be conducted.

QUALITY ASSESSMENT REPORT

1. Department of Chemistry

The department conducted programmes to allow the students to understand and make their mind, heart to know the aspect of humanity; in precise human values. To make the students realize the importance of nature and its values were also a motive of conducting such programmes. Faculty enrichment programme organized by the department was mainly intended to equip the faculties with the recent developments in the concerned topic and enable them to handle the topic efficiently.

Programmes organized

- **Reading week Celebrations**

Interactive session “Mindi Parayam” as part of celebration of reading week on 25.06.2021. In this programme the changes in poems of the present and past periods were discussed and also discussed about the changes in poems of the present and past periods.

- **Workshops**

The workshops focused on the of importance of skill acquisition in life and, to train the students in making cheap & quality soaps at home and make profit out of it.

1. Online workshop on Soap making on 31 July 2021 in association with WEC
2. Training on soap and sanitizer making camp named “Opparam” to NSS volunteers on 28 December 2021
3. A workshop on soap, paper pen and paper bag organized on 16 March 2022
4. Workshop on soap, paper pen and paper bag making for the students at VKM special school in association with KSWDC women cell on 17 March 2022

- **Day Celebrations**

A poster competition in connection with Hiroshima & Nagasaki Remembrance day on 10 August 2021

- **FDP's/FEP's/FIP's/NEP's**

Faculty Enrichment Programme on “Spectroscopy of metal complexes” from 06 to 10 October 2021 in association with Chemical Research Society of India, under Paramarsh Scheme of UGC. The main motive of the programme was to make teachers learn more about the topic and handle the same efficiently.

- **Orientation/Awareness Programmes**

1. Orientation programme on “Carrier opportunities” on 22 December 2021 in association with career guidance and counseling cell
2. Orientation programme on “Carrier opportunities” on 23 February 2022 in association with career guidance and counseling cell
3. Awareness programme on “Education for Existence” in association with chemistry day “Chemfluence” on 23 March 2022

- **Eco Friendly Initiatives**

Planting seeds; An echo friendly attempt- An initiative in bio gardening on 08 March 2022. The main aim of the initiative is to develop pro-sustainability awareness, attitudes and behavior among undergraduate students.

Specific Recommendations

- Extension activities to be undertaken
- Initiative should be taken to secure funded research projects
- Certificate courses to be conducted
- The publication of Journal ChemY to be continued
- Participation/presentation of students in seminars shall be promoted
- Alumni contribution in the activities of the department shall be improved
- The publications of faculty members shall be increased

2. Department of Commerce

The Research and PG Department of Commerce has contributed well towards the academic performance of the college. The student support mechanisms are very good and large number of students are qualifying NET examination. For delivering the same, the department provides ambient teaching-learning atmosphere for the students.

Programmes Organised

- **FDP's/FEP's/FIP's/NEP's**

Two day Faculty Development Programme on " IPR GST and Research Methodology - A vignette" on 16, 17 August 2021. The session dealt with review of literature,

problem formulation and synopsis and proposed that as far as a good researcher is concerned, detailed and elaborative work lies in review of literature and problem formulation if the research problem is specifically and clearly stated.

- **Orientation/Awareness Programmes**

1. Orientation class to first year B.Com Finance, CA on 8/11/2021 to 10/11/2021
2. Investment awareness programme by Ahalya Exchange on 08/12/2021
3. An investor education and awareness class was conducted on 8th December 2021, hosted by Sraddha Academy for Financial Education.
4. An orientation on career opportunities for B.Com CA, Finance and Self financing students was done through online mode on 18th December 2021.

- **Donation of books**

- Donation of books and thesis to Central library from the collection of Dr.Sharatha on 24/11/2021. On 24 November , 2021 department organized a programme of Books and Thesis donation to library from the collection of Dr. A.K Sarada (Late), Former head, DCMS , University of Calicut.. The collection includes various books in HRM, Organizational behavior, Training and Development and several other books in commerce and management and theses under the supervision of Dr.A.K.Sarada.

