



# MES KEVEEYAM COLLEGE VALANCHERY KERALA

## Criteria 6: Governance, Leadership and Management

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years



**Professional development /administrative  
training programs organized by the institution  
for teaching and non teaching staff**





# **ACADEMIC REPORT**

***One day work shop on***

## **Performance Based Appraisal System and API Score**

***Under Collaborative Professional Development Programme (CPDP)***

***Organized by***

**Internal Quality Assurance Cell (IQAC)**



**M E S KEVEEYAM COLLEGE VALANCHERY**

**Malappuram-Kerala**

***(NAAC Accredited with A Grade)***

**Phone: 0494 – 2644380, 2642670, 2641347(Fax)**

**[www.meskvmcollege.org](http://www.meskvmcollege.org)**

## FOREWORD

The Internal Quality Assurance Cell (IQAC) of MES Keveeyam College, Valanchery organized a one day workshop for newly appointed college teachers on “Performance Based Appraisal System and API Score”. The workshop was held on 24<sup>th</sup> July 2014.

We are extremely grateful to **Dr. Vinod, Associate Professor, MES College Mampad,** who gave instructive lecture on performance based appraisal system and API score for college teachers.

We extend our thanks to **Dr. Hussain K, Secretary and Correspondent, College Management Committee** for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this workshop a grand success.

  
**Dr. P. Mohamedali (Principal)**

PRINCIPAL  
M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN- 676 552  
MALAPPURAM



  
**Dr. C. Rajesh (IQAC Coordinator)**



## **ABOUT OUR INSTITUTION**

MES Keveeyam College, Valanchery started functioning as a junior college in September 1981 and was upgraded as a Degree College in 1991. The College affiliated to University of Calicut and included under 2(f) and 12(b) of the UGC act. The college is accredited by NAAC with A grade (3.28). The PG programme in Polymer Chemistry was started in 1998. Department was upgraded as Research Centre by University of Calicut in 2014. The Department of Chemistry is currently under DST-FIST scheme

## **ABOUT THE IQAC**

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.

## **ABOUT THE WORKSHOP**

On 24-7-2014, there was a workshop on Performance Based Appraisal System and API score by Dr. Vinod, Associate Professor, Dept. of Commerce, MES College, Mampad. The workshop was conducted for all the college teachers, including newly appointed teachers.

After the college prayer, the group of teachers who were assembled for the workshop was welcomed by Dr. C Rajesh, the IQAC coordinator of MES Keveeyam College, Valanchery. The Principal of the college delivered the inaugural speech and an introductory speech about the topic was done by the HOD of the English dept., Prof. KJ Thomas. Prof. Nisab T, the joint coordinator of IQAC proposed the vote of thanks.

The college teachers are least aware about the API and a minimum score for our professional development. In this scenario the Internal Quality Assurance Cell (IQAC) of MES Keveeyam College organized the workshop on API and Performance Based Appraisal System. Dr. Vinod, Associate Professor, Dept. of Commerce, MES College, Mampad, was the resource person. He handled a full day session and explained the importance of API and PBAS in the career of each teacher.



## Photo





## PROGRAMME SCHEDULE

24/07/2014

9.00 A. M. – 9.30 A. M. : Registration

9.30 A. M. – 10.00 A. M. : Inaugural Session

Welcome : Dr. C. Rajesh (Coordinator, IQAC)

Inaugural Address : Dr. P. Mohamedali  
Principal

Felicitation : K J Thomas

Vote of Thanks : Nisab T

Resource Person : Dr. Vinod

Associate Professor, P G Department of  
Commerce, MES Mampad College, Mampad

Topic- Performance Based Appraisal System and API Score

Contact

Dr. C. Rajesh

(Coordinator, IQAC)

9446768376



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One day Workshop on

**Performance Based Appraisal System and API Score**

24 July 2014

Organized by  
Internal Quality Assurance Cell

**MES KEVEEYAM COLLEGE VALANCHERY**

NAAC Accredited with 'A' Grade (3.8)

PRINCIPAL  
M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN- 676 557  
MALAPPURAM



# ***ACADEMIC REPORT***

***Orientation Programme on***

**Revised Curriculum and Grade Pattern of Calicut University**

***Organized by***

**Internal Quality Assurance Cell (IQAC)**



**M E S KEVEEYAM COLLEGE VALANCHERY**

**Malappuram-Kerala**

***(NAAC Accredited with A Grade)***

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**[www.meskvcollege.org](http://www.meskvcollege.org)**

## FOREWORD

The Internal Quality Assurance Cell (IQAC) of MES Keveeyam College, Valanchery organized a two day workshop for newly appointed college teachers on “**Revised Curriculum and Grade Pattern of Calicut University**”. The workshop was held on 25<sup>th</sup> July 2014.

We are extremely grateful to **Prof. AMP Hamza, Associate Professor, Department of Physics, MES Keveeyam College, Valanchery** who gave instructive lecture on Revised Curriculum and Grade Pattern of Calicut University.

We extend our thanks to **Dr. Hussain K, Secretary and Correspondent, College Management Committee** for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this workshop a grand success.

  
**Dr. P. Mohamedali (Principal)**

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**Dr. C. Rajesh (IQAC Coordinator)**



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## **ABOUT THE WORKSHOP**

An Orientation programme for faculty members on the revised curriculum and grade pattern of Calicut University was organized by IQAC on 25-7-2014. The workshop was conducted for all the college teachers.

After the prayer, the gathering was welcomed by Dr. C Rajesh, the IQAC coordinator of MES Keveeyam College, Valanchery. The Principal of the college delivered the inaugural speech and an introductory speech about the topic was done by the HOD of the Commerce dept., Prof. C K Hassan. Prof. AMP Hamsa handled the session. Dr. Shailaja U, Associate Professor, Department of Physics, proposed the vote of thanks.

The college teachers are least aware about the relevance of the revised curriculum and grade pattern of Calicut University. In this context the Internal Quality Assurance Cell (IQAC) of MES Keveeyam College organized the workshop on the revised curriculum and grade pattern of Calicut University. He handled a full day session and explained the relevance of the implementation of the new curriculum in detail.

## PROGRAMME SCHEDULE

25/07/2014

9.00 A. M. - 9.30 A. M. : Registration

9.30 A. M. - 10.00 A. M. : Inaugural Session

Welcome : Dr. C. Rajesh (Coordinator, IQAC)

Inaugural Address : Dr.P. Mohamedali  
Principal

Felicitation : C K Hassan

Vote of Thanks : Dr. Shailaja U

Resource Person : Prof. AMP Hamza

Associate Professor, Department of  
Commerce, MES Keveeyam College,  
Valanchery

Contact

Dr. C. Rajesh

(Coordinator, IQAC)

9446768376



## Orientation Programme on

## Revised Curriculum on Grade Pattern of Calicut University

25 July 2014

Organized by

Internal Quality Assurance Cell



**MES KEVEEYAM COLLEGE VALANCHERY**

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VALANCHERY, PIN- 676 552  
MALAPPUZHAM

# ***ACADEMIC REPORT***

## **WORKSHOP**

**on**

# **Office Automation**

**14 JUNE 2014**



**ORGANIZED BY**

**Internal Quality Assurance Cell (IQAC)  
MES KEVEEYAM COLLEGE, VALANCHERY**


## FOREWORD

The Internal Quality Assurance Cell of MES Keveeyam College, Valanchery organized a one-day workshop on “OFFICE AUTOMATION” on 14 June 2014. The workshop was intended to improve the resource of the administrative staff for the successful running of office.

We are extremely grateful to **Shaju Rahman** for accepting our invitation to inaugurate the programme. We are also thankful to all the resource persons of the workshop for their creative contribution.

We extend our thanks to **Dr. Hussain K**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this workshop a grand success.

  
**Dr. Mohamedali (Principal)**  
 PRINCIPAL  
 M.E.S KEVEEYEM COLLEGE  
 VALANCHERY, PIN- 676 552  
 MALAPPURAM



  
**Dr. C. Rajesh (IQAC Coordinator)**



## ORGANISING COMMITTEE

Patron	<b>Prof. K P Hassan</b> (Secretary and Correspondent MES Keveeyam College)
Chairman	Dr. Mohamedali Principal
General Convener	<b>Dr.C.Rajesh (Coordinator, IQAC)</b>
Joint Conveners	<b>Dr. U Sailaja</b> <b>Prof. Nisab T</b> <b>(Joint. Coordinators, IQAC)</b> <b>Mr. Haneefa CP( UD clerk)</b>

## Editorial Board (Workshop Proceedings)

**Editor : Dr. Mohamedali**

**Associate Editor : Dr C Rajesh**

## **ABOUT OUR INSTITUTION**

MES Keveeyam College Valanchery, under the aegis of Muslim Educational Society, has learned and shaped the future of students belonging to the rural areas of Malappuram and nearby districts for nearly 36 years. The college is affiliated to University of Calicut. The college has been conferred an 'A' grade in the NAAC accreditation with CGPA 3.28, marking a felicitous recognition of its striving for excellence. The institution is placed among the top 150 colleges in the National Ranking of Colleges by MHRD in 2018.

## **ABOUT THE INTERNAL QUALITY ASSURANCE CELL**

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.

## EXECUTIVE SUMMARY

The vital role played by the administration and office staffs in the successful governance of an institution is non negotiable. The support students and other faculties get from them is essential for the smooth programming of the college. The administration of a college is supposed to act like a help desk for the students as well as teachers to clear their queries and to do further proceedings. So it is essential to enrich the office staffs with proper guidelines. There should be a proper supplement of mere knowledge on specialised topics. Taking this on a serious note, the Internal Quality Assurance Cell (IQAC) of our college has organized a work shop on ‘ Office Automation’ on 14-June-2014.

The workshop was inaugurated by Dr. Mohamedali (Principal). Dr C Rajesh (IQAC Coordinator) delivered the welcome address. Dr. U Sailaja (Joint Coordinator, IQAC) felicitated the function and Mr. C P Haneefa ( senior UD clerk) expressed vote of thanks.

Mr. Shaju Rahman who was the chief addresser of the workshop dealt about how to facilitate the office and clerical works in a smooth and accurate manner. As we know the college office is a section where we deal almost all of the tabulations regarding the college administrative works, So the smooth functioning of it will gradually enhance the institutional quality. Mr. Shaju Rahman could touch almost all the aspects regarding the topic.

Participants gave their feedback that the session was really fruitful. Dr. Mohamedali (Principal) distributed the certificates. 16 Non teaching staffs that is, all the non teaching staff from MES Keveeyam College attended the workshop. In addition participants from 6 other colleges attended the workshop.

## PROGRAMME SCHEDULE

14/06/2014

- 9.00 A. M. - 9.30 A. M. : Registration
- 9.30 A. M. - 10.00 A. M. : Inaugural Session
- Welcome : Dr. C. Rajesh (Coordinator, IQAC)
- Inaugural Address : Dr. P. Mohamadali  
Principal
- Vote of Thanks : Mr. C P Haneefa
- Resource Person : Mr. Shaju Rahman

Contact

Dr. C. Rajesh

(Coordinator, IQAC)

9446768376



## M E S KEVEEYAM COLLEGE

Valanchery - 676552, Malappuram Dt., Kerala State

Phone: 0494 - 2644380, 2642670, 2641347 (Fax)

[www.meskvmcollege.org](http://www.meskvmcollege.org)

### One day workshop on Office Automation

Organized by  
Internal Quality Assurance Cell (IQAC)  
14<sup>th</sup> June 2014

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M.E.S KEVEEYAM COLLEGE  
VALANCHERY, PIN- 676 552  
MALAPPURAM



# ***ACADEMIC REPORT***

***Workshop on***

**Designing of Question Papers and Examination Blue Print**

*Organized by*  
**Internal Quality Assurance Cell (IQAC)**



**M E S KEVEEYAM COLLEGE VALANCHERY**

**Malappuram-Kerala**

*(NAAC Accredited with A Grade)*

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## FOREWORD

The Internal Quality Assurance Cell (IQAC) of MES Keveeyam College, Valanchery organized one day workshop on “**Designing of Question Papers and Examination Blue Print**”. The workshop was held on 20<sup>th</sup> of December 2014.

We are extremely grateful to **Dr. P Mohammedali** who gave instructive lecture on how to design question papers to the newly appointed college teachers.

We extend our thanks to **Dr. Hussain K**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this workshop a grand success.

  
**Dr. P. Mohamedali (Principal)**

PRINCIPAL  
M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN- 676 552  
MALAPPURAM



  
**Dr. C. Rajesh (IQAC Coordinator)**

## **ABOUT OUR INSTITUTION**

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## **ABOUT THE IQAC**

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## **ABOUT THE WORKSHOP**

An orientation programme on designing question papers and examination blue print for faculty members was organized by IQAC on 20-12-2014. The workshop was conducted mainly for the newly appointed college teachers.

After the prayer, the welcome address was rendered by Dr. C Rajesh, the IQAC coordinator of MES Keveeyam College, Valanchery. The Principal of the college, Dr. Mohammedali P, rendered the inaugural speech and handled the session. Shahilmon P P, Department of English, proposed the vote of thanks.

### **Photo**



## PROGRAMME SCHEDULE

20/12/2014

9.00 A. M. - 9.30 A. M. : Registration

9.30 A. M. - 10.00 A. M. : Inaugural Session

Welcome : Dr. C. Rajesh (Coordinator, IQAC)

Inaugural Address : Dr.P. Mohamedali  
Principal, MES Keveeyam College Valanchery

Vote of Thanks : Shahimon P P

Resource Person : Dr.P. Mohamedali

Contact

Dr. C. Rajesh

(Coordinator, IQAC)

9446768376



## Workshop on

Designing of Question papers and Examination  
Blue Print

20<sup>th</sup> December 2014

Organized by  
Internal Quality Assurance Cell

MES KEVEEYAM COLLEGE VALANCHERY  
NAAC Accredited with 'A' Grade (3.8)

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PRINCIPAL  
M.E.S. KEVEEYAM

# **ACADEMIC REPORT**

*One day work shop on*

## **COMMUNICATIVE SKILL**

*Under Collaborative Professional Development Programme (CPDP)*

*Organized by*

**Internal Quality Assurance Cell (IQAC)**



**M E S KEVEEYAM COLLEGE VALANCHERY**

**Malappuram-Kerala**

*(NAAC Accredited with A Grade)*

**Phone: 0494 – 2644380, 2642670, 2641347(Fax)**

[www.meskvcollege.org](http://www.meskvcollege.org)



## FOREWORD

The Internal Quality Assurance Cell (IQAC) of MES Keveeyam College, Valanchery organized a two day workshop for newly appointed college teachers on “**Communicative Skill**”. The workshop was held on 13<sup>th</sup> August 2015 under collaborative professional development programme (CPDP).

We are extremely grateful to **Mr. Gomathi Nathan**, eminent personality in the field of English teaching who led the class in the workshop.

We extend our thanks to **Dr. Hussain K**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this workshop a grand success.

  
**Dr. P. Mohamedali (Principal)**

PRINCIPAL  
M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN- 676 553  
MALAPPURAM



  
**Dr. C. Rajesh (IQAC Coordinator)**

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## **ABOUT THE WORKSHOP**

While transacting different kinds of information, various kinds of abilities in communication will have to be used. Different concepts in communication skills will have to be used in the coding of messages. It is in this context that the Internal Quality Assurance Cell (IQAC) of MES Keveeyam College organized a one day workshop on **“Communication Skill”** under the Collaborative Professional Development Programme (CPDP) on 13-8-2015. The workshop was conducted in the AV Hall of the college and the session was handled by Mr. Gomathi Nathan.

The main aim of the workshop was to develop communicative skills in English Language; especially in accents and transcription. He focused mainly on pronunciation of each letter and then words as a whole. He engaged the sessions in a very lively manner by asking the faculty members, who were present in the hall, to pronounce different words that he distributed in a paper, in advance.

Everybody present over there was made to pronounce these words and the necessary corrections were made by Mr. Gomathi Nathan. He cleared the difference in the realization of each vowel sound in English speech.



## Photo Gallery



## PROGRAMME SCHEDULE

13/08/2015

- 9.00 A. M. - 9.30 A. M. : Registration
- 9.30 A. M. - 10.00 A. M. : Inaugural Session
- Welcome : Mr. Nisab T (Coordinator, CPDP)
- Presidential Address : Principal Dr.P Mohammedali
- Inaugural Address : Dr. Hussain. K.
- Felicitation : Dr. Rajesh (IQAC co-ordinator )
- Vote of Thanks : Mrs. Najla (HOD, Dept. of English)
- Resource Person : Mr. Gomathi Nathan :

Contact

Dr. C. Rajesh

(Coordinator, IQAC)

9446768376



## One day Workshop on

## COMMUNICATIVE SKILL

13<sup>th</sup> August 2015

by

**Internal Quality Assurance Cell**

under the banner of

Collaborative Professional Development Programme



**MES KEVEEYAM COLLEGE VALANCHERY**

NAAC Accredited with 'A' Grade (3.8)

PRINCIPAL  
M.E.S KEVEEYAM COLLEGE  
VALANCHERY, PIN- 676 552  
MAL APPURAM

# ACADEMIC REPORT

**UGC Human Resource Development Centre**  
**Aligarh Muslim University, Aligarh**  
**Centre for Academic Leadership and Education Management**

*Under the Scheme of*  
Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT)  
(MHRD, Govt. of India)



Short Term Course on **Academic Leadership**  
(26<sup>th</sup> May – 01<sup>st</sup> June 2016)

Hosted by



**M E S KEVEEYAM COLLEGE VALANCHERY**  
**Malappuram-Kerala**

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## FOREWORD

MES Keveeyam College, Valanchery in collaboration with UGC HRDC of Aligarh Muslim University has brought the college teachers an unparalleled experience in faculty training. The prestigious programme sponsored by the MHRD arrived in Kerala for the first time through the gates of our institution.

The programme organised by the Centre of Academic Leadership and Education Management (CALEM) under the scheme of Pandit Madan Mohan Malaviya National Mission on Teachers And Teaching, was held from 26<sup>th</sup> May 2016 to 1<sup>st</sup> June 2016. This short term course in Academic Leadership was designed to help the teachers maximize the leadership qualities they already possessed and equip them with new strengths that will keep them in good stead in the classroom or otherwise. Sessions handled by professionals in their respective fields went from guiding them to unleash their potential to translating that creative force to work wonders in prodding the students to success.

We are extremely grateful to **Prof. Zameer Uddin Sha**, Honourable Vice Chancellor of Aligarh Muslim University for sanctioning the short term course to our institution. We are also thankful to **Prof. A R Kidwai**, Director, HRDC of AMU for taking special interest in giving this opportunity for our institution.

We are thankful to **Dr. K Mohamed Basheer**, Honourable Vice Chancellor of University of Calicut who inaugurated the short term course and enlightened the participants with his motivating words.

We are grateful to all the resource persons who gave instructive lectures on different topics in the short term course.

We extend our thanks to **Prof. K P Hassan**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this programme a grand success.



(Principal)  
**PRINCIPAL**  
**M.E.S. KEVEEYAM COLLEGE**  
**VALANCHERY, PIN- 676 557**  
**MALAPPURAM**




(IQAC Coordinator)



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### **ABOUT CPDP**

Collaborative Professional Development Programme (CPDP) aims at mentoring professional development of faculties through lesson demonstrations, re-orientation programmes, in service training programmes, counseling sessions and walk around sessions. For the administrative staffs it aims at skill development programmes, workshops on service rules, counseling sessions, welfare programmes etc.

## EXECUTIVE SUMMARY

CALEM (Centre for Academic Leadership and Education Management) is a programme *under the scheme of* Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNMTT) of MHRD, Govt. of India. The vision of the programme is to ensure the professional development of the teachers of minority managed degree Colleges, to broaden their mental horizon and to sensitize them to the mission of quality education and nation building. The mission of CALEM is to motivate minority managed degree colleges faculty to gain life skills and to discharge their meaningful role in society.

The academic staff of colleges are to be equipped with a deeper understanding of the concept of academic leadership in terms, firstly, of the academic quality enhancement of the core functions of teaching and learning, research and community engagement. Secondly, no one in an academic leadership position can ignore the human element of academic leadership. Here it is necessary to reflect on the skills and dispositions of leadership in terms of what this implies in relation to staff development and the mentoring of particularly young academics, the establishment and maintenance of academic standards, and hence in the positioning of the colleges within a local and international context.

It is in this context that the CALEM of UGC-HRDC Aligarh Muslim University has organized a short term course on academic leadership for college teachers at MES Keveeyam College, Valanchery from 26-05-2016 to 01-06-2016.

The short term course was intended to give an exposure to various aspects of academic leadership to college teachers in Kerala.

The short term course was inaugurated by Dr. K Mohammed Basheer (Vice Chancellor, University of Calicut). Dr. P. Mohamedali (Principal, MES Keveeyam College Valanchery) rendered the presidential address. Dr. M Usman (President, Council of Principals of Colleges in Kerala) and Prof. K P Hassan (Secretary and Correspondent, College Management Committee) felicitated the function. Dr.C.Rajesh (IQAC Coordinator) welcomed the audience and Prof. Nisab T (Coordinator, Collaborative Professional Development Programme) expressed the vote of thanks.

On the The first day of the programme, Prof. Parvez Talib (Department of Business Administration, AMU) handled a session on *Interpersonal relationship*.

On the second day Prof. Parvez Talib conducted an interactive session *Knowing oneself*. The next session on the same day and the first session of next day was handled by

Prof. Parvez Talib himself where he lectured on *Academic leadership*. Mr. Saad Hameed (TPO General, AMU) handled two sessions on third day about *Ensuring Students' career Success*.

On the fourth day Prof. Asim Siddiqui (Department of English, AMU) interacted with the participants about *Effective Communication and Presentation Skills*. The sessions on the fifth day was handled by Dr.Fahras Khan about *Leadership Internalized*. On the sixth day Dr Ashok Chachadi conducted an interactive session on *Process of Academic Leadership*.

The valedictory function was presided over by Dr. P Mohamedali (Principal). Prof. A R Kidwai (Director, UGC HRDC, AMU) delivered the valedictory address. Dr.C.Rajesh (IQAC Coordinator) welcomed the audience and Prof. Nisab T (Coordinator, Collaborative Professional Development Programme) expressed the vote of thanks.

The workshop was conducted in the AV hall of the college and it was attended by about 50 college teachers.



**Prof. Parvez Talib**

Parvaiz Talib holds MBA and Ph.D in the area of Stress Management. He has teaching experience of more than 25 years. His areas of research are Stress Management, Strategy, CSR and Human Resource Management. He has published papers in national and international journals like Vikalpa, Indian Police Journal and International Journal of Logistics Systems and Management. His articles have appeared in Times of India. His special interest lies in Counseling and Guidance of students. He trains students, young teachers and corporate professionals in Communication Skills and Personality Development. Presently, he is handling a prestigious project of New Management Complex (NMC) in AMU, built through Donors' support.

The sessions handled by Prof. Pavaiz Talib (Dept.of Business Administration.AMU) was highly beneficial in two aspects. Primarily it focused on interpersonal relationship, knowing oneself, academic leader ship, etc. Later he insisted on presenting an impressive self-introduction by adding some more attractive verbal structures and phrases matching to it. Then he corrected the manuscript profiles of the participants and offered some useful suggestions on making an articulated note of our career history, academic achievements, personal details as well as our dreams and aspirations. Finally the session ended with group discussions on topics like “is privatization needed in academic sector?” and “are Muslims’ problems are of their own making?”

Both topics were incredibly diagnosed, evaluated and delivered by the team leaders of each group .They highlighted striking points enthusiastically with statistical evidences and real life examples. Briefly, the sessions held on these dates were most vibrant and noteworthy both in its content and participation.



**MR. SAAD HAMEED**

Mr.Saad Hameed is the Training and Placement Officer of AMU. He has done his MBA and has many years of experience in career guidance and counseling.

His session was preferably on career guidance especially for the graduate students. He asserted aht they should be molded and guided to a productive and employable state during their graduation studies. Mr. Saad Hameed pointed out the necessity of placement assistance to the students of arts & science colleges similar to professional engineering colleges. A teacher should also be a career guide along with his academic duties and the students should be sorted out and categorized as per their taste and interest since the beginning of their studies.





**Prof. Asim Siddiqui**

Mohammad Asim Siddiqui worked on American novelist Mark Twain for his doctoral thesis. His areas of interest include literary theory particularly structuralism and feminism, American Fiction, Indian and Pakistani Writing in English and Cultural Studies with focus on Film Studies. He was a visiting scholar in a Fulbright programme at New York University in 2007. As NYU scholar he visited educational and cultural institutions in different states of the United States particularly Massachusetts (Boston), New Hampshire, New Mexico (Taos, Santa Fe) and Washington D.C. Siddiqui has been on the editorial board of many literary journals. He also works as referee for some national and international journals. Some of the journals in which his articles have appeared include Third Frame: Literature, Culture and Society (published by Cambridge University Press) ISSN 0974-1542, Journal of English Language and Literature (ISSN 0975-6930), and The Aligarh Journal of English Studies.

This session was exclusively focused on effective communication and presentation skills to be attained by the academic professionals to excel in their career. Prof. Asim Siddiqui presented essential tips for making attractive journals, Write ups, academic reports, etc. He elaborated on making feature writing and publications with simple examples of popular columnists from various Indian English news papers.

**Dr. Fahras Khan**

(Department of Business Administration)  
AMU

In this session, the recourse person Dr.Fahras Khan (AMU) primarily evaluated the presentation skills and self introduction of each participant. Later he distributed a questionnaire of 93 questions on various aspects. This questionnaire was being evaluated with the help of a virtual slide known as MBTI (Myers-Briggs Type Indicator), often used by corporate human resource departments to filter their job applicants. This session analyzed every participant according to their score sheets, which showed them the appropriate field to be chosen according to their personal traits.



**Dr. A H Chachadi**

He is the Director of the Kousali Institute of Management Studies of Karnataka University. He has experience in business organizations in executive capacity and 24 years experience in teaching management subjects. His areas of interest includes small business management, decision making and human resource development.

He talked cheerfully about the process of leadership in the academic space on the basis of a case study of an academician who faces a crisis in his career. He was a team player at the beginning who later he transformed into the role of a team leader. The story was so conducive to the understanding of the topic he handled. He also pointed out the essential ingredients to become a good leader such as emotional stability, Excellency in behavior as well as academics. He also added, a leader should also be a motivator, inspirer and a role model to all his colleagues and subordinates.

## *Photo gallery*

### Inaugural Session



Welcome Speech  
Dr.C.Rajesh



Presidential Address  
Dr. P Mohamedali



Inaugural Address  
Dr.K Muhammed Basheer



Felicitation  
Prof. Parvez Talib



Felicitation  
Dr. M Usman



Vote of Thanks  
Prof. Nisab T



## Valedictory Function



Welcome Speech  
Dr.C.Rajesh



Presidential Address  
Dr.P Mohamedali



Valedictory Address  
Prof. A R Kidwai



Felicitations  
Dr.Ashok Chachadi



Felicitations  
Prof. K P Hassan



Vote of Thanks  
Prof. Nisab T





*Distribution of certificates to participants*



**Group Photo**

**Jai Hind....**



**CENTRE FOR ACADEMIC LEADERSHIP AND EDUCATION MANAGEMENT  
(CALEM)**

**Under the Scheme of**

**“Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching  
(PMMMNTT)”**

**MHRD, Govt. of India**

**List of Participants**

**Short Term Course on Academic Leadership**

**From 26<sup>th</sup> May 2016 to 1<sup>st</sup> June 2016**

Course Director : Professor A.R. Kidwai, Director, UGC HRDC, AMU, Aligarh  
Course Assistant Director : Dr. Faiza Abbasi, Assistant Professor, UGC HRDC, AMU, Aligarh  
Course Coordinator : Dr. Mohamedali, Principal, MES KVM College, Valanchery.

S. No.	Name & Designation	Subject	Institutional Address	M/F ST/SC/OBC
1.	Jaleel T.K. Assistant Professor	Arabic	MES KVM College Valanchery	M/M
2.	Dr. C. Rajesh Assistant Professor	Chemistry	MES KVM College Valanchery	M/G
3.	Dr. Jisha V.S. Assistant Professor	Chemistry	MES KVM College Valanchery	F/ G
4.	Minshiya P. Assistant Professor	Chemistry	MES KVM College Valanchery	F/OBC
5.	Dr. Saifunnisa T.K. Assistant Professor	Chemistry	MES KVM College Valanchery	F/M
6.	Jaseela M.A. Assistant Professor	Chemistry	MES KVM College Valanchery	F/OBC
7.	Nasiya N. Assistant Professor	Chemistry	MES KVM College Valanchery	F/M
8.	T. Nisab Assistant Professor	Commerce	MES KVM College Valanchery	M/M
9.	Jaseela P.T. Assistant Professor	Commerce	MES KVM College Valanchery	F/OBC
10.	Prima P. Assistant Professor	Commerce	MES KVM College Valanchery	F/G
11.	Nizar P. Assistant Professor	Commerce	MES KVM College Valanchery	M/M
12.	Mujeeb Rahman K. Assistant Professor	Computer Science	MES KVM College Valanchery	M/M
13.	Reshma Ramdas	Computer	MES KVM College	F/G



	Assistant Professor	Science	Valanchery	
14.	Shareekhath K.P. Assistant Professor	Computer Science	MES KVM College Valanchery	F/OBC
15.	Najiya K.V. Assistant Professor	Computer Science	MES KVM College Valanchery	F/M
16.	Sivya Vasudevan K.K. Assistant Professor	English	MES KVM College Valanchery	F/G
17.	Shameem M.T. Assistant Professor	English	MES KVM College Valanchery	M/M
18.	Dr. Preetha S.R. Assistant Professor	Hindi	MES KVM College Valanchery	F/G
19.	Shajid P.P. Assistant Professor	Malayalam	MES KVM College Valanchery	M/M
20.	Sreeja Lakshmi S. Assistant Professor	Physics	MES KVM College Valanchery	F/G
21.	Rasitha V.V. Assistant Professor	Physics	MES KVM College Valanchery	F/G
22.	Raseena P. Assistant Professor	Physics	MES KVM College Valanchery	F/OBC
23.	Dinil S. Assistant Professor	Physical Education	MES KVM College Valanchery	M/G
24.	Radhika Nair Assistant Professor	Psychology	MES KVM College Valanchery	F/G
25.	Sumayya Mohammed Ali Assistant Professor	Zoology	MES KVM College Valanchery	F/M
26.	Haniyya K.B. Assistant Professor	Commerce	MES KVM College Valanchery	F/OBC
27.	Salabha P. Assistant Professor	Commerce	MES KVM College Valanchery	F/G
28.	Shameera M.K. Assistant Professor	Commerce	MES Mampad College, Mampad	F/OBC
29.	Salahudheen P.M. Assistant Professor	History	MES Mampad College, Mampad	M/M
30.	Nusrath K. Assistant Professor	Computer Science	MES Ponnani College, Ponnani	F/M
31.	Muhammed Shafeeq. P. Assistant Professor	Management	MES Arts And Science College Angadippuram Perinthalmanna, Palachode Po, Kolathur Via, Malappuram -679338	M/M
32.	Syamraj K.P. Assistant Professor	Commerce	MES Arts And Science College Angadippuram Perinthalmanna, Palachode Po, Kolathur Via, Malappuram -679338	M/SC
33.	Radhika A. Assistant Professor	English	MES Arts And Science College Angadippuram Perinthalmanna, Palachode Po, Kolathur Via, Malappuram -679338	F/OBC



34.	Reema T. Assistant Professor	Commerce	MES Arts And Science College Angadippuram Perinthalmanna, Palachode Po, Malappuram -679338	F/OBC
35.	Vrinda T.K. Assistant Professor	Commerce	MES Arts And Science College Angadippuram Perinthalmanna, Palachode Po, Malappuram - 679338	F/G
36.	Unnikrishnan T.V. Assistant Professor	Commerce	MES Arts And Science College Angadippuram Perinthalmanna, Palachode Po, Kolathur Via, Malappuram -679338	M/SC
37.	Rasheeda M. Assistant Professor	Food Technology	MES Arts And Science College Angadippuram Perinthalmanna, Palachode Po, Kolathur Via, Malappuram -679338	F/M
38.	Sadiq Ali M. Assistant Professor	Commerce	MES Arts And Science College Angadippuram Perinthalmanna, Palachode Po, Kolathur Via, Malappuram -679338	M/M
39.	Sandhya P.D. Assistant Professor	Malayalam	MES Arts And Science College Angadippuram Perinthalmanna, Palachode Po, Kolathur Via, Malappuram -679338	F/G
40.	Sadarudheen E. Assistant Professor	Arabic	MES Arts And Science College Angadippuram Perinthalmanna, Palachode Po, Kolathur Via, Malappuram -679338	M/M
41.	Anju Padmanabhan Assistant Professor	Travel And Tourism	MES Arts And Science College Angadippuram Perinthalmanna, Palachode Po, Kolathur Via, Malappuram -679338	F/G
42.	Asif G.A. Assistant Professor	Travel And Tourism	MES Arts And Science College Angadippuram Perinthalmanna, Palachode Po, Kolathur Via, Malappuram -679338	M/M
43.	Yasmin C.K. Assistant Professor	Commerce	MES Kalladi College, Mannarkkad	F/M
44.	Surya K.T. Assistant Professor	Commerce	MES KVM College Valanchery	F/G
45.	Sini V.T. Assistant Professor	Commerce	MES KVM College Valanchery	F/G
46.	Ashraf C. Associate Professor	English	A. A College Valavannur	M/M
47.	Dr. Ummer V.M. Assistant Professor	Arabic	MES Kalladi College, Mannarkkad	M/M
48.	Abdul Muhaimin Assistant	Computer	MES KVM College	M/M

	Professor	Science	Valanchery	
49.	Aswathinath T. Assistant Professor	Commerce	MES KVM College Valanchery	F/G
50.	Mohammed Anees Y.C. Assistant Professor	Commerce	MES KVM College Valanchery	M/M
51.	V.P. Razlin Assistant Professor	English	MES Mampad College	F/OBC
52.	Yasar Arafath N. Assistant Professor	Commerce	Markaz Arts & Science College Karthala, Athavanad	M/M
53.	Anfarsafiyulla P. Assistant Professor	English	Markaz Arts & Science College Karthala, Athavanad	M/M
54.	Raseena P. Assistant Professor	Mathematics	MES KVM College Valanchery	F/OBC
55.	C. Jayaprakas Assistant Professor	English	Grace Valley College, Maravattam	M/G
56.	Renuka Jyothi K.S. Assistant Professor	Malayalam	MES KVM College Valanchery	F/G

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MALAPPUZHAM



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**UGC Human Resource Development Centre**  
**Aligarh Muslim University, Aligarh**  
**Centre for Academic Leadership and Education Management**

*Under the Scheme of*  
Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT)  
(MHRD, Govt. of India)



**Short Term Course on Academic Leadership**  
(26<sup>th</sup> May – 01<sup>st</sup> June 2016)



Hosted by  
**M E S KEVEEYAM COLLEGE VALANCHERY**  
**Malappuram-Kerala**  
(NAAC Accredited with A Grade)

Phone: 0494 – 2644380, 2642670, 2641347(Fax)  
www.meskvmcollege.org, Email: [principal@meskvmcollege.org](mailto:principal@meskvmcollege.org)

Dear Sir/Madam,

Incomparable excitement holds sway as MES Keveeyam College, Valanchery collaborates with UGC HRDC of Aligarh Muslim University to bring to you an unparalleled experience in faculty training. All the more exciting for us that this prestigious programme sponsored by the MHRD arrives in Kerala through the gates of MES Keveeyam College, Valanchery; the only college granted this privilege so far.

Organised by the Centre of Academic Leadership and Education Management (CALEM) under the scheme of Pandit Madan Mohan Malaviya National Mission on Teachers And Teaching, this short term course in Academic Leadership is designed to help you maximise the leadership qualities you already possess and equip you with new strengths that will keep you in good stead in the classroom or otherwise. Sessions handled by professionals in their respective fields will go from guiding you to unleash your potential to translating that creative force to work wonders in prodding your students to success. No matter what stage of your career you are in, we offer opportunities that cultivate these competencies that mould effective leaders.

Yours faithfully,

**Professor A.R. Kidwai**  
Director, UGC HRDC, AMU

**Dr. Faiza Abbasi**, Assistant Professor,  
UGC HRDC, AMU (Course Asst. Director)

**Dr. P. Mohamedali**  
Principal, MES Keveeyam College Valanchery  
Course Coordinator



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### Programme Schedule

**26-05-2016**

Venue: AV Hall

9.00 AM Registration

#### 9.30 AM: Inaugural Session

Welcome Address : Dr.P. Mohamedali (Principal)  
 Presidential Address : Dr. N M Mujeeb Rahman (Secretary, MES Kerala)  
 Inaugural Address :D r. K Mohamed Basheer (Vice Chancellor, University of Calicut)  
 Felicitations : Prof. Kadavanad Mohamed  
 (Chairman, Standing Committee on Colleges, MES Kerala)  
 N. Abdul Jabbar  
 (President, MES Malappuram District Committee)  
 Dr. Hussain Randathani (Secretary, College Management Committee)  
 Vote of Thanks :

#### Academic Sessions

26.05.2016 Thursday	Prof. Parvaiz Talib Dept. of Business Administration, AMU <b>Interpersonal Relationship</b>	
27.05.2016 Friday	Prof. Parvaiz Talib Dept. of Business Administration, AMU <b>Knowing oneself</b>	Prof. Parvaiz Talib Dept. of Business Administration, AMU <b>Academic Leadership</b>
28.05.2016 Saturday	Prof. Parvaiz Talib Dept. of Business Administration, AMU <b>Academic Leadership</b>	Mr. Saad Hameed TPO General, AMU <b>Ensuring Students' career Success</b>
30.05.2016 Monday	Prof. Asim Siddiqui Dept. of English, AMU <b>Effective Communication and Presentation Skills</b>	
31.05.2016 Tuesday	Dr. Rakesh Suri President Computer Shiksha, Haryana <b>Leadership Internalized</b>	
01.06.2016 Wednesday	Dr. Ashok Chachadi Registrar Dharwad University <b>Process of Academic Leadership</b>	

01-06-2016

12.30 Pm

#### Valedictory Session

Valedictory Address : Professor A.R. Kidwai, Director, UGC HRDC, AMU



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 Principal  
 M.E.S. KE VOE YAM COLLEGE

# ***ACADEMIC REPORT***

*Two-day work shop for newly appointed college teachers on*

## **Pedagogical Approaches and Digital Technologies for Effective Teaching-Learning**

*Under Collaborative Professional Development Programme (CPDP)*

*Organized by*  
**Internal Quality Assurance Cell (IQAC)**



**M E S KEVEEYAM COLLEGE VALANCHERY**

**Malappuram-Kerala**

*(NAAC Accredited with A Grade)*

**Phone: 0494 – 2644380, 2642670, 2641347(Fax)**

[www.meskvmcollege.org](http://www.meskvmcollege.org)

## FOREWORD

The Internal Quality Assurance Cell (IQAC) of MES Keveeyam College, Valanchery organized a two day workshop for newly appointed college teachers on “**Pedagogical Approaches and Digital Technologies for Effective Teaching-Learning**”. The workshop was held on 20<sup>th</sup> and 21<sup>st</sup> of October 2015 under collaborative professional development programme (CPDP).

We are extremely grateful to **Dr. N M Mujeebrahman**, Secretary, MES Kerala who accepted our invitation and inaugurated the seminar. We are grateful to **Mr. M V Zakkariya**, **Mr. Sivan U**, **Dr. Mohamedunni Mustafa** and **Dr. Senthilnathan** who gave instructive lectures on different topics in the workshop.

We extend our thanks to **Dr. Hussain K**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this workshop a grand success.

  
**Dr. P. Mohamedali (Principal)**

PRINCIPAL  
M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN- 576 552  
MALAPPURAM



  
**Dr. C. Rajesh (IQAC Coordinator)**

## **ABOUT OUR INSTITUTION**

MES Keveeyam College, Valanchery started functioning as a junior college in September 1981 and was upgraded as a Degree College in 1991. The College affiliated to University of Calicut and included under 2(f) and 12(b) of the UGC act. The college is accredited by NAAC with A grade (3.28). The PG programme in Polymer Chemistry was started in 1998. Department was upgraded as Research Centre by University of Calicut in 2014. The Department of Chemistry is currently under DST-FIST scheme

## **ABOUT THE IQAC**

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.

## ABOUT THE WORKSHOP

Colleges in Kerala are in a state of transition state where young recruits are stepping into the shoes of seasoned academicians who have to their credit decades of glorious service. Newly inducted teachers are sometimes fraught with incertitude and anxiety as they are posted to colleges without any formal training in class room management and pedagogy leaving them at a loss. They are left to their own devices to formulate a strategy to plan and execute the classroom transactions completely off-hand often engendering half-baked results. It has to be noted that none of this can be a substitute for systematic training in educational psychology, classroom management, education technology, evaluation techniques, educational administration, planning and execution of research.

It is in this context that the Internal Quality Assurance Cell (IQAC) of MES Keveeyam College Valanchery conducted a Two Day Faculty Development workshop to bridge this gap. The programme offered expert knowledge in effective class room management and pedagogical insights into efficiently transacting the syllabus with special focus on digital technologies in education relevant to a hyper connected world.

The workshop was intended to give an exposure to teaching pedagogy to the newly appointed college teachers for enabling them to approach the profession in all its terms.

The workshop was inaugurated by Dr. N M mujeeb Rahman (Secretary, MES Kerala). Dr. P. Mohamedali (Principal, MES Keveeyam College Valanchery) rendered the presidential address. Dr. Hussain K (Secretary and Correspondent, College Management Committee), Prof. K J Thomas, Prof. P A Raziya and Prof. PM Khairunnisa felicitated the function. Dr.C.Rajesh (IQAC Coordinator) welcomed the audience and Prof. PP Shajid (Staff Secretary) expressed the vote of thanks.

The first day the workshop consisted of four sessions. Mr. M V Zakkariya (Public relations officer, University of Calicut) lectured on *Teacher as a mentor and counselor*. The second session was handled by Mr. Shivan (Former Accounts officer, Deputy Directorate of Collegiate Education, Kozhikkode) about *KSR applicable to college teachers*.

On the second day Dr. Mohamedunni Mustafa (Associate Professor, Department of Education, Central University, Kasaragode) conducted an interactive session on *Effective class room management*. The second session of the day was handled by Dr.S Senthilnathan



(Deputy Coordinator, UGC's SAP Department of Educational Technology, Bharathidasan University, Tamilnadu) on *Enriching learning with digital experiences and web tools*.

The valedictory address was made by Prof. O P Abdu rahman (Secretary, MES Central College Committee). Mr. N Abdul Jabbar (District President, MES) has distributed the certificates to the participants. Dr. P Mohamedali (Principal) presided over the function. Prof. Nisab T expressed the vote of thanks.

The workshop was conducted in the AV hall of the college and it was attended by about 75 newly appointed college teachers.

### ***Technical Session I***



#### **Sri. M V Zakaria**

Former Assistant Registrar and Public Relations Officer of the University of Calicut. A very simple and humble man devoted to the core of the welfare of student community and opening more avenues to their higher studies, empowerment and employment through his numerous career guidance programmes across the state and with an impeccable track record of impressive and meritorious service, Zakariya's services to the University and students will always be acknowledged with love and gratitude. He has been a news reader in All India Radio and Interviewer and translator in Doordarshan. He conducted sever personality development and career guidance class for teachers, students, etc.

## ***Teacher as a Mentor and Counselor***

**Mr. MV Zakkariya**

He started his interactive session by posing the question – What is education? He has spoken in length on the role of a teacher, the skills needed to be a good teacher, and how he/she should move with the profession judiciously.

His anecdotal way of presentation stimulated the interest of the readers and provided insightful learning. The aim of the education is not only to find a good job but also to be disciplined in life. He asserted the need to be perfect and sincere in one's job, especially teaching. He stressed the point by stating a quote from *A Long Journey*- “To the world, you mean just a person, but to a student you mean the world.” For changing the students' lives, a teacher has to change his/her thoughts. Regarding the students of present generation, they are in way tyrants. Teachers should nurture Current Event Quotient. The sense of curiosity is to be cultivated among the teachers. One of their qualities should be the feeling of empathy.

Regarding the role of a teacher, a teacher often has to play multiple roles like that of a teacher, counselor, friend, guardian and the like. In Buddha's Temple of Tigers, tigers obey the saints not due to fear, but due to affection. Same ideology should be there in a class room where the teachers have to practice an empathetic approach towards the students. Teachers have to work smart instead of hard. The method they employ is very important.

In connection with the classroom pedagogy, according to the Resource Person, repetition is one of the biggest aids to increase the attention. Class room is actually not a place to showcase the teachers' talents. Their duty is to maintain a platform where the students can exhibit their skills and talents. Teacher should ideally be a learner. They have to take into consideration not only the syllabus but beyond it. The teachers should show the students the world beyond the syllabi.

Towards concluding the session, the speaker repeatedly stress the point “Be up to date.”

## ***Technical Session II***



### **Mr. Shivan**

Former Accounts Officer, Deputy Directorate of Collegiate Education, Kozhikkode. A very expert person in service rules of government employers. He has the experience of handling a many classes on Kerala Service Rules, UGC regulations etc.