- **Webinar/Workshops/Talks etc**

1. Invited talk on Project Preparation on 14/12/2021
2. A programme of talk on emerging opportunities in Accounting was conducted in association with IPA institute on 17th December 2021. Mr.Manikandan took the class to the students.
3. Invited talk on Review of Union Budget 2022 on 11/2/2022

- **Certificate Course**

Certificate Course conducted in association with Institute of Professional Accountants IPA: Distribution of certificate on 17/ 02/2022

Specific Recommendations

- Department shall strive to secure funding for research projects
- The department shall initiate some extension programmes
- The entrepreneurship development programmes under the department shall be strengthened
- Department may publish a research journal

- Internships of students shall be promoted
- Faculty and scholars' publication should be enhanced

3. Department of English

The department organizes various programmes and the best to choose among those would be Reading Week celebrations etc.

Programmes organized

- **Webinar/Workshops/Talks etc**

1. Invited talk on “Reading of Survival and Resistance” on 19/06/2021 as part of the Reading Week Celebrations – 2021 which emphasis on the relevance of reading and discussed the necessity to read Kerala History and Renaissance from a subaltern Dalit point of view irrespective of a hegemonic metahistory.
2. A workshop on “classroom communication and professional development” on 05/11/2021
3. One day international student webinar on “Writing across Boundaries” on 22/12/2021. The programme aimed to provide an opportunity for budding researchers to explore their areas of interest, while doing PG programme. The resource speaker shared his views on the efforts of Abdulrazak Gurnah to reimagine the “African Diaspora” by expanding the cartographies that it is conventionally thought to inhabit.
4. Invited talk as a part of the “international conference on advanced research” on 11/01/2022

- **FDP's/FEP's/FIP's/NEP's**

A three days Faculty Development Programme on ‘Teaching Language and Literature’ 16, 17 and 18th August, 2021 under UGC PARAMARSH scheme.

- **Other Programmes**

5. International Women's Day Celebrations on 8/03/2022, by organizing a cultural gathering of the UG and PG students of our department. Focused on the diverse difficulties a woman has to face in a society
6. Intercollegiate elocution competition on 22/03/2022 in memory of our dear faculty, Athira Radhakrishnan. About 18 participants presented their perceptions on the topic War and Displacement.

7. BAFEST which is a farewell party of the Final year BA students conducted on 30 March 2022

Specific Recommendations

- The extension programme of the department has to be conducted
- Department have to take some urgent measures to renovate the language lab and make it available for versatile use.
- Faculty publication to be enhanced

4. Department of Physics

The department organized various events and programmes

Programmes organized

- **Online Course**
 - Four month online course (19-2-2021 to 18-6-2021) on Density functional theory and its applications and two month online course (10-7-2021 to 15-9-2021) on Molecular docking. There were 14 participants for the Density functional theory course, among them 9 Assistant professors from various colleges and 4 research scholars and one post doctoral fellow from Texts A&M Qatar and For Molecular docking 13 participants were there, 9 teachers from various colleges and one from University of Balamand, Dubai, and three research scholars from various universities from all over India.
 - **FDP's/FEP's/FIP's/NEP's**
Three Day Faculty Development Programme on "Recent Trends and Advancements in Material Research" on 6-8, September 2021
 - **Webinar/Workshops/Talks etc**
On the occasion of national energy conservation day (13-15 dec 2021) Physics department conducted a workshop on LED Light manufacturing, conducted an energy conservation and awareness survey in Valanchery municipality and suggestions are provided to individuals based on survey. Further, LED lights are distributed to needy people
1. A talk on " Energy conservation " on 13 to 15 December 2021 as part of the energy conservation day in association with Energy conservation forum
 2. Energy conservation and awareness survey in Valanchery Municipality as part of the energy conservation day on 13/12/2021

3. Coaching to students for making LEDs on 15/12/2021 under the UGC Paramarsh Scheme

- **Other Programmes**

The Estrella association conducted a farewell party for the final year B.Sc. Physics students on 31st march

Specific Recommendations

- Measures shall be taken to improve the UG examination results
- Department may conduct some extension activities
- Alumni contribution towards the activities of the department to be improved
- The faculty members having PhD shall apply for research projects.