## **KSR as applicable to college Teachers**

**Mr. Sivan U**

KSR right from its inception bears three divisions- Part I – Rules relating to general condition, leave etc., Part II – Rules relating to travelling allowance and Part III – Rules concerned with pension. Along with the main rules, there is KSSSR(Keral State Subordinate Service Rules). He started the detailed session with salary rules. He elaborated on the three stages in the career of a college teacher- Assistant Professor, Associate Professor and Professor. Each stage has its requirements including the completion of Orientation Course and Refresher Course, Publication and Presentation of research paper and completion of Doctoral degree for the post of Professors.

With reference to the salary scale, the basic pay differs with different stages and corresponding increments will be added to the basic salary. M Phil and PhD Degrees have their corresponding increments separately.

The rules related to leave policies were laid out in detail. College teachers have the provision for Casual Leave, Earn Leave, HPL, Maternity Leave, Study Leave, Disability Leave and the like. There are different rules and regulation for taking those leaves and it should be as per the orders of authority.

The talk has also incorporated approval issues and the related problems. The second half of the session was interactive and the speaker gave the participants a space to clear their doubts.



### Technical Session III



**Dr. Muhammedunni Alias Musthafa**

Dr. Mohamedunni Alias Musthafa is presently working as Associate Professor, Department of Education Central University of Kerala Kasargode, and formerly the Director (i/c), School of Distance Education, Director in Charge of UGC ASC University of Calicut. He did his M. Sc Zoology and M.Ed from University of Calicut with university rank and M. Sc Psychology from Madras University. He has been awarded Ph. D in Education from the Department of Education, University of Calicut. He has been working as a teacher educator science 1996 at various prominent institutions in Kerala. His area of research and academic interest includes psychological and sociological perspectives of education, designing projects and research, training on parenting and sustainable development. He is a member of various international and national academic organizations.

**Dr. Muhammedunni Alias Musthafa**

***Strategies for Effective Classroom Management: Perspective and Reflections.***

The Resource Person began his session by stressing on the term “Classroom Management.” The style of teaching was stressed throughout. Not all management strategies are effective for every teacher. The management of classroom is important because satisfaction and enjoyment in teaching are important. The speaker talked at length on the principles for successful classroom management. Descriptive and Non-descriptive behavior of students in the class is important. Teacher has to control the class by teaching students to manage their own behavior, because there is a natural tendency of students to be off-track.

He stressed on the techniques for better class control. The focus on the entire class is important. Eye contact is a demanding thing from the part of teachers. Teachers should be aware about the time and the audience. Sometimes it is advisable to use softer voice by the teachers, so that students have to listen to what you are saying. Often monitor group of students to check progress. The movement of teachers is taken care of, so that students have to pay attention more readily. Plan the lessons accordingly so that the entire period is to be filled with learning activities. The pre requisite for becoming a successful teacher is to learn the names of students as quickly as possible.

The teacher should be careful in dealing with the students who misbehave in the classroom. While handling a problem, don’t preach in a general manner, instead, deal with the misbehavior without disrupting the learning activity. In state of emotional overflow, teachers can to an extent verbalize feelings, but should remain in control. They have to care in not using sarcasam, and in not placing labels like good or bad. Only a few rules are to be made for the classroom conduct. Teaacger should appropriately meet the Off-task behaviour, Attention-seeking behavior and Power-seeking behavior patterns of students. With respect to the listening ability of students, the teacher has to change his/her teaching strategies. Sometimes it will lead to change in focus from group to individual and involvement with the students personally.

The success of a teacher lies in converting the monotony of a class to an interactive environment. Always acknowledge that this is a joint learning experience. The speaker conclude the session by reminding two watchwords for teaching - SPEAK and WATCH.

## Technical Session IV



**Dr. S. Senthilnathan**

Dr.S. Senthilnathan is the Deputy Co-ordinator of UGC-SAP (DRS-II), Department of Educational Technology of Bharathidasan University. His areas of interest includes Educational Technology, ICT in Education, E-Learning, Educational Multimedia , E-Content Development and English Language Teaching.

He Contributed as a member of the working group to the successful completion of UNESCO's assignment on "Learning to Learn English with Information and Communication Technology". He served as consultant to Commonwealth of Learning (COL), Canada in Open and Distance Learning Materials Development in Bangladesh.He served as Member, Board of Management, Educational Multimedia Resource Centre, Madurai Kamaraj University (University with Potential for Excellence). He served as Member, State Level Sub-Committee on Teacher Education for Reviewing the National Curriculum Framework 2005. He delivered invited lectures in Faculty Development Programmes, Orientation Programmes, Refresher Courses to the teachers of Higher Education all over South India.

He is conducting and guiding researches into various aspects of Educational Technology, ICT in Education, e-Learning, Media-based Education and English Language Teaching at M.Ed., M. Phil. and Ph.D. levels. He has over 40 international publications in his credit.

**Dr. S. Senthilnathan*****Enriching learning with digital experiences and web tools***

The session was about the enrichment of learning which focused on the three concepts of learning – Enabled, Engaged and Empowered. The Resource Person here attempted to incorporate the possibilities of digital era in to the vistas of learning. The word ‘digital’ has its origin from the Greek word ‘Digitus’, which means finger tips. The digital age supplies new processes and practices in all spheres of human enterprise. It almost revolutionized human interactions across the world. In par with the digital world, learning can be accessed in four ways – audio, video, kinetic and audio visual. The advent of Grey Revolution has its educational implications. It causes tremendous challenges to the teachers. They need to think about their basic tenets and to deploy the media in creative and productive ways. There are 4 Ms in media – Men, Media, Methods and Materials. The digital age pedagogy has supplied a new leaning environment to learners and teachers.

The speaker has elaborated the concept by integrating the role of technology in teaching and classroom. The major stalwarts of the movement are Dom Tapscott, Palfret and Grasser and Ian Gilbert. When the status of students gets turned into digital learners, they are in a way perform multi-tasking. They have changed their identity into online collaborators. The role of a teacher has doubled now a days, because students have lost the hope that teacher is the single source of knowledge.

The speaker has also brought about the contradictions between the learners and teachers and between digital/electronic versus print/text. A new generation teacher should be an orchestrator rather than a dispenser. They have to help students to turn information into knowledge through Higher Order Thinking Skills (HOTS). The ideal twenty first century skills are Creating, Evaluating, Analysing, Applying, Understanding and Remembering. According to Delor’s Commission Report, teachers must adopt their relationship with learners, i.e switching roles from soloist to accompanist.

In the dichotomous relationship between teacher centered versus learner centered, a digital teacher has to develop a new learning culture. For this creation of new culture, the teacher has to learn and unlearn things.

## **ORGANISING COMMITTEE**

Patron	<b>Dr .Hussain.K.</b> (Secretary and Correspondent MES Keveeyam College)
Chairman	Dr. P. Mohamedali (Principal)
General Convener	<b>Dr.C.Rajesh (Coordinator, IQAC)</b>
Joint Convener	<b>Prof. Nisab T (Coordinator, CPDP)</b>
Members	<b>1. Prof. Najila TY</b> <b>2. Prof. Jaleel TK</b> <b>3. Prof. Athira Radhakrishnan</b> <b>4. Prof. Krishnaprabha.</b> <b>5. Prof. Najiya</b>

## **Editorial Board (Workshop Proceedings)**

Editor	<b>: Dr.C.Rajesh</b>
Associate Editor	<b>: Prof. Athira Radhakrishnan</b>



## *Photo gallery*

### Inaugural Session

Welcome Speech  
Dr.C.Rajesh



Presidential Address  
Dr. P Mohamedali



Inaugural Address  
Dr.N M Mujeeb Rahman



Felicitation  
Dr.Hussain K



Felicitation  
Prof. P A Raziyabi



Felicitation  
Prof. Abdul Ali



Felicitation  
Prof. K J Thomas



Vote of Thanks  
Prof. P P Shajid



## Technical Sessions

M V Zakkariya



Sivan U



Dr. Mohamedunni Mustafa



Dr. S Senthilnathan



## Valedictory Function

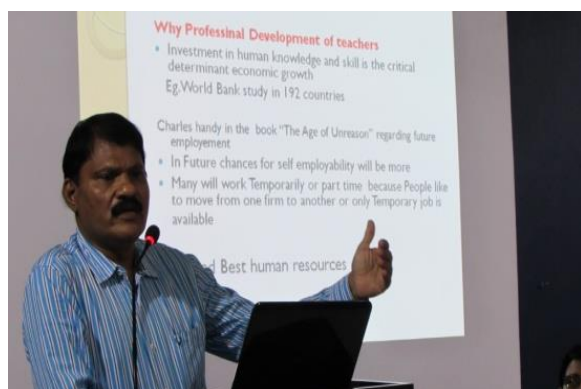
Welcome Speech  
Dr.C.Rajesh



Presidential Address  
Dr.P Mohamedali



Valedictory Address  
Prof. O P Abdurahiman



Distribution of Certificates  
N. Abdul Jabbar



Vote of Thanks  
Prof. Nisab T



Group Photo





## Programme Schedule

**20-10-2015 Tuesday, Venue: AV Hall**

- 9.30 AM Registration  
 10AM: Inaugural Session  
 Welcome Address : Dr.C.Rajesh (Coordinator, IQAC)  
 Presidential Address : Dr.P. Mohamedali (Principal)  
 Inaugural Address : Prof. Kadavanad Mohamed  
 (Chairman, Standing Committee on Colleges, MES Kerala)  
 Felicitations : Dr. N M Mujeeb Rahman (State Secretary, MES Kerala)  
 Dr. Hussain Randathani  
 (Secretary, College Management Committee)  
 Prof. K J Thomas (Head, Department of English)  
 Prof. P A Raziyabi (Head, Department of Chemistry)  
 Prof. P M Khairunnisa (Head, Department of Zoology)  
 Vote of Thanks : Prof. PP Shajid (Staff Council Secretary)

### 11 AM: Session I

#### *Strategy for Effective Classroom Management*

**Dr. Mohamedunni Musthafa**

(Associate Professor, Department of Education, Central University, Kasaragode)

### 1.30 -2.15 Lunch Break | 2.15 PM: Session II

#### *KSR Applicable to College Teachers*

**Mr. Sivan.U**

(Retd. Accounts Officer, Deputy Directorate of Collegiate Education, Kozhikkode)

### 21-10-2015 Wednesday | 10 AM: Session III

#### *Enriching Learning with Digital Experiences and Web Tools*

**Dr.S Senthilnathan**, (Deputy Coordinator, UGC's SAP

Department of Educational Technology, Bharathidasan University, Tamilnadu)

### 1-2 Lunch Break | 2PM: Session IV

#### *Teacher as a Mentor and Counsellor*

**Dr.Santhosh Vallikkad** (Asst. Professor, NSS College Manjeri)

### 4 PM Valedictory Function

- Welcome : Dr. U Sailaja (Joint Coordinator, IQAC)  
 Presidential Address : Dr.P Mohamedali (Principal)  
 Valedictory Address : Prof. O P Abdurahman  
 (Secretary, MES Central Colleges Committee)  
 Distribution of certificates : N Abdul Jabbar  
 (President, MES Malappuram District committee)  
 Vote of Thanks : Prof. T Nisab (Coordinator, CPDP)

**Registration Fee: Rs.500 per participant.**

**Accommodation will be provided on request.**

**For More Details about the workshop Please feel free to contact :**  
**Dr.C.Rajesh (IQAC Coordinator), Mob: 9446768376, Email: iqac\_meskvmcollege@gmail.com**



## M E S KEVEEYAM COLLEGE VALANCHERY Malappuram-Kerala

(NAAC Accredited with A Grade)

Phone: 0494 – 2644380, 2642670, 2641347(Fax)

www.meskvmcollege.org, Email: principal@meskvmcollege.org

## Two-day work shop for newly appointed college teachers on Pedagogical Approaches and Digital Technologies for Effective Teaching-Learning

*Under*

## Collaborative Professional Development Programme (CPDP)

**Organised by**

**Internal Quality Assurance Cell (IQAC)**

**20-21 October 2015**

Dear Sir/Madam,

Colleges in Kerala are in a state of transition where new recruits are stepping into the shoes of seasoned academicians who have to their credit decades of glorious service. Newly inducted teachers are sometimes fraught with incertitude and anxiety as they are posted to colleges without any formal training in class room management and pedagogy leaving them at a loss. They are left to their own devices to formulate a strategy to plan and execute the classroom transactions completely off-hand often engendering half-baked results. It has to be noted that none of this can be a substitute for systematic training in educational Psychology, classroom management, education technology, evaluation techniques, educational administration, planning and execution of research.

It is in this context that the Internal Quality Assurance Cell (IQAC) of MES Keveeyam College Valanchery proposes to conduct a Two Day Faculty Development workshop that seeks to bridge this gap. The programme will offer expert knowledge in effective class room management and pedagogical insights into efficiently transacting the syllabus with special focus on digital technologies in education relevant to a hyper connected world.

The workshop is to be held on 20<sup>th</sup> and 21<sup>st</sup> of October 2015. We request you to ensure the participation of all the newly appointed Asst. Professors including adhoc faculty in this work shop.

Yours faithfully,

*True Copy*

**Dr. P. Mohamedali** (Principal)

**M.E.S KEVEEYAM COLLEGE  
 VALANCHERY, PIN- 676 557  
 MALAPPURAM**

**Dr. C. Rajesh** (IQAC Coordinator)

# ***ACADEMIC REPORT***

## **WORKSHOP**

**on**

# **Office Procedures**

**4<sup>th</sup> and 5<sup>th</sup> July 2015**



**ORGANIZED BY**

**Internal Quality Assurance Cell (IQAC)  
MES KEVEEYAM COLLEGE, VALANCHERY**

## FOREWORD

The Internal Quality Assurance Cell of MES Keveeyam College, Valanchery organized a one-day workshop on “**OFFICE PROCEDURES**” on 4<sup>th</sup> and 5<sup>th</sup> July 2015. The aim of the workshop was to give further guidelines for the office staffs for the successful running of the college.

We are extremely grateful to Mr. **Hisham Pasha** for spending his valuable time with us to inaugurate the workshop and for addressing the session. We are also thankful to all the resource persons of the workshop for their creative contribution.

We extend our thanks to **Dr. Hussain K**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this workshop a grand success.

  
**Dr. P. Mohamedali (Principal)**

PRINCIPAL  
M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN- 676 557  
MALAPPURAM



  
**Dr. C. Rajesh (IQAC Coordinator)**



## ORGANISING COMMITTEE

Patron	<b>Dr. Hussain K</b> (Secretary and Correspondent MES Keveeyam College)
Chairman	<b>Dr. P. Mohamedali</b> Principal
General Convener	<b>Dr.C.Rajesh (Coordinator, IQAC)</b>
Joint Conveners	<b>Prof.Siji VargheseV</b> <b>Prof Krishnaprabha U</b> <b>Prof. AthiraRadhakrishnan</b> <b>Prof. Jaleel</b> <b>Dr. U Sailaja</b> <b>Prof. Nisab T</b> <b>Prof. Najila TY</b> <b>(Joint. Coordinators, IQAC)</b> <b>Mrs. Anitha M( Head Accountant)</b>

## Editorial Board (Workshop Proceedings)

Editor : **Dr. P. Mohamedali**

Associate Editor :**Dr C Rajesh**

## **ABOUT OUR INSTITUTION**

MES Keveeyam CollegeValanchery, under the aegis of Muslim Educational Society, has learned and shaped the future of students belonging to the rural areas of Malappuram and nearby districts for nearly 36 years. The college is affiliated to University of Calicut. The college has been conferred an 'A' grade in the NAAC accreditation with CGPA 3.28, marking a felicitous recognition of its striving for excellence. The institution is placed among the top 150 colleges in the National Ranking of Colleges by MHRD in 2018.

### **ABOUT THE INTERNAL QUALITY ASSURANCE CELL**

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.

## EXECUTIVE SUMMARY

To ensure the proper proceedings of the college and its administrative panel, it is necessary to take beneficiary steps to update and enhance the office works. There will be doubts and queries from the side of Non teaching staffs with account of the office administration, especially to those who are newly appointed. So a workshop for them is necessary to introduce them to the panel and further to give directions about their work. It is usual to have indecisions about some clerical works since they are new to the work. As this is a serious matter to deal with, the Internal Quality Assurance Cell (IQAC) of our college has organized a work shop on ‘ Office Administartion’ on 4<sup>th</sup> and 5<sup>th</sup> July 2015 especially for the newly appointed Non Teaching Staffs

The workshop was inaugurated by sri. Shameem Pasha, Capt(Dr) **Dr. P. Mohamedali** (Principal) presided over the function. Dr C Rajesh (IQAC Coordinator) delivered the the welcome address. Pro. Najila TY (Joint Coordinator, IQAC) felicitated the function and Mrs. Anitha M ( Head accountant) expressed vote of thanks.

Mr. Hisham Pasha’s interactive session was really fruitful for the NT Staffs since he went through even the basics of the topic which helped the Newly appointed staffs. The queries they had was cleared, which will be helpful for the smooth functioning office works. That will add to the good pace of office works.

Even though the workshop was aimed especially at the new appointments, all Non Teaching Staffs participated in the workshop. 11 Non Teaching staffs participated in the workshop. In the end there was a interactive session in which the doubts from the part of the staffs were cleared. The Principal Dr. Mohamed Ali distributed the Certificates.

## PROGRAMME SCHEDULE

9.00 A. M. - 9.30 A. M. : Registration  
9.30 A. M. - 10.00 A. M. : Inaugural Session  
Welcome : Dr. C. Rajesh (Coordinator, IQAC)  
Inaugural Address : Dr. P. Mohamedali  
Principal  
Vote of Thanks : Mr. C P Hameeda  
Resource Person : Mr. Hisham Pasha

Contact

Dr. C. Rajesh

(Coordinator, IQAC)

9446768376



## M E S KEVEEYAM COLLEGE

Valanchery - 676552, Malappuram Dt., Kerala State

Phone: 0494 - 2644380, 2642670, 2641347 (Fax)

[www.meskvcollege.org](http://www.meskvcollege.org)

Two days workshop on

Office Procedures to Newly Appointed Non Teaching Staff

Organized by

Internal Quality Assurance Cell (IQAC)

4<sup>th</sup> and 5<sup>th</sup> July 2015

True Copy  
Principal  
M.E.S. KEVEEYAM COLLEGE  
VALANCHERY, PIN- 676 552  
MALAPPURAM



# **SOUVENIR**

*Two day National Seminar on*

**Challenges of Kerala Model Education in ensuring Employability among Youth**

*In connection with  
Formation of Academic Chairs*

- **Dr. P K Abdul Gafoor Chair for promotion of Secular Values**
- **Dr. N K Muhammed Chair for Value based Higher Education**
- **N. Damodaran Chair for Humanistic Studies**

*9-10 February 2017*

*Organized by*  
**Internal Quality Assurance Cell (IQAC)**



**M E S KEVEEYAM COLLEGE VALANCHERY**

**Malappuram-Kerala**

*(NAAC Accredited with A Grade)*

**Phone: 0494 – 2644380, 2642670, 2641347(Fax)**

[www.meskvcollege.org](http://www.meskvcollege.org)

## FOREWORD


MES Keveeyam College Valanchery envisages becoming a leading centre of higher learning nurturing all-round academic excellence along with core human values: a vibrant institution which enlightens the youth just as it enriches and empowers them and remains a resource centre for the society. In a view to promote scholastic studies and hence to uphold the values and disciplines defended by three great visionaries namely Dr. P K Abdul Gafoor, Dr. N K Mohamed and Sri. N Damodaran, Academic Chairs have been constituted in the college by the Managing Committee.

The official inauguration of the chairs was done by **Dr. K T Jaleel** (Hon. Minister for Local Administration) on Friday, 10<sup>th</sup> February 2017 at 9.30AM. In connection with the formation of academic chairs, the Internal Quality Assurance Cell (IQAC) organized a National seminar on 'Challenges of Kerala Model Education in ensuring Employability among Youth'. Eminent personalities in the higher education sector delivered invited lectures in the seminar.

We are thankful to all the dignitaries who blessed the occasion of the inauguration of the academic chairs with their presence and inspiring words. We are grateful to all the resource persons who gave instructive lectures on different topics in National Seminar.

We extend our thanks to the College Managing Committee for taking initiatives to set up the academic chairs and organize a National Seminar.

We also express our sincere thanks to all the students, teaching and non teaching staff for making the event a grant success.

  
**Dr. P. Mohamedali**  
(Principal)

M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN- 676 557  
MALAPPURAM

  
**Dr. C. Rajesh**  
(IQAC Coordinator)

  
**Prof. K.P. Hassan**  
(Secretary, College Managing Committee)



## ABOUT OUR INSTITUTION

MES Keveeyam College Valanchery has educated and shaped the future of students belonging to the rural precincts of Malappuram and nearby districts for nearly 35 years. The college has maintained a positive academic atmosphere for intellectual pursuits that has consistently been rewarded with excellence in curricular and co-curricular endeavours. The college is a Govt. aided institution run by Muslim Educational Society, affiliated to the University of Calicut and included under 2(f) and 12(b) of the UGC act. It has blossomed into a premier institution offering 9 undergraduate, 6 post graduate programmes apart from various other UGC add-on courses and trainings. The institution marked another significant milestone with the sanctioning of a Research Centre to Department of Chemistry in 2014. It was a felicitous recognition of the college striving for excellence when the college was conferred an 'A' grade in the NAAC accreditation with CGPA 3.28.

## ABOUT THE IQAC

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.

### ***Souvenir Editorial Board:***

*Dr. P Mohamedali (Chief Editor)*

*Dr.C Rajesh (Executive Editor)*

*Athira Radhakrishnan (Associate Editor)*

## EXECUTIVE SUMMARY

MES Keveeyam College Valanchery with the mission to contribute to society through the pursuit of education, learning and research at the highest levels of excellence envisages becoming a foremost centre of advanced learning fostering all-round academic excellence along with core human values. To promote scholastic studies and uphold the values defended by the three great visionaries, Dr. P.K Abdul Gafoor, Dr. N.K Mohammed and Sri. N Damodharan, Academic chairs have been constituted in their names. The Internal Quality Assurance Cell organized a national seminar on “Challenges of Kerala Model Education in ensuring employability among youth” to co-inside with the formation of the Chairs.

The official inauguration of the Academic Chairs was made by **Dr. K T Jaleel** (Hon. Minister for Local Administration) on Friday, 10<sup>th</sup> February 2017 at 9.30AM at the College Auditorium. **Prof. Abid Hussain Tangal (MLA)** presided over the function. Dr. N M Mujeeb Rahman (Secretary, MES Kerala), Dr. Hussain K (Vice Chairman, College Managing Committee), Mr. N Abdul Jabbar (District President, MES), Mr. Hameed (Municipal Counsellor) and Mr. N Manavendranath felicitated the function. Dr. P Mohamedali (Principal) welcomed the audience and Prof. K P Hassan (Secretary, College Managing Committee) expressed the vote of thanks.