5. Department of Zoology

The department continuously strives for in respect to the resource potentiality, institutional goals and concern towards the students we impart quality education through materialistic approaches like Academic Calendar, year wise and monthly plan including course outcomes and programme outcomes, course objectives, Department Meetings on concerned topics etc. Content delivery is done focusing on online teaching methods in this special pandemic situation. Various means of ICT like institutional LMS, Online meet, Google class rooms, power point presentations, reference books, video and audio classes, social media, virtual study tour, projects etc.

Programmes organized

- **Webinar/Workshops/Talks etc**

1. Webinar on “Lakshadweep islands a fragile ecology vulnerable to Climate Change” as part of the World Environment Day in association with Bhoomithrasena Club on 05 June 2021 which describing the fragile ecosystem of Lakshadweep, its conservation strategies etc.
2. Invited talk on “International Conference on Advanced Research INSIGHT 2022” on 14 January 2022. A detailed presentation of how the nerves get modified during addiction was the highlight of the session and Four participants presented their research paper and the presentations were followed by discussions.
3. A webinar on “Entomologically speaking” on 28 March 2022. The session discussed the about basic aspects of entomology, stressing more on taxonomy.

The session was followed by an interactive session where students cleared their doubts in different fields of Entomology like Forensic Entomology, Cultural Entomology

- **FDP's/FEP's/FIP's/NEP's**

FDP on “An inquiry to Qualitative Research Methodologies” was conducted from 26th -30th July 2021. The program had five sessions, each dealing with different aspects of research in higher education.

- **Day Celebrations**

1. Programmes like webinar, poster making competition, awareness programmes were conducted as part of the World Environmental Day celebrations 2021. An interdepartmental spot photography competition was also conducted as part of the Environmental Day 2021.
2. Online Poster making competition as part of the OZONE DAY Observation on 16 September 2021
3. World Wetland Day 2022 Observation: 10 February 2022. In connection with World Wetland Day 2020 (February 2) a webinar was conducted in association with Bhoomithrasena. The session on "Wetlands for people and nature". Dr. P. Jayanthi, Assistant Professor in the Department of Environmental Sciences, Periyar University was the resource person in the session. Dr Jayanthi Explained her first-hand experiences in the conversion of wastelands to wetlands in the areas near Periyar University and other areas of Tamil Nadu.
4. National Science Day Celebration February 28- Presentation competition 28 February 2022. An interdepartmental presentation competition on the theme “Successful stores of Scientists” was conducted.
5. An awareness campaign as part of the World Water Day on 22 March 2022. A digital awareness campaign on the importance of water and the need for water conservation was conducted in connection with World Water Day 2022 Observation. It was jointly organized by Bhoomithrasena club & the Dept of Zoology.
6. A debate competition on topic “Human Wild Life Conflict- fight for conservation or Livelihood” was conducted in connection with world Wild Life Day 3 March conducted on 04 March 2022.

- **Other Programmes**

1. An interaction programme on “Meet an Ecologist” on 16 March 2022, An interaction programme with an Ecologist was conducted for the students. The resource person was Sri. S Balasankar, SFO & Wildlife Journalist, Kerala Forest Department. He interacted with the students and also held a discussion on human animal conflict, Climate change and its effect on wild life.
2. An interaction programme on Meet a scientist 17 March 2021, Final BSc Zoology students were given an opportunity to interact with a Scientist. Ms Swetha, Resrach Scholar of RGCB, Trivandrum elaborated on various basic laboratory techniques.

Specific recommendations

- Students should be motivated for higher studies and career
- Career guidance system need to be strengthened
- Extension programme has to be conducted
- Certificate courses should be offered
- The research publications from the departments to be increased

6. Department of Psychology

A number of activities had done by the Psychology department in the year of 2021-2022. A green initiative started with using the materials that are non harmful to the environment. Avoiding the plastic bottles are the first initiative from the department. As a result of weekly discussions during the NAFSIGA hours, the interested students of the department planned some unique activities for Environmental Psychology Club ‘Praandhara’ under the guidance of Dr. Aishwarya Rasmi MN(HOD) and organised several activities under this.

Programmes organized

- **Day Observations**

The department organized a number of programs related to the important Day Observations like Environment Day, World Mental health Day. A Booklet “Environmental Psychology” was released as part of it.

- **Workshops**

Workshops on “EUNOIA 2021-Mindfulness” as part of the World Mental Health day
10/10/2021

- **Clinical Visits**
‘Sacred Heart’, is the Psychiatric hospital chosen to the clinical visit of final Year for Psychology students on, 11/03/2022 and also visited to a tribal colony in Idukki on 12th on March 2022. 34 students and 4 faculties participated in the visit.
- **Invited talks**
 1. Invited talk on Developmental Disorders on 02 August 2021 which highlighted topics including growth and development, developmental disorders, causes of developmental disorders, ADHD, learning disability, cerebral palsy, autism spectrum disorders.
 2. Invited talk on “Attribution theories” on 03 August 2021.
 3. Invited talk on Personality Disorders 05 August-2021
 4. Invited talk on “Sleep Disorders” on 10 August 2021 which discussed the symptoms and diagnostic criteria of various sleep disorders.
 5. Invited talk on “Introduction to Neurotransmitters” on 12 August 2021 provides insight about the neurotransmitters and its effects.

Specific Recommendations

- The teaching-learning process in the department need improvement
- Quality of documentation in the department to be improved
- Career guidance mechanism to be strengthened
- There is a lot of scope for extension activities under the department especially in counselling. Department shall take initiative in this aspect.

7. Department of Computer Application

Department has well qualified and vibrant faculty dedicated for the betterment of the students. Most of the students passed out are well placed or have opted for higher studies. The department ensures that program objectives are constantly met and learning outcomes are monitored through periodical tests and assignments. Every year we conduct various programmes including webinars, workshops, and association programme etc.

Programmes organized

- **Webinar/Workshops/Talks etc**

1. Webinar on Sentiment Analysis on 14th June 2021. The session is lead by Chris Aloysius, Assistant Professor and Academic dean, Don Bosco College Mannuthy. Around 100 participants-students, faculty members of other colleges and research scholars were participated
 2. Online session on 'Failure to success' through google meet in association with Tinkerhub on 15 July 2021
 3. Training program on 'Design days'. from 24-07-2021 to 07-08-2021. The program structured with video editing, logo designing, UI designing and Poster designing, The classes taken by Tinkerhub student coordinators.
 4. Webinar on "Looking for a role in the IT field" n in association with STEYP by TALROP on 24th July 2021. The webinar became very interesting and productive along with the aim of getting alert of all industry requirements in IT companies. They conducted discussions on upcoming opportunity and emerging technology.
 5. Seminar on "A Head-Start to Osint" on 5th January 2022. The section was lead by Fasil KK & Ajith(alumni of 2020) from the REDTEAM ETHICAL HACKING Academy. The workshop became very interesting and productive along with the practical sessions for the students like hacking technique, searching efficiency making and an emerging technology.
 6. workshop on IoT-(Internet of Things) on 21th and 22nd February 2022. The full day workshop was conducted in collaboration with the Institution's Innovation Council(IIC) and The Innovation and Entrepreneurship Development Cell(IEDC). The section was lead by Muhaimin, Shahil, Aboobacker, Nijas ali and Shamsar from the team ROBO LEARN 22, SS college Arekode. The workshop became very interesting and productive along with the practical sessions for the students like mobile light sensing technology an application of IoT and an emerging technology
- **Placement Drive**
One day online placement drive organized by department of computer Application in association with career guidance and placement cell on 9 November 2021. This drive is lead by Nucore Software Solutions Pvt.Ltd, UL Cyber park, Calicut
 - **Alumni Meet**
Online alumni meet was conducted on 29 December 2021 through zoom application. The previous faculty members and 80 alumnus of the department of computer application are participated in the online meet.