Earlier in the previous day (9-2-2017) the official inauguration of the National Seminar was done by Prof. Kumar Suresh (Head, Department of Educational Administration, National University of Educational Planning and Administration, NUEPA, New Delhi). Dr. P Mohamedali (Principal) presided over the function. Dr. C Rajesh (IQAC Coordinator) welcomed gathering and Prof. Najila T Y (Joint Coordinator, IQAC) expressed the vote of thanks.

The seminar comprised of three academic sessions and one session for paper presentation. The keynote session was by Prof. Kumar Suresh on *Emerging Challenges of Higher Education and way forward* on 9<sup>th</sup> February. Dr. C Abdul Hameed (Head, Department of Botany) chaired the session. In the second academic session on the same day Dr. S Rajoo Krishnan (Officer on Special Duty, Directorate of Higher Education & State Coordinator ASAP) delivered a talk on *Skill Development and Ensuring Employability in Higher Education*. In the paper presentation session ten papers were presented by faculty members and students from different institutions. Dr. M P Unnikrishnan (Head, Department

of Physics) chaired the session. The third academic session was held on 10-03-2017. Maulana Mohammed Fazlur Rahim Mujaddidi (Formerly Member, Consultative Group for Empowerment of Minorities, *Planning Commission of India* ) delivered a talk on *Various Government Schemes for Minority Educational Empowerment*. The session was followed by a panel discussion on the topic. Prof. Kadavanad Mohammed (Vice President, MES Kerala) gave away the valedictory address. Mr. P H Mohammed (Chairman and Correspondent, Central College Committee of MES) presided over the function. Dr. M Usman (Principal, Amal College of Advanced Studies, Nilambur, Kerala) was honoured by Dr. N K Mohammed Chair for value based higher education for his contribution to the higher education sector of Kerala. Dr. P Mohamedali (Principal) delivered the welcome speech and Dr. Abdul Hameed C expressed the vote of thanks.

### **Dr. P K Abdul Gafoor Chair for promotion of Secular Values**



P. K. Abdul Gafoor was the founder President of Muslim Educational Society (MES) and one of the pioneers of education amongst the Muslim community in Kerala. He was a medical doctor by profession and served as a Professor of Medicine at Calicut Medical College. In 1964, Dr. Abdul Gafoor and a group of young educated Muslims established MES at Calicut, with the objective of cultural, educational and economic upliftment of Muslims. The glorious vision of the 'Dr. P K Abdul Gafoor Chair for the promotion of secular values is to honour the contributions of the great leader towards the educational development of backward communities and for appraising his ideology of secular values throughout his life. The objectives are to act as a forum for discussion on contemporary issues threatening the concept of secularism; conduct lectures and seminars on issues related to protection of secular values in India; and to honour people and organizations working towards the protection of secular values.

### **Dr. N K Muhammed Chair for promotion of value based higher education**



It was the long and concerted efforts of the local population under the visionary leadership of Dr. N. K. Mohammed, the first practitioner of modern medicine in this locality, among others and involvement of Muslim Educational Society, which culminated in the establishment of MES Keveeyam College Valanchery in 1981. He was affectionately called as the 'Doctor' by the local people. The vision of Dr. N K Muhammed Chair is to honour the contributions of the great soul in the educational development of the region. The objectives are to conduct lectures, seminars and work shops on value- based higher education by inviting eminent personalities; to act as a forum for discussion on improvement of quality higher education and to provide scholarship for financially backward students pursuing research in premier institutes in India.

### **N. Damodaran Chair for Humanistic Studies**



N Damodaran was an eminent follower of the great philosopher, MN Roy. He was one of the great humanists in Kerala who inspired a generation through his thoughts and deeds. He wrote many books and articles of which *M. N. Roy: Satyanweshiyaya Viplavakari* won the *Kerala Sahitya Academy Award in 1990*. The academic chair envisions a platform for studies on his humanistic thoughts for post graduate and research students.



## Inaugural Address

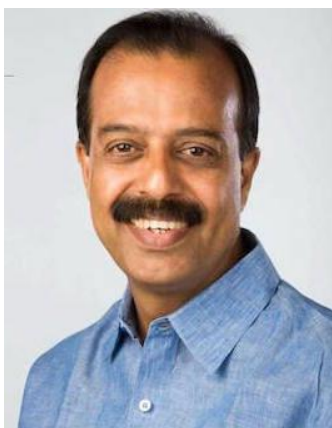


### **Dr. K T Jaleel (Honourable Minister for Local Administration, Govt. of Kerala)**

It is a matter of immense pride for me to inaugurate the three academic chairs of the college. The journey of the college started as being a junior college. Later it is upgraded with PG course and it is blooming with the dream of forming three chairs in the college which were previously the monopoly of universities. Dr. P K Abdul Gafoor , on whose name the first chair was formed, was a promoter of secular values and had been an instrumental figure in the formation of a secular block in the society. That is truly a revolutionary thought. This is almost like the way how Galileo disapproved the notion of earth as a flat surface when he surveyed through his telescope and how people turned against him for openly disclosing the truth. Our secular and religious history has a place in the discussion. Actually the people opposed the science that is hidden in the religion. King Asoka leads the path of secularism in his life and spread the way to a secular country. India is a country where large number of religious transformations has occurred. Ancient Indian religious people, Hindus, changed their mission within their own native religion and transformed into various religions that emerged to India like Christianity, Judaism, Buddhism etc. The thing is that these transformations were not under any forced ideas. They made the conversion because they had their own individual vision. Emperor Asoka was at first a firm believer in Hinduism, but later after the Kalinga war, he was enlightened and changed his religion. Regarding our country India, almost 800 years of rule was under Muslim dynasty, but interestingly the other major religions that existed in India never opposed or fight against the ruler or the rule. All Indians were together while fighting against the British without any religious barriers. After Independence, our Prime Minister's post was decorated by Pt. Jawaharlal Nehru, who never sticks onto any religion. He often remarks, "If anybody wants to see God, this is the sanctum sanctorum of God." Secularism exists in a place where different religions exist together and

the place where secularism fails is when there exists a religious conflict. Faith is the basic foundation of secularism. Secularism will succeed in a place where all religious followers should agree to the faith and rituals of the others. No prophets will say that their holy books are the only right one compared to the others. When EMS rose to the position of Chief Minister, no one body makes a claim about his religion. When someone believes that they alone are right, that is the point where secularism dies. Thus comes the relevance of Dr. Abdul Gafoor and I appreciate the managing committee for such an effort. Without the word secularism, India existed as a secular country and India was known as democratic republic long before Independence but later it was changed into secularist democratic republic. Regarding the second chair constituted in the name of N K Mohammed, it is for the promotion of value based education. He is a good religious believer and secularist. We can take him as an icon of belief and secularism. With regard to the values, they are central to every religion. Every religion considers theft as a sin. We should insist on value based education especially in the field of higher education. While talking about N Damodaran Nair, and chair on Humanistic Studies, he was the person to introduce M N Roy to Kerala. Humanism is actually a space which creates positive vibes and serves as a core concept of all ideas. It also functions as a strong foundation of all values and value based systems. At present, we are actually lying a distance apart from humanism. If we want to be a good human being, it is better to be a humanist first. Thereby I am inaugurating the three chairs and thus I am concluding the speech.

## **Presidential Address**



### **Prof. Abid Hussain Tangal MLA**

(Kottakkal Legislative Assembly Constituency)

I am very much honoured to speak on this venue regarding the inauguration of three chairs and about the broad concept of secularism. The constitution of three academic chairs shows how values of unity and secularism are being carried out by this college. India is a place where we can see the union of multi religions and multi languages and thereby stressing the motto – unity in diversity. Talking solely about secularism, the word ‘secularism’ is not an Indian word and it was evolved from French revolution and industrialization. Its use was first registered in India for pointing out the workers and employees. Out of the traumatic situation of colonization, the waves of secularism come out as a fresh source of energy. It is a fact known to us that on August 15, 1947, the flag of India was hailed. From that point of time, secularist and humanistic values from Gandhi, Nehru and Azad start influencing us. The effects of their thoughts are evident in our day to day lives. The establishment of humanistic and secular chairs of this college can be taken as a continuation of the teaching of their ideas. I am very happy to be part of such an occasion in your college. I must extend my deep sense of gratitude for inviting me to this venue.

## Academic Session I



### Prof. Kumar Suresh

Head, Department of Educational Administration

(National University of Educational Planning and Administration, NUEPA, New Delhi)

He did his M. Phil in Sociology from Jawaharlal Nehru University; Ph.D. in Federal Studies from the Centre for Federal Studies, New Delhi; Diploma with *Suma cum Laud* (High Distinction) in federalism, decentralization and conflict transformation from the Institute of Federalism, University of Fribourg, Switzerland; published research papers, monographs and books on the theme of policy response to diversity, multiculturalism and inclusion, federalism and multilevel governance, human rights education etc.; served as co-editor and as a member of the editorial committee of *Indian Journal of Federal Studies*, one of the lead journals in the specialized area of Federal Studies; contributed a large number of papers in national and international seminars and conferences; delivered more than thirty invited lectures in national and international programmes including Academic Staff Colleges of different universities in India; served as member of different expert committees and advisory boards of universities and institutions including the University Grants Commission, Institute of Open Learning, Al-Mustafa International University, Iran to its India Branch etc; association with a number of national and international projects and competence development/ training Programmes sponsored by international agencies including the Forum of Federations, Canada, GTZ and the Bergoff Foundation for Conflict Studies, Germany; visited Switzerland, Canada Srilanka and Nepal in different international academic programmes; a number of Ph.D. and M. Phil completed under his supervision; currently engaged in the studies and research on inclusive policies and practices in education.

### *Keynote Lecture*

#### *Emerging Challenges of Higher Education and way forward*

I like to begin the speech by taking skill as an integral part of the curriculum. Employability and skill is actually a matter of consideration in the global development. Regarding the human capital ratio available here, skill is actually a matter of concern for the educated class. India is the second largest higher education centre in India with China decorating the top position. As such the major target before us is to create employable workforce. For such a condition, one of the pre-requisites is to foster a balance between knowledge and skill. The first global challenge before us is to make our system more effective and globally challenging. Second is to train the group for the expansion of higher education. Commenting on the higher education scenario after independence, there is decline in the quality of higher education system in India. The Gross Enrollment Ratio in higher education was below 25%. Even now after wake of new educational policies, the Gross Enrollment Ratio is still below 50%. There occurs the need of extension of higher education. When the arena of higher education extends its reach, we are into two central issues. One is the diversification of courses and second in connection with the first is the diversity of students. Thus the micro level situation has risen to a macro level. Then comes a crucial question of how to overcome these challenges. With these changing situations, teacher plays a major role in the sphere of diversity. They have to deal students both bright and weak alike. They should stress on skill development programmes including remedial teaching. Also they have to take into consideration the challenge of student diversity. There are three key points to be noted in connection with this sphere of teaching and learning. First one is **Quality and Diversity** – what mainly happens with the teaching-learning environment with regard to the diversity of students is that the quality of teaching always poses an enigmatic question. As such quality is one of the core concepts of this discussion. What will be the watch word of teacher is necessarily something which is directed to quality. It is in connection with the issues of quality, we normally witness things like brain drain and all. Indian students are attracted to other countries outside India because of the question of quality. They find their educational scenario more charming while considering this grounds of quality.

#### **Funding and Financing**

One of crucial concerns in respect to skill enhancement is regarding funding. Education is getting more commercialized. Most of the institutions in India look forward for a business environment. Their motive is business education by charging high fee from students. Proper



funding and financing of an institution is necessary for skill knowledge. Students can learn from an atmosphere which is properly functioning with ample infrastructure facilities. The institutions must take care to update the facilities to suit the demanding needs of the learner. It is because of the inadequate facilities, students are unable to cope with the growing needs of the labour market. Such a situation is often the result of the bridging gap between skill knowledge and employment. The focus on content may sometimes promote a situation where in which the students find the skills required for job missing. So as a panacea to this situation what I suggest is that there should be balance between skill and employment to create better knowledge appropriate for use. Skill actually means the essential factors needed for a learner to be a proper fit for job market. The institutions should take into consideration the actual need of a learner while he/she opts for a particular course.

### **Teaching, Research and Innovation**

Competent teachers are the need of present educational scenario. Teachers are the builders of next generation. It is from a competent teacher that a competent learner emerges and directly it paves way for another competent teacher. What is lacking in our curriculum is the presence of teacher who is really competent in the real sense of the term. The teacher selection process should be based on merit and proper qualification. In most of the institutions, the selection criterion is not always based on merit. The after effects of such a selection are the lack of competence and the selected ones fail to meet the needs of students. In connection with teaching, research is a major thing to ponder over in the teaching learning situation. What is missing in the field of higher education is the lack of adequate research works. Students, now a days, have a tendency to opt professional courses after the higher secondary level and after the completion of course they readily accept the job that come in their way. Very a few may turn to the field of research after their professional degrees. The most disheartening thing with IITs is that there is a decline in research works as the passed out ones are only interested in the job profiles of reputed companies. Even in Arts and Science colleges, the academics come to a point of completion solely with research and not many will prefer doing Post doctoral programmes. As such the number of patents our country witnessed in the last decades is too low to add to our glory.

Along with the question of research, the extension of research is also important. There should always be a move to link the products of research to the benefit of the society.

As a centre of higher education, students and teachers, please look into the situation and act according to the need of the hour at the earliest.

## Academic Session II



### Dr. S Rajoo Krishnan

(Officer on Special Duty, Directorate of Higher Education, Govt. of Kerala)

He was formerly Associate Professor, Department of Statistics, Government College for Women, Thiruvananthapuram. Of late he was given the assignments of Deputy Director of Higher Education and the Joint Commissioner for Entrance Examinations. Now he is the officer on Special Duty at the Directorate of Higher Education. He is the State Coordinator of ASAP and other programmes like Walk With a Scholar, Scholar Support Programme, FLAIR, etc under the new initiatives of the department.

### Invited Lecture

#### ***Skill Development and Ensuring Employability in Higher Education***

As the state co-coordinator of ASAP, I have immense pleasure to discuss about the skill development and how much it ensures the employability in higher education. Higher education system has expanded at a fast pace by adding nearly 20,000 colleges and more than 8 million students in a decade. 100% schools are never promoting dropout system. In the case of professional skills, the percentage of pass is less in engineering field but as a matter of status and glamour they preferred the course. Existing skill education does not update the skill that they have acquired. Statistics shows that over 42 lakhs registered in the employment exchange and majority among them is fascinated by white color jobs. In the preceding years, the masses were attracted by agriculture and animal husbandry, then later to industry. Industry rejects persons with low communication ability and low IT skills and of course industrial skill is not a part of curriculum. The present era had a flip-flop to Tourism and Hospitality, Health and Paramedical, Organised retail, Accounting, Trade and Share Market, Mechanised Agriculture and the like. I want to mention the dangerous aspects of such a situation—increasing unemployment and not getting even mid level employment in abroad. The context brings forth poor economic growth and development as the drawback

and often the youth moves towards anti-social activities. Of course , I have some responsibility to uplift the current status of education in the name of ASAP. The program is to generate more employable skills among the student population of Kerala by providing sectors with specifically skill training programmes along with regular academic studies. These special training would be conducted during 3 hours on holidays or Sundays .The vision of ASAP is the sustainable development through skilled young population and the mission is to enhance the employability of students studying in Govt. and Aided schools .The module is formed in such a way that the students become more beneficial to adapt it. In the foundation module 100 hours is for enriching the communication skill in English and 80 hours for basic IT. Equal kinds of divisions are possible in domain specific skill courses, industrial requirements and occupation. By discussing this much, you may want to know the present position of ASAP in schools, how it conducts aptitude test for allotment of skill courses to SDC and students, foundation module in VHS schools, ASAS in Minority Residential schools etc... The salient features of skill module are predominant practical orientation, compulsory internship, activity based, experiential learning and job training components.

Working with ASAP means being involved in molding a versatile young generation .We need people with passion for social development and who can make real impact on the society we live. Before the conclusion I intend to say the selection procedures in detail. It has 6 spheres which are skill gap, practically oriented activities, aligned QSD/NOS, course in different sectors, industry requirements and courses from industry. Thirteen new courses would be introduced for higher secondary and undergraduate students, as a part of ASAP skill training. About 32 skill development centers would start functioning across the state. All together ASAP is actually fresh wave of thought in the current academic scenario.

### Academic Session III



#### **Maulana Mohammed Fazlur Rahim Mujaddidi**

(Formerly Member, Consultative Group for Empowerment of Minorities, *Planning Commission of India* )

Maulana Mohammed Fazlur Rahim Mujaddidi was born on 22nd June, 1957. He is the son and Successor of the great Sufi scholar and educationist Hazrat Maulana Shah Mohammad Abdur Rahim Mujaddidi and successor of another great Sufi Hazrat Maulana Shah Hidayat Ali Mujaddidi. These great men had a dream to establish an educational institution whose students would be inculcated with the required competence and potential to perform their duties both in the religious and worldly matters. This dream was fulfilled in the form of 'Jamea-Tul-Hidaya' the first residential Islamic University, which introduced technical and modern education in Madrasas. The foundation stone of the University was laid in 1976 and the university started its full-fledged education system in 1986. In 1996, realising the need of modern primary education, he floated another Trust named "Maulana Abdur Rahim Educational Trust" and started working on a series of English Medium Schools named "Imam Rabbani Public School". The schools are recognized by the State Government Educational Board. In 2001, realizing the need to increase Muslim Representation in Indian Administration, an independent body the "Crescent Academy for Civil Services Exams" was formed. In 2002, the Foundation for Civil Liberties, a Human Rights Organization was formed for Human rights and Judicial Redress. The same year, the first Center, Crescent Academy Aligarh, was established. He set up 3 new centers at Delhi and Lucknow. Under the mass awareness program for Civil Services Exams he started "Talent Hunt Programme" and in 2006, the "Strive for Educational Enhancement" (SEE) was formed for the cause of modern primary to senior secondary education. He has been vigilantly keeping an eye on the various government schemes for the minorities. To make sure that minorities, especially the Muslims, could achieve the maximum benefit of these schemes he has been having discussions with the government, including Sonia Gandhi, Prime Minister Manmohan Singh, Union Ministers and the Planning Commission.

## Invited Lecture

### *Various Government Schemes for Minority Educational Empowerment*

I have illimitable happiness to talk about the topic: **Various Government schemes for Minority Educational Empowerment and Scope of Skill Development**. Education is the most potent and effective tool to achieve empowerment of any section of society. Muslims in India lag behind in their education is obviously a sad aspect of their life. It is a matter of common belief that unless Muslim educational backwardness is addressed, the empowerment of Muslim would remain elusive. I exposit the details which shows the graph of Kerala State is far better than that of the whole India and the educational level of Muslim is better in South India than North India. At present there is a slight difference in Muslim educational scenario. As per the sensex of 2010, the representation of Muslim increases from 3% to 12%, especially their involvement in civil service and defense. To exhilarate the minorities and Muslim students, the Government takes initiatives in Direct Intervention, PM's 15<sup>th</sup> PP Programme, and Area development (Backward Area Based). Impact of these kinds of activities is 11<sup>th</sup> Plan issue, wherever possible, outlays under various schemes should be earmarked for minorities. This would convey the meaning that 15% is the floor and not ceiling and 12<sup>th</sup> Plan where 15% of funds wherever possible should be revised to 15% and above in proportion to the size of the minority population. I put forward some statistical idea to you for further clarity. The Priority Sector Outstanding amount on 31<sup>st</sup> March 2015 are Total Outstanding-Rs.17,01,806.78CR., Minority Outstanding-Rs.2,69,644.19 CR.and Minority % share =15.84(Target 15%). Minority programme has been to ensure that the benefits of various government schemes for the underprivileged reach the disadvantage sections of the minority communities. In order to ensure that the benefits of these schemes flow equitably to the minorities, the programme envisages location for the lift up. The scheme includes Pradhan Mantri Awaas Yojana 2015-16 and they targeted 311,702 numbers and allotted 306,439 for improving the conditions of living of Minorities. Ministry of Minority Affairs have educational empowerment schemes like Pre-Matric Scholarship, Post-Matric Scholarship, Merit –cum-Means Scholarship, Maulana Azad National Fellowship, Free Coaching and allied schemes, Interest Subsidy on Educational loans for Overseas Studies finally have prelims conducted by UPSC, SSC, State Public Service Commissions etc. New components were added in 2014-15. Schools/colleges, having hostels, affiliations with CBSE/ICSE may opt this components. The provision for focused preparation in classes XI and XII for competition in Eng/Medical colleges etc was provided up to 1 lakh per students. In 2016-17, allocation and targets of funds is 45CR. Apart from Central/State Government Schemes, 40



sector skill councils are constituted and they have their sector programmes and targets. The skill development programmes are Seekho aur Kamao skill, Nai Manzil-the Integrated and USTTAD. when we go in detail about seekho aur Kamao ,it is implemented both by private/Govt agency approved by ministry and the maximum allowed expenditure for candidate for the training cost is Rs. 25,000, for boarding /lodging at Rs. 1500 for 3 months and stipend for commoners at 750 per month. USTTAD is an another scheme for upgrading the skills and training in traditional arts/crafts. The scheme will have the following programmes. First one is up gradation of skills and training in traditional arts/crafts through institutions, USTTAD fellowship for research and development, support to craft museum for forming traditional art/crafts. Last is, support to minority craftsmen/artisans for marketing their products. It is a two months to one year duration programme as a support to craft museum for traditional art/craft. The plan is RS.20 LAKHS per project. The last but not the least one is Nai Manzil. It is a world bank aided scheme, having the advantages of duration of training 9-12 months compared to 3 months, NIOS:Basic level of education(class VIII or class X), and minimum 3 months skill training. Soft skill training, health and life skills, 75% placement on above minimum level wages are the additional training model by Nai Manzil. I culminate the above idea. I conclude by pointing that when the Muslim concentration increases the performance decreases. Backwardness is an area based concept.