- **BCAZIRE BCA Association**

“Bcazure” was inaugurated on 21st February 2022 As a part of the association inauguration a workshop on IoT (Internet of Things) was conducted. It was a two day (21st and 22nd) workshop in collaboration with the Institution's Innovation Council (IIC) and The Innovation and Entrepreneurship Development Cell (IEDC). The workshop contains practical session on mobile light sensing technology, IoT and Robotics. Students were really interested in learning new technologies and this session was really productive to them

Specific Recommendations

- Career guidance mechanism to be strengthened
- Department shall take initiative to start extension activities under the department
- Department shall assist in automation of college processes
- The participation of students in the activities of Institution Innovation Council shall be promoted
- Students shall be encouraged to begin Startups

8. Department of Optometry and Ophthalmological Techniques

Depending on our resource potentiality the department strive to achieve institutional goals and concern towards the students, we impart quality education.

Programmes organized

- **Webinar/Workshops/Talks etc**

1. Seminar on the topic "Practices in Optometry" conducted on 12 October 2021 The Chief guest for the event was Mrs. JUBAIRIYA FIROZ, (M.Optom). She conducted an interactive session with the students and gave an idea about the topic "Practices in optometry".
2. An international webinar on "predicting myopia in children" conducted through on 14th January, 2022. The guest speaker was Dr. Divya Jagdish, Postdoctoral reaserch fellow, Brien Holden vision institute & school of optometry & vision, sidney. In the session Dr. Divya Jagdish talked about the incidence of myopia in children and introduced major techniques for predicting myopia in children.
3. WORLD OPTOMETRY DAY CELEBRATION - 2022 To mark the occasion of World Optometry Day 2022, The department has done eye camps, Flash mob and

awareness programs on 22 September 2022 - exhibition of painted chart papers. The students of the department chose World Optometry Day (WOD) occasion to share their thoughts on eyecare with the public by way of paintings. Optometry students did a mural activity in college premises to create awareness about eye care and demonstrating creatively how an Optometrist can contribute to community eye health. They used chart papers as a medium to convey their thoughts on WOD. The students displayed chart papers painted in contrasting colors with eye care messages that ranged from diabetes, glaucoma and routine eye examinations to healthy food habits and behavioral change.

Specific Recommendations

- Certificate courses to be conducted
- Teaching – learning process to be augmented
- Entrepreneurship to be encouraged

9. Department of Retail Management

The department provides ambient teaching-learning atmosphere for the students. The department follows a specific Time Table Program for the effective delivery and transaction of the curriculum.

Programmes organized

- **Campus Placement Drive**

Department of Retail Management Organized **Placement Drive in** Association with Career guidance & Placement Cell MES Keveeyam College held on 21st October 2021. Almost 60 students participated in the placement drive and 20 students got placed in their firm in different locality.

- **Inter Departmental Business Quiz**

Department of Retail Management conducted inter departmental business quiz as part of world retail Day. The programe was held on 13th January 2022. About 20 teams from different department participated in the program. Asjal and adhil (Bcom final year) won the first prize.

- **Festorzo Retail Zone**

Department of Retail Management celebrated "Retail Fest in the name of Festorzo Retail zone" on 15th March 2022. The programme inaugurated by Mr.

Shamsudheen Nellara (Managing director of Nellara Group). There are different stalls which sold products ranging from food products to cloth materials, crafts, balms, soaps, etc. On the same day, inter department wise competition conducted for selecting the best retailer. Most of the departments enthusiastically participated in the programme. On this occasion, we offer a stall for palliative care unit for selling their products as part of our extension programme. Students from the department of Retail Management undertake the role of salespersons for that group. This occasion helped to explore the student's caliber in retail selling activities and helped to know how to maintain a good relationship with the customers. They got a chance to understand how to maintain a shop and what are used to sell out their products.

Specific Recommendations

- The department shall take serious steps to improve the standards of teaching-learning process considering the vocational stream of the programme.
- Internships and trainings should be conducted.
- Department shall give importance to develop skill in the field so that they get placement immediately.