## Inauguration of Academic Chairs



**Prof. Abid Hussain Tangal MLA**

**Dr. K T Jaleel (Hon. Minister for Local Administration)**

**Dr. N M Mujeeb Rahman**  
(Secretary, MES Kerala)

**Prof. K P Hassan**  
**(Secretary, College Managing Committee)**

### *Vote of Thanks*

## Inauguration of National Seminar



**Dr. C Rajesh (IQAC Coordinator)**  
*Welcome Address*



**Dr. P Mohamedali (Principal)**  
*Presidential Address*



**Prof. Kumar Suresh**  
**(Head, Department of Educational Administration, NUEPA, New Delhi)**  
*Inaugural Address*



**Dr. S Rajoo Krishnan**  
**(State Coordinator, ASAP)**  
*Felicitation*



**T Y Najila**  
**Joint Coordinator, IQAC**  
*Vote of Thanks*



## Academic Sessions of the Seminar



**Prof. Kumar Suresh**  
**Keynote Address**  
(Emerging Challenges of  
Higher Education and Way Forward)



**Dr. S Rajoo Krishnan**  
**Invited Lecture**  
(Skill Development and Ensuring  
Employability in Higher Education)



**Maulana Mohammed Mujaddidi**  
(Formerly Member,  
Group for Empowerment of  
Minorities, Planning Commission of India )  
**Invited Lecture**  
Various Government Schemes for Minority  
Educational Empowerment



**Prof. Kadavanad Mohammed**  
Vice President, MES Kerala Consultative  
Panel Discussion



**O Abdul Ali**  
Syndicate Member  
University of Calicut  
Panel Discussion



**Dr. M Usman**  
(President, Council of Principals of Kerala)  
Panel Discussion

## Valedictory Function



**V. Moidutty**  
(Treasurer, MES Kerala)  
*Valedictory Address*



**Dr. M Usman**  
*Honoured by Dr. N K Muhammed Chair  
for Value based Higher Education for his  
contributions to the Higher Education sector of Kerala*



**Distribution of Prizes for Paper Presentation**  
*PH Muhammed*  
(Chairman and Correspondent, Central Colleges Committee, MES)



**Dr. C Abdul Hameed**  
(Vote of Thanks)



*Augustus presence of participants of the seminar*



National Seminar  
on  
Challenges of Kerala Model Education in ensuring  
Employability among Youth

February 9, 2017



MES KEVEEYAM COLLEGE VALANCHERY  
Malappuram-Kerala  
(NAAC Accredited with 'A' Grade)



**Programme**

09-02-2017 Thursday 9.30AM: Registration

10-10.30AM: Inauguration of National Seminar

Venue: AV Hall

Welcome : Dr. C Rajesh (Coordinator)

Presidential Address : Dr. P Mohammedali (Principal)

Inauguration : **Prof. Kumar Suresh**

Head, Department of Educational Administration

National University of Educational Planning and Administration,  
New Delhi)

Felicitations: Dr. N M Mujeeb Rahman (Secretary, MES Kerala)

Prof. K P Hassan (Secretary, College Managing Committee)

Dr. Hussain Randathani (Chairman Academic Committee)

Vote of Thanks : Prof. Najila T Y (Coordinator, ASAP)

10.30-11.30 AM: **Keynote Lecture**

*Emerging Challenges of Higher Education and way forward*

**Prof. Kumar Suresh**

11.30 AM: **Academic Session I**

Topic:

*Skill Development and Ensuring Employability in Higher Education*

Dr. S Rajoo Krishnan

(Officer on Special Duty, Directorate of Higher Education & State

Coordinator ASAP)

1.30 PM: Paper Presentations

*True Copy*

*for*

PRINCIPAL  
M.E.S KEVEEYAM COLLEGE  
VALANCHERY, PIN- 876 552  
MALAPPURAM



**UGC Human Resource Development Centre**  
**Aligarh Muslim University, Aligarh**  
**Centre for Academic Leadership and Education Management**

*Under the Scheme of*  
**Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMNMTT)**  
**(MHRD, Govt. of India)**



**Principals/Senior Professors/IQAC Coordinators**



*Organized by*  
**Internal Quality Assurance Cell (IQAC)**  
**M E S KEVEEYAM COLLEGE**  
**VALANCHERY**

**Malappuram-Kerala**

*(NAAC Accredited with A Grade)*

**Phone: 0494 – 2644380, 2642670, 2641347(Fax)**

**[www.meskvmcollege.org](http://www.meskvmcollege.org)**

## FOREWORD

Centre for Academic Leadership and Education Management (CALEM), Aligarh Muslim University, Aligarh conducted a Three Day Training Programme in Academic Leadership at MES KVM College, Valanchery in association with the Principals' Council of Kerala on 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> April, 2017. The programme was held under the scheme of PMMMNMTT, HRD Ministry, Govt of India, New Delhi.

The training programme was designed to equip higher education leaders and administrators to competently and efficiently handle the complex problems and leadership challenges that arise in the academic, financial, and administrative aspects of the functioning of their respective institutions of higher learning.

We are extremely grateful to **Prof. Tariq Mansoor**, Honourable Vice Chancellor of Aligarh Muslim University for sanctioning the short term course to our institution. We are also thankful to **Prof. A R Kidwai**, Director, HRDC of AMU for taking special interest in giving this opportunity for our institution. We are thankful to **Mr. ET Mohammed Basheer**, Member of Parliament and Former Minister for Education, Govt of Kerala, who inaugurated the short term course. We are grateful to all the resource persons who gave instructive lectures on different topics in the short term course. We extend our thanks to **Prof. K P Hassan**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell whose whole hearted contribution made this programme a grand success.

  
Dr. P. Mohammedali (Principal)

PRINCIPAL  
M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN: 676 552  
MALAPPURAM



  
Dr. C. Rajesh (Course Coordinator)

## **ABOUT OUR INSTITUTION**

MES Keveeyam College Valanchery, under the aegis of Muslim Educational Society, has learned and shaped the future of students belonging to the rural areas of Malappuram and nearby districts for nearly 36 years. The college is affiliated to University of Calicut. The college has been conferred an 'A' grade in the NAAC accreditation with CGPA 3.28, marking a felicitous recognition of its striving for excellence.

## **ABOUT THE IQAC**

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.

## **ACADEMIC REPORT**

The inaugural session was started at 9.45 PM. Dr. P. Mohammedali, the Principal of MES KVM College, Valanchery and Coordinator of the Training Programme made the welcome address. In his speech, he apprised the audience of how his college came to be ranked 51 among all colleges under NIRF Ranking by Ministry of Human Resource, Govt of India. He also fondly recollected the services lent by the authorities of the Centre for Academic Leadership and Education Management (CALEM), Aligarh Muslim University, Aligarh by giving training to the teachers in the yesteryears. Dr. Mohammedali said that the MES KVM College was one of the fourth institutions in the entire country where CALEM, AMU was conducting the training programme for teachers and principals and he said they were much privileged to have been granted this opportunity to host the programme. The Higher Education scenario of the country warranted a strong leadership from the principals as the position and prestige of the Position of the Principals were being threatened by various anti social forces in the society and the anarchic students' unrests being witnessed in different parts of Kerala. Dr. Mohammedali also expressed his special gratitude to the College Management Committee for their patronage and support for winning a coveted position in the NIRF Ranking.

The presidential address was made by Dr. M. Usman, the President, Principals' Council, Kerala and Member of the Senate, University of Calicut. He congratulated the Management and the Principal of MES KVM College for having been ranked 51 in the national level as per the NIRF ranking of Govt. of India. He, however, held the apprehension that only a few colleges did actually apply for the ranking and it was because of illogical and impracticable parameters set in the NIRF guidelines that could not be normally followed by all colleges in Kerala and he,



therefore suggested that the rules and guidelines and the parameters and benchmarks for assessment should be revamped thoroughly so that it would become as popular as NAAC and every college would be willing to get ranked under NIRF .Dr.M.Usman also drew attentions to the issued that stemmed from the implementation of UGC Regulations 2016 that created a lot of chaos in the higher education institutions in India .Most of the decisions taken by the Universities and competent bodies were ignorant of the real problems. The mass indiscipline being felt in the colleges right now could also be partly construed as an off shoot of this unscientific implementation of the UGC Regulations . He reminded all fellow principals to awaken to the new responsibilities that they had to shoulder in the modern era.

Mr.ET Mohammed Basheer ,Member of Parliament and Former Minister for Education , Govt of Kerala made the inaugural address. He began his speech by making the statement that “ The Principal decides the destiny of the campus”. He traced the trajectory of higher education in Kerala and invited the attention of the audience to the introduction of Self financing colleges in Kerala in 1990s. According to Mr.Basheer , that was a giant step ahead towards ensuring access in higher education as the State Government found it difficult to support these institutions financially. He said he believed that the decision taken by then Government in this regard was indeed right though the entire self financing system came under fire recently in Kerala . His said his mission in this speech was not examine the pros and cons of the self financing institutions but to state that Kerala had to go a long way in ensuring quality in Higher Education though it grew immensely in quantitative wise. The legislators and policy makers could roll out new projects and frame new policies but the real people who execute and implement these policies were the principals. In other words , the success or otherwise of a Government policy or one that was issued by Universities concerned were in fact determined by the effort put in by the principals.

He suggested that the potentials of Information Communication Technology should be tapped by the principals in order that they might be able to use the best use of these resources. In this knowledge driven society , the principals should spearhead the efforts at the creation of knowledge. Mr.Basheer said he had personal experiences while visiting campuses that the efficiency of the principal would be reflected on the campus of the college. The best type of leadership according to him is participatory and democratic. The principals should be open minded and flexible to consult and take feedback from all stake holders .He also stressed on the need of inculcating values among the students . Value based education is the need of the hour . Legislations could be made and policy decisions could be taken with respect to the implementation of value based education .But ultimately the values should come from within. It was not something that could be imposed from outside. He recollected the incidents of disrespect shown towards the body of deceased Member of the Parliament and Former MP , Mr. E.Ahmed and added that the problems like this could only be solved through the inculcation of the ethical values and just etching them out in the Book of Medical Ethics would not serve the purpose. Similarly , the higher education system had to be designed in such a way that it disseminated values among the students. He also promised the Principals that he would take up the problems and hardships faced by the principals in Kerala in the wake of the implementation of UGC regulations 2016 and raise it the parliament as well.

Dr.N.Mujeeb Rahiman , the Secretary , MES KVM College , Valancherry offered felicitations . He also stressed the need of the colleges to ensure quality to be competent to move forward in the present era. Prof.KP Hassan, Secretary and Correspondent , the College Management Committee also felicitated the function. Prof.Imbichi Koya , Principal , Farook College proposed vote of thanks.

## Session II

The Session II was started with the introductory remarks by Prof.Parvez Talib, Director, Centre for Academic Leadership and Education Management (CALEM), Aligarh Muslim University , Aligarh .Citing an example of the statue that he saw at Akshardam Temple , he said the striving towards excellence and perfection were to be started and nurtured from within oneself. The Principals from various colleges introduced themselves and shared their mission and vision of the colleges. The participants were later divided into different groups and they were asked to discuss the topic ‘ Is there communal riots in Kerala ? ‘ . The Principals in different groups discussed the issue in its breadth and width and one participant from each group presented the ideas .All groups came out with a conclusion that there was no communal riots in Kerala though there were some communal tensions in the past. The participants were of the opinion that the social and secular fabric of the state is so secure and safe compared to the vulnerable and volatile conditions prevailing in many states in India. It is ,according to them , because of the secular education and inculcation of secular values that spread through great thinkers and reformers in our state. The participants also discussed the possible ways through which the secular fabric can be strengthened.

Prof.Parvez Talib, the resource person for the session then intervened and added his points to the topic and concluded that each participants were developing their skills of assertion as well as interpersonal skills while interacting in the group . The skills that they thus sharpened would be of immense service to them while assuming the charge of the principal. As the Heads of the institutions, they would shoulder the role of an efficient diplomat, an erudite academician and a compassionate mentor. A few participants offered their feedback of the session and suggestions for improvement.

Day II .

Prof. Parvaiz Talib started his second day first session on 'Knowing One Self' with the feedback on previous day's self analysis report by the participants. He evaluated the report in two perspectives: personality aspect and communication aspect. He mentioned that more than 20% of participants wrote about their struggle for education. He also noticed that a good number of participants already got social orientation through serving under privileged group of society. By analysing weaknesses written by the participants he urged to stop complaining and start doing something to overcome such short comings. He also added that no emotion was bad until it crossed the limit. So one need not to suppress emotions but control properly to be a successful leader was the piece of advice he gave to the participants.

In communication perspectives he highlighted various instances where use of language could be improved to make it more clear, complete, concise and effective. He concluded the session with the statement that every assignment would pose its own challenges and be prepared to manage them.

The session after the tea break was on academic leadership. He first talked about essentials of effective communication such as completeness, compactness, clarity, coherence, concreteness etc. He asked participants to find time to engage classes even in their busy administrative schedule because regular interaction with students would make a good academic leader. He also explained different leadership style that could be adopted by academic administrators.

Group discussions were held on three important topics in the post lunch session .The participants were made into the three groups according to their preference and choice and they began discussing the topics given to them. The first group was given the topic The Measures for

improvement in learning resources and quality in education. The moderator for the session was Dr. Husain K, the Former Principal, MES KVM College, Valanchery. Given below is the abstract of the discussion. 20 Principals actively participated in the discussion. The group focused their deliberations on Teaching Learning and Resources (TLR). The parameters for the discussions were the same as that is contained in the National Institutional Ranking Framework. Therefore the issues regarding those parameters were the main concern of the principals. In the Kerala context, they were taken up for discussion. The moderator in his introductory remarks asserted that the westerners recognized that the Indian students were highly intelligent but the educational environment in India were making them less intelligent through their outdated teaching learning processes. If students were given opportunities for innovations and free expressions and exhibition of their talents and creativity, their vertical integration and their employability could be highly enhanced. Some of the finishing courses offered in Anna University increased the reputation of the university. He also noted that some of the institutions in Japan were far better than those in many European countries. The programmes they were offering are highly result oriented. Innovative practices in Sweden, US especially in Philadelphia were of superior quality in many respects and their main objectives were to get good profits through their educational endeavors.

In Kerala, there were mainly problems regarding the students' strength. Hence the group strongly recommended that

1. More UG and PG courses should be sanctioned in all colleges.
2. To increase the number of doctoral students in colleges, sanction needs to be accorded to start more research departments wherever facilities exist and there should not be any hindrance in this



regard. The present discrimination between Government and Aided colleges in granting recognition to research centers should be stopped at the earliest.

3. Suitable measures will have to be taken to attract students to their institutions, by offering them the right type of programmes like the 'add on courses'. The curriculum, infrastructure and learning resources will have to be revamped to suit the requirements of the change in times and to match the prevailing practices in the developed countries.

4. The dropout rate can be reduced to a great extent by adopting effective educational practices and offering attractive placement opportunities to students at the end of the career.

5. When new programmes are sanctioned, adequate posts creation for appointing permanent faculty should be ensured so that the quality of higher education should not suffer due to this irresponsible practice.

6. All the present faculty members must be motivated to pursue PhD in a time bound manner and measure to entice them to do post doctoral research may be seriously implemented.

7. The RUSA fund should be allocated to all Aided colleges without any discrimination

8. Some of the rules and regulations regarding utilization of funds may be relaxed and simplified to make get the funds utilized effectively for the purpose for which it is intended.

The second group was directed to discuss the topic 'Promotion of Research and Intellectual Property Rights in Higher Education'. The Moderator for the session was Dr.P.Mohammed, Former Director, Aligarh Muslim University, Malappuram Campus. Dr.Abdul Latheef, Principal, Jamia Nadwiya Arts and Science College, Edavanna welcomed and introduced the resource person. Dr.P.Mohammed gave the introductory remarks on the topic

. The following is a brief report of the Discussion that ensued. Dr.Mohammed began his speech by saying that Research had been the pursuits of few talented persons once upon a time . He drew parallel between the colleges outside Kerala and in the state. Earlier, PG courses were offered only by Universities and constituent colleges which were under the direct supervision of the Universities. Kerala was one of the few states that walked ahead of time by courageously start offering postgraduate programmes in colleges. Dr.Mohammed pointed out the mindset of the people in Kerala was just to reach upto PG level. However as the time went by , the need of good research and its dissemination began to be felt imperative in higher education. This changed perspectives in fact led to the establishment of research centres in colleges. Consequently, the colleges strove to attain the status of research centres .However , many of these research centres remained just as an embellishment without making any substantial contributions barring a few exceptional centres.

As heads of the institutions , it is the duty of the principals to focus on the vibrancy of the centres and value its outcomes. In this era where research centres are picking up momentum , the funding agencies are ready to extend financial support. The principals should act as facilitators for research by releasing the funds and keenly monitoring the progress of research as well as the proper utilization of the project. The faculty members should be encouraged to do research and attend seminars and workshops without affecting the normal functioning of the college.

Even though the management and faculty members are genuinely interested in setting up research labs and centres of state –of art facility , the red tapism and hostile rules and regulations make people dissuaded and disappointed. The discussion also generated following observations and comments

1. Very good departments are denied of the privilege to set up Research Centres for no reason.

2. The restriction of Guide ship outside the college or University has led to a stagnation of research activities

3. The restrictions placed by UGC for the PhD guideship of retired teachers also amount to the denial of opportunities. The efforts of the teachers and students till then go futile without fulfilling the goal.

4. Teachers feel that the rules for setting up of standard in fact led to end of genuine research in colleges and the time for supervision and involvement in research is less as the teachers have to engage 16 hours in a week.

5. The rules for getting international seminars or collaboration projects are also stringent. As a result of these strict rules and bottle necks , the researchers are not able to get their findings published in highly reputed journals and they thus end up publishing their articles in less reputed journals and sometimes in predatory ones.

As a result of this , quality of the research get diluted and it obviously led to the lack of patents. The rules for patent are also very strict and time consuming. The researcher cannot publish their work elsewhere before obtaining the patency .They will have to wait many years. This will also create problems.

Suggestions.

1. There should be an experienced person in UGC to represent the colleges and universities in Kerala

2. The rules and regulations should be researcher friendly.

3. The accounts of this type of funding pose a threat to the principals during auditing and it has to be viewed seriously.

The topic given for discussion for the third group was Graduate Outcomes

: Outreach, Inclusion, Perception in Higher Education. Prof. Imbichi Koya, Principal, Farook College was the moderator of the discussion.

The group discussed various aspects of Graduate Outcomes of College and how we could effectively document it for the evaluation and assessment purpose. The documentation of academic and professional growth of students of each batch has been identified as the major point in this regard. The following data has to be maintained by the college

1. Percentage of results of University Exams
2. List of Toppers (Course wise)
3. Percentage of results of reservation category
4. Number of students who got admission in Universities/ outside state/ abroad
5. Number of students pursued for research courses (M. Phil / PhD. )
4. Data of students' business initiatives/ Start ups and their salary details

The team focused on outreach and inclusivity in the context of higher education. We have to promote inclusive education as it increases cultural exchange, language acquisition, and heterogeneous education. One member suggested the need of accommodating students from other states under management quota. Two modes of exchanges are possible, one is promotion of our students to outside state and country, and the other is to include students from outside state and country. We have to keep the separate details of these students and their achievements. In the inclusive education system, we have to promote students from economically and socially challenged. Considering a special quota for these deserved students is also worth mentioning

here. In Amal College Nilambur, for example, there is a special quota for orphan students, 20% of seats are reserved for them. Another important aspect is that we have to make academic sessions more students friendly to accommodate such students. Physically challenged/ Differently-abled friendly campus is the need of the hour. Construction of Ramps, special bathrooms, and softwares for supporting physically challenged are important. In Farook College, there are many digital soft wares and digital facilities for blind students. Such models can be adopted. Another variable discussed is on Perception / reviews about our college. It includes peer perception and public perception. A form is good to use for the Collection of feedbacks about our students and teachers.

Day III (20.4..2017)

The first session was on Effective Communication . It was led by Dr.Rajeshakar Krishnan , Trainer from White Night ,Bangalore. He explicated various nuances of communication and said that good communication was very essential to be successful in the profession. Communication consist of verbal and non verbal aspects. What matters most , according to him was the tone of the speech. The Principals had to be very considerate when the faculty members and students approach them.The should be the one who leads from the front.He discussed in detail about barriers of communication and elicited response from the participants as to how such barriers could be tackled. He also made some observations regarding various challenges being faced by the principals in Kerala including the disrespect and mass indiscipline shown by the students to the nefarious tendencies of students politics and the use of drugs by the students. He , while offering his comments on these issues , said that many of these issues could be tackled only with the complete support of the colleagues and they had to be dealt with in a diplomatic way. He also reminded the principals that they should introspect whether they were



worthy of respect before start complaining about the lack of respect from the students. Every individual has the equal responsibility to ensure that the system is corrupt free. He quoted Mahatma Gandhi 'Be the Change that you want to see'.

Later the presentation of the ideas and suggestions that came up in the Group Discussions of the previous day was held. The Presentation of the group that had discussed The Measures for improvement in learning resources and quality in education was made by Prof.C.Abdusalam, Principal , Jamia Nadwiya Training College, Edavanna. The presentation of the second group that had discussed 'The promotion of research and Intellectual Property Rights in Higher Education' was done by Dr.Raina Mathew, Principal , Marthoma College,Chungathara and Dr.C.Saidalavi, Principal, KAHM Unity Women's College ,Manjeri presented the Report of the third Group that had discussed the topic Graduate Outcomes. Outreach, Inclusion, Perception in Higher Education.

Dr.M.Usman made the concluding observations after the presentation. He said the topics selected for the group discussion was based on the cluster parameters of National Institutional Ranking Frame Work and the thorough deliberations held on this topic would give some idea regarding the aspects to be focused in NIRF ranking by MHRD. He requested every principals to give directions to the IQACs concerned to take measures for applying and getting subjected to the NCRF Ranking . Only 535 colleges participated in NCRF ranking last year and therefore it did not get the expected result. He also mentioned about the revision of the existing parameters of NAAC Accreditation. NAAC is going to revamp the present methodology of accreditation since it gave rise to a lot of criticism of bias and subjectivity. Therefore, NAAC proposes that only 20% marks will be awarded the NAAC peer time and 80% marks will be given on the basis of the Self Study Report (SSR) presented by the college itself. He also requested the principals to

honour the letter sent by Dr.TP Sing , Director ,NAAC seeking suggestions from colleges regarding NAAC Accreditations by giving some valuable suggestions and feedback .NAAC has frozen the present accreditation process and would start a pilot project on the basis of the inputs received from Universities , Autonomous and constituent colleges.Dr.Usman also informed that the Govt of Kerala already placed a request in front of the MHRD to extend the benefit of RUSA funding to the aided colleges and the discussions were in progress.

The Valedictory function was started by 1.30 PM. Dr.M.Usman, President ,Kerala Principals Council made the welcome address . He drew the attention of the honourable chief guest of the function Prof.Abid Hussain Thangal ,MLA to some of the hardships faced by the Aided colleges in general and Principals in particular with respect to the implementation of UGC regulations 2010 and requested the MLA to bring it to the immediate attention of the Government in the coming Assembly session itself.

Prof.Abid Hussain Thangal MLA ,in his valedictory address , assured the principals of all support as a Legislator and agreed to raise the concerns of the principals in the Assembly with due seriousness. He congratulated the principals for the efforts they had taken to attend this three day training programme and he hoped that qualitative changes of this programme would be reflected in colleges as well. He also presented a memento to Dr.Rajushekar Krishna , the Resource Person as a token of love and regard of the organizers . The certificate distribution for the participants was also done by him. Dr.P.Mohammedali, the Coordinator of the Programme presided over the function. Dr.V Anil ,Principal ,SNDP Yogam College ,Koyilandi proposed vote of thanks.He first expressed his sincere gratitude to the Director, CALEM, Aligarh Muslim University ,Aligarh for giving the principals the opportunity to attend this short term programme on Academic Leadership. He also conveyed his gratitude to Dr.P.Mohammedali for having

taken initiatives to host this training programme and congratulated him for his dynamic leadership that won MES KVM College many laurels. He also thanked Dr. Rajeshakar Krisha , the resource person of the day and Dr. M.Usman , the President, Kerala Principals Council. The programme was concluded with National Anthem.

## Gallery





**UGC Human Resource Development Centre**  
**Aligarh Muslim University**

**Centre for Academic Leadership and Education Management**

*Under the Scheme of*

Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT)  
(MHRD, Govt. of India)

**Academic Leadership Workshop**

**18<sup>th</sup> to 20<sup>th</sup> April, 2017**

*Organized by*

**Internal Quality Assurance Cell (IQAC)**

**MES KEVEEYAM COLLEGE VALANCHERY, MALAPPURAM**  
**(NAAC Accredited with 'A' Grade)**



Principals/Senior Professors/IQAC Coordinators can apply for the workshop. Resource persons from MHRD and HRDC AMU will handle sessions. For more details about the programme please feel free to contact Dr. P Mohammedali (Principal) @9539000112 or Dr. C Rajesh (IQAC Coordinator) @9446768376

PRINCIPAL  
M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN-676 504  
MALAPPURAM

# **ACADEMIC REPORT**

## **WORKSHOP**

**on**

# **Online Application of Scholarships**

**3<sup>rd</sup> November 2017**



**Organized by**

**Internal Quality Assurance Cell (IQAC)**  
**MES KEVEEYAM COLLEGE, VALANCHERY**  
**(NAAC Accredited with 'A' Grade)**



## FOREWORD

The Internal Quality Assurance Cell of MES Keveeyam College, Valanchery organized a one-day workshop on "**Online Application of Scholarships**" on 3<sup>rd</sup> November 2017. The workshop was intended to improve the resource of the administrative staff for the successful running of office.

We are extremely grateful to **Mr. K A Russel (Govt. Law College, Eranakulam)** and **Mr. Muneer Rahman (SC/ST Development Officer, Mankada Block Panchayath)** for their creative contribution.

We extend our thanks to **Prof. K P Hassan**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this workshop a grand success.

  
**Capt (Dr) C Abdul Hameed (Principal)**

PRINCIPAL  
M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN- 676 557  
MALAPPURAM



  
**Dr. C. Rajesh (IQAC Coordinator)**

## ORGANISING COMMITTEE

Patron	<b>Prof. K P Hassan</b> (Secretary and Correspondent MES Keveeyam College)
Chairman	Capt (Dr) C Abdul Hameed Principal
General Convener	<b>Dr.C.Rajesh (Coordinator, IQAC)</b>
Joint Conveners	<b>Dr. U Sailaja</b> <b>Prof. Nisab T</b> <b>Prof. Najila TY</b> <b>(Joint. Coordinators, IQAC)</b> <b>Mr. Haneefa CP</b>

## Editorial Board (Workshop Proceedings)

Editor : **Capt(Dr) C Abdul Hameed**  
Associate Editor : **Dr C Rajesh**

## **ABOUT OUR INSTITUTION**

MES Keveeyam College Valanchery, under the aegis of Muslim Educational Society, has learned and shaped the future of students belonging to the rural areas of Malappuram and nearby districts for nearly 36 years. The college is affiliated to University of Calicut. The college has been conferred an 'A' grade in the NAAC accreditation with CGPA 3.28, marking a felicitous recognition of its striving for excellence. The institution is placed among the top 150 colleges in the National Ranking of Colleges by MHRD in 2018.

## **ABOUT THE INTERNAL QUALITY ASSURANCE CELL**

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.

## EXECUTIVE SUMMARY

### Technical Session I

**K A Russel** (Govt. Law College, Eranakulam)

#### *Scholarships through DCE*

Different scholarships of central and state governments are processed and sanctioned through a special cell in the Directorate of Collegiate Education, Thiruvananthapuram. They are:

- 1)Post Matric Scholarship(PMS)**
- 2)Central Sector Scholarship(CSS)**
- 3)State Merit Scholarship(SMS)**
- 4)District Merit Scholarship(DMS)**
- 5)Merit Scholarship to the Children of School Teachers(MSCT)**
- 6)Hindi Scholarship (HS)**
- 7)Muslim Nadar Girls Scholarship (MNS)**
- 8)Sanskrit Scholarship (SSE)**
- 9)Suvarna Jubilee Merit Scholarship (SIMS)**
- 10)C H Muhammedkoya Scholarship(MGS)**
- 11)Blind/PH Scholarship(BPHFC)**
- 12)Music Fine Arts Scholarship(MFAS)**
- 13)Scholarship for dependent of Jawans(JS)**

In his lecture Mr. K A Russel detailed about the approximate time of notification, eligibility, amount, renewal and other relevant information of each type of scholarships. He also elaborated about opening of bank account for the disbursal of scholarship amount.

## **Technical Session II**

**Muneer Rahman** (SC/ST Development Office, Mankada Block Panchayath)

### ***E-Grantz (Scholarships through SC/ST Department)***

E-grantz is web based solutions for the timely disbursement of educational assistance to all the post matric students of SC, ST, OBC as well as economically weaker sections of society in Kerala. It provides provision for making online application, processing and sanction of educational assistance. This project benefited 3 lakhs students across 3463 educational institutions across the state and has brought transparency and accountability in the system.

In his interactive session Mr. Muneer Rahman explained the different types of scholarships and financial assistance for SC/ST and OBCs offered by the Government and the mode of application, processing and sanction through e-grantz. He detailed about the rate of scholarships, lump sum grants, monthly stipend, etc. He also talked about the time of submission of online application, documents to be submitted, income limits, etc. of different scholarships. Several questions were raised by the participants and the doubts were cleared.

## PROGRAMME SCHEDULE

03/11/2017

9.00 A.M. - 9.30 A.M. : Registration

9.30 A.M. - 10.30 A.M. : Inaugural Session

Welcome : Dr. C. Rajesh (Coordinator, IQAC)

Inaugural Address : Cap. Dr. Abdul Hameed  
Principal

Felicitation : Prof. K P Hassan  
Secretary College Managing Committee

Vote of Thanks : C P Hansefa (Head Accountant)

Technical Session I : Scholarships through DCE  
: Sri. K A Russel (Govt. Law College, Ernakulam)

Technical Session II : E-Grants (Scholarships through SC/ST Department)  
: Sri. Muneer Rahman (SC/ST Development Officer, Mankada  
Block Panchayath)

Contact

Dr. C. Rajesh

(Coordinator, IQAC)

9446768376



*True copy*

## One day workshop on Online Applications of Scholarships 3<sup>rd</sup> November 2017

Organized by  
Internal Quality Assurance Cell (IQAC)



### M E S KEVEEYAM COLLEGE

Valanchery - 676552, Malappuram Dt., Kerala State

Phone: 0494 - 2644380, 2642670, 2641347 (Fax)

[www.meskvmcollege.org](http://www.meskvmcollege.org)

PRINCIPAL  
M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN- 676 552  
MALAPPURAM



# EFFECTIVE CLASSROOM MANAGEMENT AND DIGITAL LEARNING

Fa



**Faculty Development Programme**

*Organized by*



**Internal Quality Assurance Cell (IQAC)**  
**M E S KEVEEYAM COLLEGE VALANCHERY**

**Malappuram-Kerala**

*(NAAC Accredited with A Grade)*

**Phone: 0494 – 2644380, 2642670, 2641347(Fax)**

**[www.meskvcollege.org](http://www.meskvcollege.org)**


## Foreword

The teacher in this era of knowledge explosion must be updated with the evolving technological scenarios to facilitate the learning outcomes that precipitate meaningful changes in the student. The methods adopted for the transaction of knowledge is important in realizing the potential of the individual. In tune with these objectives, the Internal Quality Assurance Cell with the support of college management organized a two-day faculty development workshop on *Effective Class Room Management and Digital Learning* for newly recruited faculty members.

The workshop was inaugurated by **Dr. Cyriac Thomas** (Former Vice Chancellor, MG University) on 29-07-2017. About 50 Assistant Professors from various colleges participated in the workshop.

We are thankful to all the dignitaries who blessed the occasion of the inauguration of the academic programme with their presence and inspiring words. We are grateful to all the resource persons who gave instructive lectures on different topics in the Faculty Development Programme.

We extend our thanks to the College Managing Committee for taking initiatives to conduct such a programme to improve the quality of teaching.

  
**Capt (Dr) C. Abdul Hameed**  
(Principal)

**M.E.S. KEVEEYEM COLLEGE**  
**VALANCHERY, PIN- 676 537**  
**MALAPPURAM**



  
**Dr. C Rajesh**  
(IQAC Coordinator)

## ABOUT OUR INSTITUTION

MES Keveeyam College Valanchery has educated and shaped the future of students belonging to the rural precincts of Malappuram and nearby districts for nearly 35 years. The college has maintained a positive academic atmosphere for intellectual pursuits that has consistently been rewarded with excellence in curricular and co-curricular endeavours. The college is a Govt. aided institution run by Muslim Educational Society, affiliated to the University of Calicut and included under 2(f) and 12(b) of the UGC act. It has blossomed into a premier institution offering 9 undergraduate, 6 post graduate programmes apart from various other UGC add-on courses and trainings. The institution marked another significant milestone with the sanctioning of a Research Centre to Department of Chemistry in 2014. It was a felicitous recognition of the college striving for excellence when the college was conferred an 'A' grade in the NAAC accreditation with CGPA 3.28. A well equipped research complex with state-of-the art facilities has been inaugurated in 2017. Our College has been ranked at 51 by NIRF of MHRD, Govt. of India in 2016-17.

## ABOUT THE IQAC

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.

## EXECUTIVE SUMMARY

MES Keveeyam College Valanchery with the mission to contribute to society through the pursuit of education, learning and research at the highest levels of excellence envisages becoming a foremost centre of advanced learning fostering all-round academic excellence along with core human values. In keeping with its continuous efforts for quality improvement, the Internal Quality Assurance Cell (IQAC) of the College has conducted a Two Day Faculty Development workshop which offered expert knowledge in effective class room management and pedagogical insights into efficiently transacting the syllabus with special focus on digital technologies in education relevant to a hyper connected world.

The official inauguration of the programme was done by Dr. Cyriac Thomas (Former Vice Chancellor, MG University) on 29-06-2017. Capt(Dr) C Abdul Hameed (Principal) presided over the function. Dr P Mohamedali (Former Principal) and Prof. K P Hassan felicitated the function. Dr. C Rajesh (Coordinator, IQAC) welcomed the audience and Nisab T expressed the vote of thanks.

The first academic session of the faculty development programme was handled by Dr. Cyriac Thomas (Former Vice Chancellor, MG University) on the topic *Pains and Pleasures of Teaching*. In the afternoon the second academic session was engaged by Dr. Mary Matilda (Former Principal, Maharaja's College Ernakulam) on *Teacher as a Mentor*.

The third and fourth academic sessions of the programme were held on 05-09-2017. In the third session Dr. Anil Ramachandran (Asst. Professor, Department of Physical Education, Kannur University) talked about '*Teaching for Transformation: Psychological Perspectives*'. The fourth session was handled by Dr. K J Varghese (Associate Professor, Dept. of English, Christ College Irinjalakkuda) on '*ICT Integration into Teaching and Learning*'.

The valedictory function was chaired by Dr. C Abdul Hameed (Principal). Certificates were presented to the participants by Dr. K J Varghese. Dr. C Rajesh (IQAC Coordinator) welcomed the audience and Krishnaprabha K S expressed the vote of thanks.

About 50 Assistant Professors from various colleges attended the two-day workshop.

## ACADEMIC SESSIONS

### Academic Session I

#### **Dr. Cyriac Thomas**



**Cyriac Thomas, Ph.D.** was a Member of the National Commission for Minority Educational Institutions of India and the former Vice-Chancellor of Mahatma Gandhi University, Kottayam. He was the Professor and Head of the Research and Post Graduate Department of Political Science, St. Thomas College, Palai. He was the Research Guide for Ph.D and Produced 8 Ph.Ds. He was the Pro-Vice-Chancellor (1998–2000) & Acting Vice-Chancellor (2000), University of Kerala, Trivandrum. He was the Vice- Chancellor –in charge- Cochin University of Science and Technology (2004), Kochi and Vice-Chancellor, Mahatma Gandhi University, Kottayam (2000–2004). He was formerly the Member Secretary, Inter University Consultative Council, Kerala (1998–2003). Dr. Cyriac Thomas won several award which includes The Berchmans Award for the Best College Teacher of Kerala, Rev. Parakkal Cor-Episcopa Award for the Best Prohibition Worker of Kerala, The Acharya Award of Dr. K.M. Tharakan Foundation for Exemplary Leadership in Public Life and Education and Kerala Sabha Tharam Award (Star of the Church) by the Better Life Movement, Kerala, Trichur. He has a number of books and publications to his credit.

**Dr. Cyriac Thomas**

*Pains and Pleasures of Teaching*

A teacher is a professional artist. A person is called professional when he performs. Hence a teacher is a professional performer. A teacher should be able to create a teacher effect as if in 'Kalam effect'. The word of a Guru becomes a blessing which may help a child even in his most difficult moments in his future life.

Education is a connecting link. A teacher should always have connectivity with the society, time and world. A history, science or literature teacher plays the role of a magician when he brings the past, apply it in the present and connect it to the future. The senior generation when finds it difficult to cope up with the new generation, definitely declare the younger generation as irresponsible. Teachers, being persons always have flaws. Always keep the search for truth continuing. Ask yourself every day; 'Am I a teacher material?' Good teachers alone can create good students. Competent and effective teachers alone can create competent and effective students. The competency of the teacher and caliber of the head of institution has seen its way changing for generations. A teacher should be tall and strong like Qutub Minar and calm and deep as an ocean. Students should learn the secrets of survival in the contemporary world. Help to identify the students good and bad, to make a good choice of career. Earlier our education system was run by a group of efficient personalities in our society. No matter what primary education you have been provided always put your effort to be a dear a teacher. Enjoy your own teaching as a part of your soul. Our campuses are becoming dry day-to-day. A teacher should be socially conscious of this issue. Orientation means 'directing the attitude'. All we need is a reorientation to reform, renew and remind our commitment of teaching. It is a continuous process with a never ending fire rekindled ever. I will be happy to be a teacher even in my next life.



**Academic Session II**  
**Dr. Mary Matilda**



Dr. Mary Matilda is the former Principal of Maharaja's College Ernakulam. She has Master's degrees in Mathematics (MSc & M.Phil), Education (M.Ed), Business Administration and Management (MBA), Women Studies (MWS}, Applied Psychology (M.Sc ) and PhD in women's studies. She is also a Graduate in Law (LLB). She is a member of the faculty team for HRD training programmes organised by Canada – India Institutional Co – operation Project at the national level along with Canadian experts. She was the State Chairperson of the Women – in – Development Committee of Canada – India Institutional Co– operation Project. She is a life member of various professional organisations and has presented papers at national / international seminars. Her paper titled “Strategies for attaining gender equity” won the best paper award in the Third International Conference organised by Indian Association of Applied Psychologists.

She is a guest faculty to various educational institutions, Institute of Management in Government, Trained Nurse's Association, KRL (Kochi Refineries Ltd), FACT, HMT, Hindustan Lever Ltd., Cochin Shipyard, voluntary organizations, service clubs, Academic Staff Training College, University of Kerala etc.

**Dr. Mary Matilda**  
***Teacher as a Mentor***

Teaching is a three sided box. Survival of the good, not the worst is to be aimed in our process. Teachers should always be a mentor. A teacher always used to be a just lecturer. As a mentor you should always listen, empathize, achieve, drive, encourage and recognize the students. A mentor is a person who enjoys the profession. Always increase your interest in subject. If passion is lost everything is lost. A teacher should be very much committed. Mentoring was involved in our earlier education system. Now it has become formal. Mentoring is a relationship between a teacher and student where the teacher guides him in difficult times and gets the best out of him. Teaching is task oriented. Mentoring is a relationship related thing. A teacher should have the data, information, knowledge and wisdom and all these should be given to the students through expression. There should be emotional stability and intelligence in the teacher. Don't ever provoke, but manage the students. Express emotions like happiness, affection, love and care. Always be flexible. Remember, Time is the most valuable resource. Let's revise our self-awareness, self- management, social awareness and relationship. What others think of you doesn't matter, what you think of yourself are what makes you. Productive listening is a good quality. Hence, appreciate, criticize, correct and comment, never harass, provoke or probe the students. Keep a pro-active approach. Always build a sustainable relationship between a mentor and the mentored.

**Academic Session III**  
**Dr. Anil Ramachandran**



Assistant Professor  
SCHOOL OF PHYSICAL EDUCATION AND SPORTS SCIENCES,  
KANNUR UNIVERSITY

Physical Educationist, teaching at School of Physical Education and Sports Sciences, Kannur University, Kerala. Badminton Coach and Badminton Player Consultant Sports Psychologist  
Expertise in the area of Exercise Physiology and Sports Psychology, Teacher training, Counseling and Parenting.

**Dr. Anil Ramachandran**

***Teaching for Transformation: Psychological Perspectives***

If we don't have certain qualities we won't be able to give it to our students. Transformation on the teacher's side is very necessary. Teaching depends on the interconnectedness of the members of the institution. The importance of synchronization is very essential. Let's have a preview on a few things regarding education and role of teaching in understanding the learner. We may discuss the teaching paradigm, including reflective teaching role of teachers and parents, counselors and transformation. The story of the caterpillar says a lot. As Swami Vivekananda puts it, education is the manifestation of the already existing divine perfection. Erikson in his book *Seventh Stage* discusses Generativity Vs Stagnation.

Education plays a very big role in the national development as 550 million people in India are below 25 years. There is a great possibility for youth to use intellectual workforce in a society. 'The best of us would be teachers and the rest of us would have to settle for something else' according to Einstein. The teacher should have an image of child as one ready to learn, curious, competent, problem solvers; these are but killed when you enter the school. Things like curiosity, amazement, wonder and surprise are the fuel play and the windows into the mind of the children. Children are born with insane potentiality and curiosity. Education should ignite creativity in children. We have always discouraged the same with lots of 'NO'. Gordon Mackenzie in his book *Orbiting the Giant Hairball* speaks a lot about this thing. There are a few pitfalls in education. More than what you teach it is what you are that the students get. In his book *The Courage to Teach*, Parker Palmer says 'As I teach, I project the condition of my soul onto my students.' Knowing the learners is essential as refereed by Elizabeth Bergner Hurlock in *Developmental Psychology* where she puts forward various learning styles. We have to recognize various learning disabilities in students like dyslexia, disgraphia, dyscalculia, dyspraxia, Attention Deficit/Hyperactivity Disorder (ADHD) and ADD. Pedagogy deals with the leading of the child. It should take forward him from dependence to independence and then to interdependence.

Let's have a few introspections in teaching; the major influences in teaching and parenting are Humanism, Constructivism and Theory of Multiple Intelligence. The active counseling requires a transformation in a person and ideologies and understanding The Eagle in the student. Communication is *instructions* sandwiched between *reinforcement* and *encouragement*. Take the challenge and responsibility to teach and give some hope and confidence to the hopeless. Finally let's

have a few essential tips; sleep enough, have a smile always, love abundantly and help others. Remember, life is a journey to transform lives, one that takes true patience and perspectives.

#### **Academic Session IV**

#### **Dr. K J Varghese**



**Associate Professor**

**Department of English**

**Christ College Irinjalakkuda, Kerala**

Dr:K.J Varghese has won Professional Excellence Award for his contributions to ICT in Education and International Presentations on ICT 2012.

**Dr. K J Varghese**

***ICT Integration into Teaching and Learning***

The role of ICT in education is very important. You have to understand that the students and teachers differ in their generation as the 'digital natives' and 'digital immigrants'. ICT can be used as a tool to support education. ICT is a medium of knowledge exchange. There are many sites where you can design question papers in interesting patterns, like [hotpotatoes.com](http://hotpotatoes.com), [puzzlemaker.com](http://puzzlemaker.com). etc. Recruiters often look for people capable of collaborating, problem solving, critical analysis and creativity. 'Teachertube' is a site where you can have enough educational videos. As Noam Chomsky puts it, all the children in the world are embedded with Language Acquisition Device and Universal Grammar. The learning process will be affected by things like affective filter and linguistics and psychological barriers. The challenges you always face is how to deploy the media in creative and productive ways. We have to understand that the digital age learners possess certain peculiarities: they are net-generation learners, of the new millennium. They are electronic communicators, multitaskers, multitude learners as well as online collaborators. Teach your students keeping this in your mind. You can have a lot of learning resources like INFLIBNET, DELNET NETIZENS etc. besides various digital and online libraries, with a huge collection of e-journals, e-books and audio books. EDUSAT is a good source too. Remember it is a teacher's obligation to use all the available technologies, to lay foundation for lifelong learning and encourage collaborative learning.



## PHOTO GALLERY

### Inaugural Function



**Dr. C Rajesh (Welcome Speech)**



**Dr. C Abdul Hameed (Presidential Address)**



**Dr. Cyriac Thomas (Inaugural Address)**



**Dr. P Mohamedali (Felicitation)**



**Nisab T (Vote of Thanks)**

## **Academic Sessions**



**Dr. Cyriac Thomas**



**Dr. Mary Matilda**



**Dr. Anil Ramachandran**



**Dr. K J Varghese**

## Valedictory Function and Distribution of Certificates



**Distribution of Certificates**



**Krishnaprabha KS (Vote of thanks)**



## Event in Media



## സെമിനാർ നടത്തി

**വളാഞ്ചേരി:** പര്യാപ്തബോധനവും ഡിജിറ്റൽരീതികളും എന്ന വിഷയത്തിൽ വളാഞ്ചേരി എം.ഇ.എസ്.കെ.വി.എം. കോളേജിൽ സെമിനാർ സംഘടിപ്പിച്ചു.

എം.ജി. സർവകലാശാല മുൻ വൈസ്ചാൻസലറും ദേശീയ ന്യൂനപക്ഷവിദ്യാഭ്യാസകമ്മീഷൻ അംഗവുമായിരുന്ന ഡോ. സിറിയക് തോമസ് ഉദ്ഘാടനം ചെയ്തു. ലോകത്തെ അറിയാനുള്ള അവസരമാണ് നല്ല വിദ്യാഭ്യാസമെന്നും അതിനാൽ യുവതലമുറയുടെ വീക്ഷണപരിധി വർദ്ധിപ്പിക്കാൻ പിഴവില്ലാത്ത അധ്യാപനം അനിവാര്യമാണെന്നും അദ്ദേഹം പറഞ്ഞു.