10. Department of Oriental Languages

Programmes organized

- **Webinar/Workshops/Talks etc**
 1. The Webinar was Conducted on the topic Literary Reading and Translation: A Personal Experience, On 19 June 2021 via Google meet. The speaker of the programme was Mr. Musthafa wafi Abudhabi (Multilingual interpreter at Abudhabi Courts). The speaker focused on the importance of Reading in the Present scenario and to promote a culture of reading to inculcate the habit of reading and Promote book mindedness.
 2. Hindi Kavita Vachan Prathiyogitha- conducted an Online Inter collegiate Hindi Recitation competition in connection with National Reading Day on 19th June 2021 to bring an awareness about National language on National Reading Day
 3. Reading Week celebrations on 19-25 June, a Reading Week with various programs was organized under the aegis of the Malayalam department. Dr. Baburajan.k, Associate Professor, Malayalam University, inaugurated the programme. The

programme is to mark the importance of reading in one's life and inculcate the reading habit in students

- **NEP**

National Education Day is an annual observance in India on 11th November to commemorate the birth anniversary of Moulana Abul Kalam Azad, the first Education minister of independent India. A seminar titled “ NEP and Prospects of Higher Education Institutions” was organized by the Department of Arabic as part of the National Education day observation.

- **Day Celebrations**

1. Basheer Day Celebrations- “Basheer Day” to celebrate the memory of the legend of Malayalam literature Vaikom Muhammed Basheer on 05 July 2021
2. National Reading day Celebration on 19th June 2021
3. Prem chand Day Celebration
4. World Arabic Language Day

Specific Recommendations

- Department shall initiate some extension programmes
- Seminars shall be organized
- Department shall offer certificate courses

11.Department of Physical Education

Programmes organized

- **Webinar/Workshops/Talks etc**

National Webinar on is " The influence of yoga and physical Activity towards to betterment of human health" 21st June 2021, as part of the international yoga day Dr. Maniazhagu, Associate Professor, Dept. of Physical Education, Alagappa University, TN was the resource person. The aim of the webinar was to celebrate International yoga day and inform people about the importance of Yoga.

Specific Recommendations

- Logbook to be maintained for sports infrastructure especially multi gym.
- Proper system for recording the attendance of students in sports practice sessions and activities to be started
- Input-Outcome analysis of students admitted in sports quota to be done
- Documentation of achievements of students to be improved.

VERIFICATION OF QUALITY OF DOCUMENTATION
DEPARTMENT OF CHEMISTRY

| Sl No | File | |
|-------|---|---|
| 1 | Department Diary | HOD sign missing in some pages |
| 2 | Class Diary | 2 nd BSc and 2 nd MSc lost in flood |
| 3 | Tutorial Register | OK |
| 4 | Class Tutorial | Name and details of some students missing in MSc tutorial |
| 5 | Teachers diary | Diaries of Dr. Rajesh and Prof. Rukkiya only presented. Should have an endorsement from a higher authority. |
| 6 | Department Council | OK |
| 7 | Teachers personal Files | Prof. Yousuf Ali's and Prof. Minshiyas files missing. |
| 8 | Placement file | OK |
| 9 | Course content and syllabus | OK |
| 10 | Academic plan | OK |
| 11 | Internal Evaluation | OK |
| 12 | Teachers Research and Projects | Projects under Dr. Rajesh verified. |
| 13 | Student Projects | OK |
| 14 | Extension activities | OK |
| 15 | Co curricular activities | OK |
| 16 | Books and Periodicals, Book Bank | OK |
| 17 | Remedial coaching | OK |
| 19 | Association activities | OK |
| 20 | Study Tour | OK, separate soft copies to be kept. |
| 21 | Alumni | OK |
| 22 | National/International Seminars | OK |
| 23 | Scholarships | OK |
| 24 | Grievance Redressal | OK |
| 25 | Notification register | OK |
| 26 | University Examination Results & Analysis | Numerical entries to be checked and corrected. |