പ്രിൻസിപ്പൽ ഡോ. പി. അബ്ദുഹമീദ് അധ്യക്ഷതവഹിച്ചു. പ്രൊഫ. കെ.പി. ഹസൻ, ഡോ. മേരിക്കമൽദിൽഡ, ഡോ. പി. മുഹമ്മദലി, ഡോ. സി. രാജേഷ്, ടി. നിസാബ് എന്നിവർ പ്രസംഗിച്ചു.



**MES KEVEEYAM COLLEGE**  
**VALANCHERY**  
 (NAAC Accredited with 'A' Grade &  
 Nationally ranked 51 by MHRD,  
 Govt. of India)

*Faculty Development Workshop*

**Effective Class Room Management and  
 Digital Learning**

**29<sup>th</sup> July and 5<sup>th</sup> August 2017**

**Organised by**

**College Management**

**&**

**Internal Quality Assurance Cell**



**Felicitation**

**Vote of Thanks**

Dear Sir/Madam,

The teacher in this era of knowledge explosion must be updated with the evolving technological scenarios to facilitate the learning outcomes that precipitate meaningful changes in the student. The methods adopted for the transaction of knowledge is important in realizing the potential of the individual. In tune with these objectives, the Internal Quality Assurance Cell with the support of college management organizes a two-day faculty development workshop on *Effective Class Room Management and Digital Learning* for newly recruited faculty members.

The workshop is to be held on 29<sup>th</sup> July and 5<sup>th</sup> August 2017. We request you to ensure the participation of all the young Asst. Professors including adhoc faculty in this work shop.

**Capt. Dr. C Abdul Hameed (Principal)**

**Programme**

**29-07-2017 Saturday**

**9.30 AM: Registration**

**10 AM: Inauguration**

**Welcome**

**: Capt. Dr. C Abdul Hameed (Principal)**

**Presidential Address**

**: Mr. P H Mohammed (Chairman, Central Colleges Committee, MES Kerala)**

**Inaugural Address**

**: Dr. Cyriac Thomas (Former Vice Chancellor, MG University & Member of National Minorities Commission)**

**: Dr. Hussain Randathani (Vice Chairman, College Managing Committee)**

**Prof. K P Hassan (Secretary, College Managing Committee)**

**: Dr. C Rajesh**

**10.30 AM- 1 PM**

**Academic Session I**

*'Pains and Pleasures of Teaching'*

**Dr. Cyriac Thomas**

**1.30 PM-4 PM**

**Academic Session II**

*'Teacher as a Mentor'*

**Dr. Mary Matilda**

(Former Principal, Maharajas College, Ernakulam)

**05-08-2017 Saturday**

**9.30AM to 12.30 PM**

**Academic Session III**

*'Teaching for Transformation: Psychological Perspectives'*

**Dr. Anil Ramachandran**

(Department of Physical Education, Kannur University)

**Academic Session III**

**1.30 PM -4 PM**

*'ICT Integration into Teaching and Learning'*

**Dr. K J Varghese (Department of English, Christ College Irinjalakkuda)**

**4 PM**

**Valedictory Function**

**Distribution of Certificates**

**Dr. N M Mujeeb Rahman**

(Secretary, MES Kerala)

**For registration and enquiries, please feel free to contact the IQAC Coordinator,**

**Dr. C Rajesh (9446768376) or**

**E mail: [iqac.meskvm@gmail.com](mailto:iqac.meskvm@gmail.com)**

**PRINCIPAL**

**M.E.S KEVEEYAM**

**VALANCHERY, PIN**

**MALAPPURAM**

# ACADEMIC REPORT

**UGC Human Resource Development Centre**

**Aligarh Muslim University, Aligarh**

**Centre for Academic Leadership and Education Management**

*Under the Scheme of*

Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT)  
(MHRD, Govt. of India)



## **04 DAYS TRAINING PROGRAMME ON ACADEMIC LEADERSHIP**

**(Vice-Chancellors/Pro Vice Chancellors/ Directors/Deans/Chairpersons and Heads of the Department)**

**(From 22-01-2018 to 25-01-2018)**

Organised by



**M E S KEVEEYAM COLLEGE VALANCHERY**

**Malappuram-Kerala**

*(NAAC Accredited with A Grade)*

Phone: 0494 – 2644380, 2642670, 2641347(Fax)

[www.meskvmcollege.org](http://www.meskvmcollege.org)



## FOREWORD

MES Keveeyam College, Valanchery in collaboration with UGC HRDC of Aligarh Muslim University has brought the academic administrators of higher education institutions an incomparable experience of leadership training.

The programme organised by the Centre of Academic Leadership and Education Management (CALEM) under the scheme of Pandit Madan Mohan Malaviya National Mission on Teachers And Teaching, was held from 22-01-2018 to 25-01-2018. This short term course in Academic Leadership was designed to equip higher education leaders and administrators to competently and efficiently handle the complex problems and leadership challenges that arise in the academic, financial, and administrative aspects of the functioning of their respective institutions of higher learning.

We are extremely grateful to **Prof. Tariq Mansoor**, Honourable Vice Chancellor of Aligarh Muslim University for sanctioning the short term course to our institution. We are also thankful to **Prof. A R Kidwai**, Director, HRDC of AMU for taking special interest in giving this opportunity for our institution. We are thankful to **Dr. K Mohamed Basheer**, Honourable Vice Chancellor of University of Calicut who inaugurated the short term course and enlightened the participants with his motivating words. We are grateful to all the resource persons who gave instructive lectures on different topics in the short term course. We extend our thanks to **Prof. K P Hassan**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this programme a grand success.



**Dr. C Abdul Hameed (Principal)**

PRINCIPAL  
M.E.S KEVEEYAM COLLEGE  
VALANCHERY, PIN- 676 552  
MALAPPURAM




**Dr. C. Rajesh (Course Coordinator)**

## **ABOUT OUR INSTITUTION**

MES Keveeyam College Valanchery, under the aegis of Muslim Educational Society, has learned and shaped the future of students belonging to the rural areas of Malappuram and nearby districts for nearly 36 years. The college is affiliated to University of Calicut. The college has been conferred an 'A' grade in the NAAC accreditation with CGPA 3.28, marking a felicitous recognition of its striving for excellence. The institution is placed at 51<sup>st</sup> position in the National Ranking of Colleges by MHRD in 2017.

## **ABOUT THE IQAC**

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.

### **Souvenir Editorial Team**

**Capt(Dr) C Abdul Hameed (Chief Editor)**

**Dr. C Rajesh (Executive Editor)**

**Ms. T Y Najila, Ms. Athira Vijayakumar**

## EXECUTIVE SUMMARY

CALEM (Centre for Academic Leadership and Education Management) is a programme *under the scheme of* Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNMTT) of MHRD, Govt. of India. The vision of the programme is to ensure the professional development of the teachers and academic administrators, to broaden their mental horizon and to sensitize them to the mission of quality education and nation building. The mission of CALEM is to motivate administrators of colleges to gain life skills and to discharge their meaningful role in society.

The higher education leaders and administrators are to be geared up to competently and efficiently handle the complex problems and leadership challenges that arise in the academic, financial, and administrative aspects of the functioning of their respective institutions. It is in this context that the CALEM of UGC-HRDC Aligarh Muslim University has organized a short term training programme on academic leadership for academic administrators at MES Keveeyam College, Valanchery from 22-01-2018 to 25-01-2018. The short term course was intended to give an exposure to various aspects of academic leadership to vice chancellors, pro vice chancellors, deans, directors, chairpersons and heads of departments in higher education institutions of Kerala.

The short term course was inaugurated by Dr. K Mohammed Basheer (Vice Chancellor, University of Calicut). Dr P A Fazal Gafoor (President, MES Kerala) Presided over the function. Dr. T Manoharan (IQAC Director, University of Calicut), Prof. K. Ramachandran (Advisor, NIEPA, New Delhi), Dr N M Mujeeb Rahman (Secretary, MES Kerala, Dr. M Usman (President, Council of Principals of Colleges in Kerala), Dr Hussain K (Former Principal) and Prof. K P Hassan (Secretary and Correspondent, College Management Committee) felicitated the function. Dr. C Abdul Hameed (Principal, MES Keveeyam College) welcomed the participants and Dr. C. Rajesh (Course Coordinator) expressed the vote of thanks.

On the first day of the programme, Dr. T Manoharan (IQAC Director, University of Calicut) gave a lecture on the *Revised guidelines for NAAC accreditation*. The session was chaired by Dr P K Babu (Principal, MES Mambad College). Prof. K. Ramachandran (Advisor, NIEPA, New Delhi) handled interactive sessions on *Strategic planning* and *Curriculum, Curricular*

*development and Pedagogy/improved teaching & learning & promoting research.* This session was chaired by Dr. Azeez (Principal, PSMO College Tirurangadi)

On the second day Prof. K. Ramachandran (Advisor, NIEPA, New Delhi) conducted an session *Internationalization of Higher Education*. The session was chaired by Dr. V A Ajay (Principal, KR SN College Valanchery). Dr. Nihaludheen Siddiqui (Registrar, Al-Falah University, Faridabad) handled sessions on *Balancing accountability (including financial accountability) and autonomy for effective governance* and *Handling student diversity and coping with stress*. The session was chaired by Mr. Mohammed Shafeeq (Principal, Markaz Arts and Science College Athavanad). Dr. P V Valsarajan (Dean, Student Welfare, University of Calicut, Kerala) handled an interactive session on *Student support services and placement, grievance redressal and handling student issues*. Dr. A K Mumtaz (Head, Department of Chemistry, MES Mannarkkad College) chaired the session.

On the third day Dr. S. Senthithan (Dept. of Educational Technology, Bharatidasan University Tiruchirappally (TN) handled two sessions on ICT Enabled Teaching Learning Tools. The session was chaired by Dr P Mohammedali (Principal, Majlis College of Arts and Science). Dr. Zakaria K.A. (Professor, School of Management Studies) & Director, DDU KAUSHAL KENDRA, Cochin University of Science and Technology, Cochin, Kerala) handled sessions on *Conflict resolution and management/Distributed leadership and diffusion of authority/Effective decision making*. Dr. Asharaf KK (Head, Department of History, Govt. College Mokeri) chaired the session.

On the fourth day, Dr K M Adbul Rasheed (Director, AMU Centre Malappuram, Kerala) handled interactive sessions on *Reforms and new initiatives in Higher Education* and *Effective Academic Leadership*. In the afternoon, the course coordinator led the session on Experience sharing, Group work and Take aways/key learnings/implementation ideas. The session was chaired by Dr C K Abdul Rabbi Nistar (Head, Department of Zoology, MES College Mambad). In the afternoon, the course coordinator led the session on Experience sharing, Group work and Take aways/key learnings/implementation ideas.

The valedictory function was presided over by Mr. P H Mohammed (Chairman, Central Colleges Committee, MES Kerala). Dr P K Abdul Azis (Former Vice Chancellor, Aligarh Muslim University) has delivered the valedictory address. Prof. K P Hassan (Secretary,

College Managing committee) gave away the certificates. Prof Dr C Abdul Hameed (Principal) welcomed the gathering and Dr.C.Rajesh (Course Coordinator) expressed the vote of thanks.

The workshop was conducted in the AV hall of the college and it was attended by 84 participants.

## Academic Sessions

### Dr M Manoharan



**(IQAC Director, University of Calicut)**

- M.Sc. (Statistics), First Rank with Distinction Cochin University of Science & Technology
- Ph.D., Cochin University of Science & Technology (1990), NBHM Fellow (Thesis title: 'Analysis of some Stochastic Models in Inventories & Queues') supervisor: Prof.(Dr.) A. Krishnamoorthy
- Post Doctoral Research, University of Sheffield, U.K. 1997-98, Commonwealth Fellow (Topic: 'Stochastic Models in Reliability')
- Post Doctoral Research, Dalhousie University, Halifax, Canada, May-Aug.2001. (Topic: 'Reliability theory')
- Post Doctoral Research, University of Calicut, India, 2006-2009.UGC Research Awardee, Topic: 'Identifiability in queueing models'.
- *UGC Research (Career) Award in 2006 (India).*
- *60 research publications*

**Phone: 9447424043**

**Email: manumavila@gmail.com**

### **Topic**

*Revised Guidelines of NAAC Accreditation*

The talk started with a look at the present status of Higher Education and provided guidelines on how to achieve excellence in higher education. He also described the revised guidelines of NAAC on accreditation. There was an analysis of the impacts of globalization and commercialization over education. There were discussions on policy procedures of quality assurance, vision of NAAC core values of accreditation and assurance framework of NAAC, three level accreditation process, the key indicators and assessment outcome.



## **Prof. K Ramachandran**



He is working as Advisor, India-Africa Institute of Educational Planning and Administration (IAIEPA), National Institute of Educational Planning and Administration (NIEPA), New Delhi. During the period 1990-2008, he worked with UNICEF as Senior Education Specialist and Senior Programme Coordinator. Prior to this, he was a member of faculty of the National Council of Educational Research and Training (NCERT), New Delhi

**Phone:** 9650409922

**Email:** [kramachandran01@gmail.com](mailto:kramachandran01@gmail.com)

### **Topics**

- Strategic planning
- Curriculum, Curricular development and Pedagogy/improved teaching & learning & promoting research
- Internationalisation of Higher Education

He emphasized the need of thinking outside the box and insisted the significance of ‘field based learning, rather than mere classroom lectures. He pointed out the five pillars of higher education which are accessibility, equality, excellence, affordability and accountability .The talk gave an insight on both internal as well as external environmental analysis. He recalled the words of Gandhi, the three H must be taught in India through education that are-the head, the heart and the hand which are otherwise technically termed as the psycho-motive, the cognitive and the affective respectively. He focused on achieving as well as sustaining academic excellence.”Excellence could not be achieved in a single day” he said. There were discussions on pedagogical skills, expected core student competencies after graduation etc .He emphasized on the significance of critical thinking and problem solving behaviour. He introduced the efforts of Organization for Economic Cooperation and Development (OECD).”Every teacher can change 20 to 30 percent of curriculum to give space for critical thinking” he added. The presentations extended to many topics such as self - directed teaching, where the teacher should act as a facilitator, self-management, community engagement, building socio-affective skills, assessment of generic skills, curriculum design, role of academics who teach in higher education sector, improving research output etc. He asked the teachers to design a vision statement.

## **Dr Nihaludheen Siddiqui**



Registrar  
Al-Falah University, Faridabad

Possess 37 years of experience in educational administration. He was a member of the committee constituted by UGC which drafted the ordinances for newly established central universities. He served different organizations like Kendriya Vidyalaya Sangathan, Gandhi Smrithi & Darshan Samithi, Jamia Millia Islamia, etc.

**Phone:** 984711792670

**Email:** [siddiquinu@gmail.com](mailto:siddiquinu@gmail.com)

### ***Topic***

- Balancing accountability (including financial accountability) and autonomy for effective governance
- Handling student diversity and coping with stress

The topic gave a clear idea about the functioning of the autonomous institutions, challenges for effective governance, how accountability can be ensured and balanced. He highlighted the adverse impact of stress upon students and insisted the academics to manage student's issues with utmost care, concern, seriousness and maturity. He made academics aware of different student's problems and suggested certain methods to manage such issues. He excellently explained the applicability of all his ideas.

## Dr P V Valsarajan



### **(Dean, Student Welfare, University of Calicut)**

- He was the publication officer of University of Calicut from 1999-2008
- He was Associate Professor in Malayalam at Mahathma Gandhi Govt. Arts College Mahe from 1988-1999
- He has a number of publications and two books to his credit.
- He is the International Student Advisor of University of Calicut
- He is the representative of Calicut University in UGC grievance redressal cell
- He is the Cultural coordinator of Calicut University

***Phone: 8089536998***

***Email: [dsw@uoc.ac.in](mailto:dsw@uoc.ac.in)***

***Topic: Student support services and Placement, grievance redressal and handling student issues.***

He suggested that all the student's issues must be settled amicably through negotiations and discussions. This discussion gave a clear perspective on the duties and responsibilities of Board for adjudication of student grievances. He presented the latest statistical report cases of the cases filed in the university in recent years. From the report it becomes clear that the complaints against the management have been increasing in recent times and also it became evident that the management is being reluctant to motivate the student's union activities at college campus

## **Dr S Senthil Nathan**



### **Department of Educational Technology, Bharathidasan University Director, UGC HRDC, Bharathidasan University**

He Contributed as a member of the working group to the successful completion of UNESCO's assignment on "Learning to Learn English with Information and Communication Technology". He served as consultant to Commonwealth of Learning (COL), Canada in Open and Distance Learning Materials Development in Bangladesh. He served as Member, Board of Management, Educational Multimedia Resource Centre, Madurai Kamaraj University (University with Potential for Excellence). He served as Member, State Level Sub-Committee on Teacher Education for Reviewing the National Curriculum Framework 2005. He delivered invited lectures in Faculty Development Programmes, Orientation Programmes, Refresher Courses to the teachers of Higher Education all over South India.

**Phone: 09842292244**

**Email: [edutechsenthil@gmail.com](mailto:edutechsenthil@gmail.com)**

### **Topic**

ICT Enabled Teaching Learning Tools

His talk focused on "enriching learning with digital experience -what, why and how". This session tried to answer for how do we make learning with technology readily available." Learning with technology makes students more interactive, more participatory, more engaging as well as involving "he added. He insisted the necessity to impart VARK (Visual Auditory Reading and Kinesthetic) style in teaching and learning. He gave a clear idea on the do's and don'ts in a PowerPoint presentation. He explained the flipped classroom methods, MOOCs (Massive Open Online Courses), Digital pedagogy and Virtual Learning Environments. He suggested certain texts that must be read by teachers to enhance digital knowledge.

## **Dr. K A Zakkariya**



**(Professor, School of Management Studies) & Director, DDU KAUSHAL KENDRA, Cochin University of Science and Technology, Cochin, Kerala**

Presently a member of syndicate of CUSAT. He was formerly the Director of AMU Centre, Malappuram. He is a member of several advisory bodies. He has authored several books and he has a lot of publications to his credit.

**Phone: 9846554444**

**Email: zakkariya@gmail.com**

### **Topic**

*Conflict resolution and management/Distributed leadership and diffusion of authority/Effective decision making*

He spoke on handling conflicts efficiently, sources of interpersonal conflict, interpersonal communication effectiveness, dimensions of conflict handling intentions etc. This session was highly an activity oriented one. There was an interactive session just after the talk. Next he spoke on “Institutional ranking: Indian and international perspectives/strategies for academic excellence”. He expounded the concepts in a worthy way and insisted the participants to practice in their everyday life.

## Dr. K M Abdul Rasheed



### Director

#### AMU Centre, Malappuram

A highly accomplished Academic and Educator with a career spawned out of 25 years strewn with accomplishments and accolade. Expertise in Academic Administration, Education Design, Tutoring & Mentoring. An all-rounder with experience and membership in various local, governmental and other non-profit and other associations. A resourceful team oriented management executive focused on maximizing the value of any educational enterprise. With a proactive approach, hard working attitude and high problem solving capabilities, he has been instrumental in leading two Universities as a Registrar in addition to my capabilities as Professor & Research Head.

**Phone:** 9961124211

**Email:** [directoramumc@gmail.com](mailto:directoramumc@gmail.com)

### Topics

- Reforms and new initiatives in Higher Education
- Effective Academic Leadership

He talked about various new policies can be adopted in higher education as well as new reforms to modify the existing system. He insisted the qualities of a good leader and also suggested various ways to develop academic leadership skills. "Students are the best judges of teachers" with this quote he concluded his words.