DEPARTMENT OF COMMERCE

| SI No | File | Remarks |
|-------|---|---|
| 1 | Department Diary | Additional assignments of teachers and student support activities not mentioned |
| 2 | Class Diary | Diaries not found |
| 3 | Tutorial Register | Name of tutors not mentioned. Mark entry not complete |
| 4 | Class Tutorial | Tutor shall sign. Dates not mentioned |
| 5 | Teachers diary | Diary of some teachers not found. Monthly plan not written |
| 6 | Department Council | OK |
| 7 | Teachers personal Files | File of Prof. Nisab not found |
| 8 | Placement file | Need modification |
| 9 | Course content and syllabus | OK |
| 10 | Academic plan | OK |
| 11 | Internal Evaluation | OK |
| 12 | Teachers Research and Projects | OK |
| 13 | Student Projects | PG project list not found |
| 14 | Extension activities | OK |
| 15 | Co curricular activities | OK |
| 16 | Books and Periodicals, Book Bank | OK |
| 17 | Remedial coaching | Need updation |
| 19 | Association activities | OK |
| 20 | Study Tour | Tour report not found |
| 21 | Alumni | Need updation |
| 22 | National/International Seminars | Seminars not conducted |
| 23 | Scholarships | Not updated |
| 24 | Grievance Redressal | File not found |
| 25 | Notification register | OK |
| 26 | University Examination Results & Analysis | Not updated |

DEPARTMENT OF ENGLISH

| SI No | File | Remarks |
|-------|---|--|
| 1 | Department Diary | OK |
| 2 | Class Diary | MA I year diary not found. Sixth hour shall be shown engaged. HoD not signed |
| 3 | Tutorial Register | Photo of some students not pasted |
| 4 | Class Tutorial | OK |
| 5 | Teachers diary | Monthly plan not shown |
| 6 | Department Council | OK |
| 7 | Teachers personal Files | Separate file shall be kept for each teachers |
| 8 | Placement file | Need modification |
| 9 | Course content and syllabus | OK |
| 10 | Academic plan | OK |
| 11 | Internal Evaluation | OK |
| 12 | Teachers Research and Projects | OK |
| 13 | Student Projects | OK |
| 14 | Extension activities | Department may initiate some extension activities |
| 15 | Co curricular activities | OK |
| 16 | Books and Periodicals, Book Bank | OK |
| 17 | Remedial coaching | Need updation |
| 19 | Association activities | OK |
| 20 | Study Tour | OK |
| 21 | Alumni | OK |
| 22 | National/International Seminars | Seminars not conducted |
| 23 | Scholarships | Consolidated statement not found |
| 24 | Grievance Redressal | Action taken for grievance may be noted |
| 25 | Notification register | OK |
| 26 | University Examination Results & Analysis | OK |

DEPARTMENT OF PHYSICS

| SI No | File | Remarks |
|-------|------|---------|
|-------|------|---------|

| | | |
|----|---|--|
| 1 | Department Diary | PG Diary for 2017-18 not found |
| 2 | Class Diary | I B Sc diary not found |
| 3 | Tutorial Register | OK |
| 4 | Class Tutorial | Signature of class coordinators may be put |
| 5 | Teachers diary | Diary of Sreejalakshmi, Dhanya, Sayeed not found |
| 6 | Department Council | HoD not signed at some minutes |
| 7 | Teachers personal Files | Uniformity may be kept |
| 8 | Placement file | Need updation |
| 9 | Course content and syllabus | OK |
| 10 | Academic plan | OK |
| 11 | Internal Evaluation | OK |
| 12 | Teachers Research and Projects | OK |
| 13 | Student Projects | OK |
| 14 | Extension activities | Department may undertake some extension activities |
| 15 | Co curricular activities | OK |
| 16 | Books and Periodicals, Book Bank | OK |
| 17 | Remedial coaching | OK |
| 19 | Association activities | OK |
| 20 | Study Tour | File not found |
| 21 | Alumni | OK |
| 22 | National/International Seminars | OK |
| 23 | Scholarships | OK |
| 24 | Grievance Redressal | OK |
| 25 | Notification register | Need modification |
| 26 | University Examination Results & Analysis | Good |

DEPARTMENT OF ZOOLOGY

| Sl No | File | Remarks |
|--------------|------------------|---|
| 1 | Department Diary | OK |
| 2 | Class Diary | I M Sc Zoology: Sign of tutor and HoD missing |

| | | |
|----|---|---|
| 3 | Tutorial Register | Mark entry of PG not complete |
| 4 | Class Tutorial | OK |
| 5 | Teachers diary | Diary of Prof. Shameeyath not found. Teachers plan not written systematically |
| 6 | Department Council | OK |
| 7 | Teachers personal Files | OK |
| 8 | Placement file | Need modification |
| 9 | Course content and syllabus | OK |
| 10 | Academic plan | OK |
| 11 | Internal Evaluation | OK |
| 12 | Teachers Research and Projects | OK |
| 13 | Student Projects | OK |
| 14 | Extension activities | OK |
| 15 | Co curricular activities | OK |
| 16 | Books and Periodicals, Book Bank | OK |
| 17 | Remedial coaching | Need updation |
| 19 | Association activities | OK |
| 20 | Study Tour | PG tour report not found |
| 21 | Alumni | OK |
| 22 | National/International Seminars | Seminars not conducted |
| 23 | Scholarships | Student wise list not found |
| 24 | Grievance Redressal | OK |
| 25 | Notification register | OK |
| 26 | University Examination Results & Analysis | OK |

DEPARTMENT OF PSYCHOLOGY

| SI No | File | Remarks |
|-------|------------------|--|
| 1 | Department Diary | Additional assignments of teachers and student support activities not mentioned. |
| 2 | Class Diary | OK |

| | | |
|----|---|--|
| 3 | Tutorial Register | Mark entry not complete in all registers |
| 4 | Class Tutorial | Not maintained |
| 5 | Teachers diary | Not maintained |
| 6 | Department Council | OK |
| 7 | Teachers personal Files | Separate file need be kept for each teachers |
| 8 | Placement file | Need modification |
| 9 | Course content and syllabus | OK |
| 10 | Academic plan | Not found |
| 11 | Internal Evaluation | OK. Uploaded reports shall be in order |
| 12 | Teachers Research and Projects | File not maintained |
| 13 | Student Projects | List of projects shall be kept |
| 14 | Extension activities | OK |
| 15 | Co curricular activities | File not maintained |
| 16 | Books and Periodicals, Book Bank | List not maintained |
| 17 | Remedial coaching | Need modification |
| 19 | Association activities | File kept in a very good manner |
| 20 | Study Tour | File Not found |
| 21 | Alumni | OK |
| 22 | National/International Seminars | Not found |
| 23 | Scholarships | File not maintained |
| 24 | Grievance Redressal | File not maintained |
| 25 | Notification register | Not in proper form |
| 26 | University Examination Results & Analysis | Result analysis not found |

DEPARTMENT OF COMPUTER APPLICATION

| SI No | File | Remarks |
|-------|------------------|---|
| 1 | Department Diary | Additional assignments of teachers and student support activities not mentioned |

| | | |
|----|---|---|
| 2 | Class Diary | 3 rd year: Tutor not signed, 2 nd year: details of work not found |
| 3 | Tutorial Register | Mark entry not complete |
| 4 | Class Tutorial | Tutor shall sign |
| 5 | Teachers diary | Monthly plan not written systematically |
| 6 | Department Council | OK |
| 7 | Teachers personal Files | OK |
| 8 | Placement file | Need modification |
| 9 | Course content and syllabus | OK |
| 10 | Academic plan | Need modification. This is the second time we are mentioning this defect |
| 11 | Internal Evaluation | Split up of marks not shown |
| 12 | Teachers Research and Projects | OK |
| 13 | Student Projects | OK |
| 14 | Extension activities | Some extension activities may be initiated |
| 15 | Co curricular activities | Photos shall be added |
| 16 | Books and Periodicals, Book Bank | OK |
| 17 | Remedial coaching | Need modification |
| 19 | Association activities | OK |
| 20 | Study Tour | OK |
| 21 | Alumni | OK |
| 22 | National/International Seminars | OK |
| 23 | Scholarships | OK |
| 24 | Grievance Redressal | File not found |
| 25 | Notification register | Name of the students who applied not mentioned |
| 26 | University Examination Results & Analysis | Not updated |

Recommendations for Letter of Appreciation to teachers

| Sl No | Name of the Faculty member | Award |
|--------------|--|--|
| 1 | Renuka Jyothi (Department of Malayalam) | Ph D Awarded |
| 2 | Dr U Sailaja (Department of | Paper publication in international journal |

| | | |
|---|---|--|
| | Physics) | |
| 3 | Dr Nabeel Rashin (Department of Physics) | Paper publication in international journal |
| 4 | Reji AL (Department of English) | Paper publication in international journal |