## *Photo gallery* **Inaugural Session**



**Welcome Speech**  
**Dr C Abdul Hameed**  
(Principal)



**Presidential Address**  
**Dr P A Fazal Gafoor**  
(President, MES Kerala)



**Inaugural Address**  
**Dr.K Muhammed Basheer (Vice Chancellor, University of Calicut)**



**Keynote Address**  
**Prof. K Ramachandran (NIEPA)**



**Felicitations**  
**Dr M Manoharan**  
(IQAC Director, University of Calicut)



**Felicitation**  
**Dr. M Usman**  
 (President, Kerala Principal's Council)



**Felicitation**  
**Prof. K P Hassan**  
 (Secretary, College Managing Committee)



**Dr N M Mujeeb Rahman**  
 (Secretary, MES Kerala)  
*Presenting Memento to Chief Guest*



**Vote of Thanks**  
**Dr C Rajesh**  
*Course Coordinator*



***Participants***



## *Academic Sessions*



*Dr. M Manoharan*



*Prof. K Ramachandran*



*Dr Nihaludheen Siddiqui*



*Dr. P V Valsarajan*



*Dr S Senthilnathan*



*Dr K A Zakkariya*





*Dr. K M Abdul Rasheed*



*Experience sharing and feedback session by the Course Coordinator*



*Group Photo of Participants*



## *Valedictory Function*



**Welcome Speech**  
**Dr C Abdul Hameed**  
(Principal)



**Presidential Address**  
**Mr. P H Mohammed**  
(MES Colleges Committee Chairman)



**Dr P K Abdul Azis (Former VC, AMU giving the valedictory address)**



**Distribution of Certificates**



**Vote of Thanks**  
(Course Coordinator)



# Media Reports



## Organizing Committee of the Workshop

### Patrons

Dr. N M Mujeeb Rahman  
(Secretary, MES Kerala)  
Dr Hussain Randathani  
(Chairman, Academic Committee)  
Prof. K P Hassan  
(Secretary, College Managing Committee)

### Chairman

Capt(Dr) C Abdul Hameed (Principal)

### General Convenor

Dr C Rajesh (IQAC Coordinator)

### Joint Convenor

T Nisab (IQAC Joint Coordinator)

### Executive Committee

Sumayya Mohamedali

Dhanya Balachandran

Dr Yusafali

Raheena KM

Surya KT

Shinu K

Athira Vijayakumar

Jamshad Kalodi

Sebin P

Abdul Jabbar

\*\*\*\*\*



## Centre for Academic Leadership and Education Management (CALEM)

(Under the Scheme of PMMMNMTT HRD Ministry, Govt. of India, New Delhi)  
Aligarh Muslim University, Aligarh – 202002 UP (India) Phone No. 0571-2400991

### List of Participants

**THEME OF THE COURSE: 04 DAYS TRAINING PROGRAMME ON ACADEMIC LEADERSHIP**  
**(Vice-Chancellors/Pro Vice Chancellors/ Directors/Deans/Chairpersons and Heads of the Department)**  
**(From 22-01-2018 to 25-01-2018)**

Project Coordinator : Professor A.R. Kidwai, Director, UGC HRDC, AMU, Aligarh  
Assistant Project Coordinator : Dr. Faiza Abbasi, Assistant Professor, UGC HRDC, AMU, Aligarh  
Course Coordinator : Dr C Rajesh, MES Keveeyam College Valanchery  
Venue : MES Keveeyam College Valanchery

S.N	Name of the Participant	Designation	Institutional Address
1	Dr K Mohammed Basheer	Vice Chancellor	University of Calicut, Kerala
2	Dr P Mohan	Pro Vice Chancellor	University of Calicut, Kerala
3	Capt(Dr) C Abdul Hameed	Principal	MES Keveeyam College Valanchery, Kerala
4	Dr. Hussain K	Principal	MES Arts and Science College, Perinthalmanna
5	Dr Ajay VA	Principal	K R SN College Valanchery, Kerala
6	Dr Vijayan MA	Head	Department of Malayalam, KR SN College Valanchery, Kerala
7	Preetha Kumar T	Head	Department of Commerce, KR SN College Valanchery, Kerala
8	Mary Simon T	Head	Department of Psychology, KR SN College Valanchery, Kerala
9	Sooraj C	Head	Department of Computer Science, KR SN College Valanchery, Kerala
10	Mohammed Basheer	Head	Department of English, KR SN College Valanchery, Kerala
11	Ameena A	Head	Department of Economics, KR SN College Valanchery, Kerala
12	Durgamalathi P	Head	Department of Chemistry, KR SN College Valanchery, Kerala
13	Saranya Sreedharan V	Head	Department of Mathematics, KR SN College Valanchery, Kerala
14	Jayesh PK	Head	Department of Functional English, KR SN College Valanchery, Kerala
15	Sharath.AP	Head	Department of Tourism and Hospitality studies, MES Arts and Science College Perinthalmanna, Kerala



16	Athira.M	Head	Department of Food Technology, MES Arts and Science College Perinthalmanna, Kerala
17	Subhash Kumar.P	Head	Department of Malayalam, MES Arts and Science College Perinthalmanna, Kerala
18	Dilna Silvy P.V	Head	Department of English, MES Arts and Science College Perinthalmanna, Kerala
19	Shabna.P	Head	Department of Commerce, MES Arts and Science College Perinthalmanna, Kerala
20	Dr Yoosaph AK	Head	Department of English, Govt. College Mokeri, Kerala
21	Dr Ashraf Koyilothan Kandyil	Head	Department of History, Govt. College Mokeri
22	Raji.N.P	Head	Department of Commerce, Markaz Arts & Science college, Karthala
23	Bindu R	Head	Department of Commerce, CPA College of Arts and Science, Puthanathani, Kerala
24	Nizamudheen KK	Head	Department of Management Studies, CPA College of Arts and Science, Puthanathani, Kerala
25	Dr Noushad MP	Head	Department of Arabic, School of Distance Education, University of Calicut
26	Dr D Reji Kumar	Head	Department of Malayalam, MES College Nedumkandam, Kerala
27	Mohammed Shafeek.C	Head	Principal, Markaz Arts and Science College Athavanad, Kerala
28	Zainaba K	Head	Department of Mathematics MES Kalladi College Mannarkad
29	Sabna M	Head	Department of Physics MES Ponnani College Ponnani
30	Seena. P	Head	Department of Biochemistry, Markaz Arts and Science College Athavanad, Kerala
31	Nissamuddeen Kunnath	Director	IQAC, PSMO College Tirurangadi
32	Muhammed Jaseel A	Head	Department of Microbiology, Markaz Arts and Science College Athavanad, Kerala
33	Shibinu S	Head	Department of Economics PSMO College Tirurangadi
34	Mustafa K	Head	Department of Commerce PSMO College Tirurangadi

35	Huda.E.Hasan	Head	Department of Chemistry, Markaz Arts and Science College Karthala
36	Jaleel TK	Head	Department of Arabic, MES Kalladi College Mannarkkad, Kerala
37	Dr Sereena K	Head	Department of Botany, MES Kalladi College Mannarkkad, Kerala
38	Mohammed Rafi P	Head	Department of Commerce, MES Kalladi College Mannarkkad, Kerala
39	Dr. Azeez.K	Principal	PSMO College Tirurangadi
40	Vijesh CK	Head	Department of History, MES Kalladi College Mannarkkad, Kerala
41	Limseer Ali PA	Head	Department of Political Science, MES Kalladi College Mannarkkad, Kerala
42	Dr AK Mumthaz	Head	Department of Chemistry, MES Kalladi College Mannarkkad, Kerala
43	Girija C	Head	Department of Commerce and Management Studies, MPMM SN Trust College Shoranur, Kerala
44	Sulficker Shafi K	Head	Department of Commerce Markaz Arts and Science College
45	Abdul Latheef	Head	Department of Psychology Markaz Arts and Science College
46	Nusrath K	Head	Department of Computer Science, MES Ponani College, Ponnani, Kerala
47	Soumya C. C	Head	Department of Chemistry, MES Ponani College, Ponnani, Kerala
48	Dr Toy CT	Head	Department of Physical Education, St.Thomas College Thrissur
49	Minimol K Jose	Director,	IQAC, Department of Social work Vimala College Thrissur, Kerala
50	Ann Mary Thomas A	Jt. Director,	IQAC Department of English Vimala College Thrissur, Kerala
51	Muhammed Riyas K	Head	Department of Arabic, MES Keveeyam College Valanchery, Kerala
52	K M Rukkiya	Head	Department of Chemistry, MES Keveeyam College Valanchery, Kerala
53	Dr Santhosh babu PC	Head	Department of Commerce, MES Keveeyam College Valanchery, Kerala



54	Nisab T	Jt Director	IQAC Department of Commerce, MES Keveeyam College Valanchery, Kerala
55	Najiya KV	Head	Department of Computer Science, MES Keveeyam College Valanchery, Kerala
56	Abdul Jabbar K	Head	Department of Computer Application, MES Keveeyam College Valanchery, Kerala
57	Najila TY	Head	Department of English, MES Keveeyam College Valanchery, Kerala
58	Dr Preetha SR	Head	Department of Hindi, MES Keveeyam College Valanchery, Kerala
59	Shajid PP	Head	Department of Malayalam, MES Keveeyam College Valanchery, Kerala
60	Muneera K	Head	Department of Mathematics, MES Keveeyam College Valanchery, Kerala
61	AMP Hamsa	Head	Department of Physics, MES Keveeyam College Valanchery, Kerala
62	Dr Sailaja U	Head	Department of Physics, MES Keveeyam College Valanchery, Kerala
63	Sreejalakshmi S	Jt Director	Women Development Cell Department of Physics, MES Keveeyam College Valanchery, Kerala
64	Athira Radhakrishnan	Jt Director	Publication Division, Department of English, MES Keveeyam College Valanchery, Kerala
65	Dinil S	Head	Department of Physical Education, MES Keveeyam College Valanchery, Kerala
66	K S Krishna Prabha	Head	Department of Zoology, MES Keveeyam College Valanchery, Kerala
67	Vipindas	Head	Department of Psychology, MES Keveeyam College Valanchery, Kerala
68	Dr Saifunneesa TK	Director	Polychem, Department of Chemistry, MES Keveeyam College Valanchery, Kerala
69	Dr Yusafali	Jt Director	Polychem, Department of Chemistry, MES Keveeyam College Valanchery, Kerala
70	Raheena KM	Jt Director	Entrepreneurship Development Centre , Department of Commerce MES Keveeyam College Valanchery, Kerala
71	Surya KT	Jt Director	Internal Evaluation Cell , Department of Commerce MES Keveeyam College Valanchery, Kerala
72	Shinu K	Jt Director	ICT Cell, MES Keveeyam College Valanchery, Kerala



73	Athira Vijayakumar	Head	Department of English (Self Finance), MES Keveeyam College Valanchery, Kerala
74	Jamshad Kalodi	Jt Director	Entrepreneurship Development Centre , Department of Commerce MES Keveeyam College Valanchery, Kerala
75	K H Abdul Razzak	Director	Self Financing Programmes, MES Keveeyam College Valanchery, Kerala
76	Reji AL	Director	FOCUS, Department of English, MES Keveeyam College Valanchery, Kerala
77	Sumayya Mohammed Ali	Director	TRANSIT, Department of Zoology, MES Keveeyam College Valanchery, Kerala
78	Sebin P	Jt Director	Counselling Centre, Department of Psychology, MES Keveeyam College Valanchery, Kerala
79	Dhanya Balachandran	Head	Department of Physics (Self Financing), MES Keveeyam College Valanchery, Kerala
80	Dr. Abdul Rabbi Nistar	Head	Department of Zoology MES Mampad
81	Dr. Muhammed Basheer Ummathur	Head	Department of Chemistry KAHM Unity Women's College, Manjeri
82	Dr. C Saidalavi	Principal	KAHM Unity Women's College Manjeri
83	Dr.Babu P.K	Principal	MES Mampad College
84	Dr. Usman.M	Principal	Amal College of Advanced Studies, Nilambur
85	Dr. Aboobacker Mangattuchali	Principal	MAMO College, Mukkam
86	Shamiyath A	Jt Director	Green Campus Initiatives, Department of Zoology, MES Keveeyam College Valanchery



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3.30 -5 PM : Academic Session 7  
Handling student diversity and coping with stress  
Dr. Nihaluddin Siddiqui

### 24-01-2018 Wednesday

9.30-11AM : Academic Session 8  
ICT enabled teaching learning tools  
Dr. S. Senthilnathan (Dept. of Educational Technology,  
Bharatidasan University Tiruchirappally (TN))

11.30 AM -1 PM : Academic Session 9  
Building teams and strengthening  
alliances/managing external stakeholders  
Dr. S. Senthilnathan

1-1.45 PM : Lunch Break

1.45 -3.15 PM : Academic Session 10  
Conflict resolution and management/distributed leadership  
and diffusion of authority/effective decision making  
Dr. Zakaria K.A. (Professor, School of Management  
Studies) & Director, DDU KAUSHAL KENDRA,  
Cochin University of Science and Technology, Cochin, Kerala)

3.30 -5 PM : Academic Session 11  
Institutional ranking : Indian and international perspectives/  
strategies for academic excellence  
Dr. Zakaria K.A.

### 25-01-2018 Thursday

9.30-11AM : Academic Session 12  
Reforms and new initiatives in higher education  
Dr K M Adbul Rasheed  
(Director, AMU Centre, Malappuram, Kerala)

11.30AM-1PM : Academic Session 13  
Effective academic leadership  
Dr K M Adbul Rasheed

1-1.45 PM : Lunch Break

1.45-2.30 PM : Experience sharing, Group work and Take  
aways/key learnings/implementation ideas

2.30 PM : Valedictory Session  
Welcome Address : Capt(Dr) C Abdul Hameed (Principal)  
Presidential Address : Mr. P H Mohammed  
(Chairman, Central Colleges Committee, MES Kerala)

Valedictory Address : Dr P K Abdul Azis  
(Former Vice Chancellor, Aligarh Muslim University)

Guest of Honour : Dr P Mohanan (Pro Vice Chancellor, University of Calicut)

Vote of thanks : Course Co-ordinator

National Anthem

There is no registration fee. Application form can be downloaded from  
[www.meskvcollege.org](http://www.meskvcollege.org). For more details about the programme please feel free to  
contact Dr. C Rajesh (Course Coordinator) @9446768376



## UGC Human Resource Development Centre Aligarh Muslim University, Aligarh Centre for Academic Leadership and Education Management

Under the Scheme of  
Pandit Madan Mohan Malaviya National Mission  
on Teachers and Teaching (PMMNMTT)  
(MHRD, Govt. of India)



Short Term Course on Academic Leadership  
(22- 25 January 2018)

Organised by

Internal Quality Assurance Cell (IQAC)  
**M E S KEVEEYAM COLLEGE VALANCHERY**  
Malappuram-Kerala  
(NAAC Accredited with A Grade)

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M.E.S KEVEEYAM COLLEGE  
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# ***ACADEMIC REPORT***

**ONE DAY WORKSHOP ON INTELLECTUAL PROPERTY RIGHTS**

***Under Collaborative Professional Development Programme (CPDP)***

**5<sup>th</sup> March 2019**

*Organized by*  
**Internal Quality Assurance Cell (IQAC)**



**M E S KEVEEYAM COLLEGE VALANCHERY**

**Malappuram-Kerala**

*(NAAC Accredited with A Grade)*

**Phone: 0494 – 2644380, 2642670, 2641347(Fax)**

[www.meskvmcollege.org](http://www.meskvmcollege.org)

## FOREWORD

The Internal Quality Assurance Cell (IQAC) of MES Keveeyam College, Valanchery organized a One day workshop on “**Intellectual Property Rights**”. The workshop was held on 5<sup>th</sup> March 2019 under collaborative professional development programme (CPDP).

We are extremely grateful to **Dr. N M Mujeebrahman**, Secretary, MES Kerala who accepted our invitation and inaugurated the seminar. We are grateful to **Mr. M V Zakkariya**, **Mr. Sivan U**, **Dr. Mohamedunni Mustafa** and **Dr. Senthilnathan** who gave instructive lectures on different topics in the workshop.

We extend our thanks to **Mr. Hassan K P**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this workshop a grand success.

  
**Dr. C Abdul Hameed (Principal)**

PRINCIPAL  
**M.E.S KEVEEYAM COLLEGE**  
**VALANCHERY, PIN- 676 557**  
**MALAPPURAM**



  
**Dr. C. Rajesh (IQAC Coordinator)**



## **ABOUT OUR INSTITUTION**

MES Keveeyam College, Valanchery started functioning as a junior college in September 1981 and was upgraded as a Degree College in 1991. The College affiliated to University of Calicut and included under 2(f) and 12(b) of the UGC act. The college is accredited by NAAC with A grade (3.28). The PG programme in Polymer Chemistry was started in 1998. Department was upgraded as Research Centre by University of Calicut in 2014. The Department of Chemistry is currently under DST-FIST scheme

## **ABOUT THE IQAC**

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.



## ABOUT THE WORKSHOP

The Internal Quality Assurance Cell in collaboration with Patents Bureau of Kerala State Council for Science, Technology and Environment (KSCSTE) organized a one day workshop on intellectual property rights on 5 March 2019. Dr. Lawwellman, (Assistant Professor, Govt. Law college, Kozhikode) gave an overview of “Intellectual Property Rights. Adv. Febin Jones, Patent Information Centre-Kerala, KSCSTE, Trivandrum (Trademark Attorney & partner, Legalities I P Services, Thrissur) handled the topic ‘*Copy Rights, Trade marks & Designs: Case Studies*’. Ms. Pamitha N.S, Women Scientist (DST, PFCL TIFAC), Patent Information Centre-Kerala, KSCSTE, Trivandrum led an interactive session on “Patentability Criteria and Patent filling procedures.” Miss. Pamitha stressed that IPR plays a vital role in enhancing the socio-economic prosperity of the country. The workshop developing IP strategies, legal rights conferred by a patent, patent search and research success stories. The main aim of workshop is to impart greater awareness about the issue of intellectual property rights (IPR) which has gained a special importance for all the domains of socio-economic development. It aid to understand patentability criteria in details and viable aspect of the patent.





# Intellectual Property Rights

One Day Workshop

5<sup>th</sup> March 2019, Tuesday

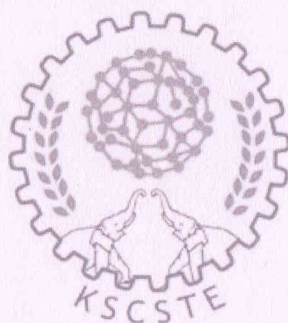
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Patent Information Centre  
Kerala State Council for Science Technology and  
Environment



## Programme Schedule

### Registration

10.00 am-10.30 am

Inaugural Session

10.30 am – 11.30 am

Technical Session – I

'Overview of Intellectual Property Rights'

Dr. Lawwellman

Asst. Professor,

Govt. Law College, Kozhikode

11.30 am -11.45 am

Tea Break

11.45 am -1 PM

Technical Session – II

'Copyrights, Trademarks & Designs : Case Studies'

Adv. Febin James

Trademark Attorney & Partner,

Legalites IP services, Thrissur

1-1.45pm

Lunch Break

1.45 pm -3.30 pm

Technical Session – III

'Patentability Criteria and Patent filing procedures'

Ms. Pamitha N.S.,

Women Scientist (DST, PFC/TIFAC),

Patent Information Centre – Kerala (PIC-Kerala),

KSCSTE, Trivandrum

03.30 pm

Concluding Session & Tea

For registration and more details please feel free to contact: Dr C Rajesh (9446768376)

[iqac.meskv@gmail.com](mailto:iqac.meskv@gmail.com)

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MALAPPURAM

# ACADEMIC REPORT

**UGC Human Resource Development Centre**

**Aligarh Muslim University, Aligarh**

**Centre for Academic Leadership and Education Management**

*Under the Scheme of*

Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT)  
(MHRD, Govt. of India)



## **04 DAYS TRAINING PROGRAMME ON ACADEMIC LEADERSHIP**

**(Vice-Chancellors/Pro Vice Chancellors/ Directors/Deans/Chairpersons and Heads of the Department)**

**(From 16-07-2018 to 19-07-2018)**

Organised by



**M E S KEVEEYAM COLLEGE VALANCHERY**

**Malappuram-Kerala**

*(NAAC Accredited with A Grade)*

Phone: 0494 – 2644380, 2642670, 2641347(Fax)

[www.meskvmcollege.org](http://www.meskvmcollege.org)



## FOREWORD

MES Keveeyam College, Valanchery in collaboration with UGC HRDC of Aligarh Muslim University has brought the academic administrators of higher education institutions an incomparable experience of leadership training.

The programme organised by the Centre of Academic Leadership and Education Management (CALEM) under the scheme of Pandit Madan Mohan Malaviya National Mission on Teachers And Teaching, was held from 16-07-2018 to 19-07-2018. This short term course in Academic Leadership was designed to equip higher education leaders and administrators to competently and efficiently handle the complex problems and leadership challenges that arise in the academic, financial, and administrative aspects of the functioning of their respective institutions of higher learning.

We are extremely grateful to **Prof. Tariq Mansoor**, Honourable Vice Chancellor of Aligarh Muslim University for sanctioning the short term course to our institution. We are also thankful to **Prof. A R Kidwai**, Director, HRDC of AMU for taking special interest in giving this opportunity for our institution. We are thankful to **Mr. E T Mohammed Basheer**, Member of parliament who inaugurated the short term course and enlightened the participants with his motivating words. We are thankful to Dr P Mohan, Pro Vice Chancellor, University of Calicut for delivering the keynote address in the inaugural function. We are grateful to all the resource persons who gave instructive lectures on different topics in the short term course. We extend our thanks to **Prof. K P Hassan**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this programme a grand success.

  
Dr. C Abdul Hameed (Principal)

— PRINCIPAL  
M.E.S KEVEEYAM COLLEGE  
VALANCHERY, PIN: 678 552  
MALAPPURAM

  
Dr. C. Rajesh (Course Coordinator)



## **ABOUT OUR INSTITUTION**

MES Keveeyam College Valanchery, under the aegis of Muslim Educational Society, has learned and shaped the future of students belonging to the rural areas of Malappuram and nearby districts for nearly 36 years. The college is affiliated to University of Calicut. The college has been conferred an 'A' grade in the NAAC accreditation with CGPA 3.28, marking a felicitous recognition of its striving for excellence. The institution is placed among the top 150 colleges in the National Ranking of Colleges by MHRD in 2018.

## **ABOUT THE IQAC**

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.

### **Souvenir Editorial Team**

**Chief Editor : Capt (Dr) C Abdul Hameed (Principal)**

**Executive Editor : Dr. C Rajesh (IQAC Coordinator)**

**Associate Editors : Ms. Jisha K, Mr.Shameem (Department of English)**

## EXECUTIVE SUMMARY

CALEM (Centre for Academic Leadership and Education Management) is a programme *under the scheme of* Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNMTT) of MHRD, Govt. of India. The vision of the programme is to ensure the professional development of the teachers and academic administrators, to broaden their mental horizon and to sensitize them to the mission of quality education and nation building. The mission of CALEM is to motivate administrators of colleges to gain life skills and to discharge their meaningful role in society.

The higher education leaders and administrators are to be geared up to competently and efficiently handle the complex problems and leadership challenges that arise in the academic, financial, and administrative aspects of the functioning of their respective institutions. It is in this context that the CALEM of UGC-HRDC Aligarh Muslim University has organized a short term training programme on academic leadership for academic administrators at MES Keveeyam College, Valanchery from 16-07-2018 to 19-07--2018. The short term course was intended to give an exposure to various aspects of academic leadership to vice chancellors, pro vice chancellors, deans, directors, chairpersons and heads of departments in higher education institutions of Kerala.

The short term course was inaugurated by Mr. E T Mohammed Basheer (Member of Parliament) on 16-07-2018. Dr P A Fazal Gafoor (President, MES Kerala) Presided over the function. Dr P Mohan (Pro Vice Chancellor, University of Calicut) was the keynote speaker in the function. Prof. Khwaja Shahid IAS, Former VC, MANUU, Hyderabad gave introductory remarks about the training programme. Dr N M Mujeeb Rahman (Secretary, MES Kerala, Dr Hussain K (Former Principal) and Prof. K P Hassan (Secretary and Correspondent, College Management Committee) felicitated the function. Dr. C Abdul Hameed (Principal, MES Keveeyam College) welcomed the participants and Dr. C. Rajesh (Course Coordinator) expressed the vote of thanks.

On the first day of the programme, Prof. Khwaja Shahid IAS, Former VC, MANUU talked about *Finance management and resource mobilization*. The session was chaired by Dr Sakeer Hussain (Director of Physical Education, University of Calicut).

In the morning session of the second day, Dr. T O Poulse (Former Professor, Rajagiri College of Social Sciences) conducted an interactive session on *Effective Leadership*. The session was chaired by Dr. P Abdul Salam (Principal, Jamiya Nadviya College Edavanna). In the afternoon of the day Dr T O Poulse deliberated on *Building Teams and Strengthening relations*.

On the third day Dr T Mohammed Saleem (Asst. Professor, Farook Training College Calicut) handled two topics in the morning session. The first part was on *Service rules as applicable to Universities and Colleges* and the second was on *Performance based self appraisal*. The session was chaired by Prof. AMP Hamza (Head, Department of Physics, MES Keveeyam College Valanchery). In the afternoon, Dr A I Yahya (Associate Professor, Department of Chemistry, University of Calicut) talked about the *Academic scenario in International institution*. The session was chaired by Dr George Mathew (Department of Chemistry, St. Mary's College, Sulthan Bathery, Wayanad).

On the fourth day Dr. Suresh Kutty (Associate Professor, School of Physical Education and Health Sciences, Kannur University) handled two topics. He first talked about *Curriculum, Curricular development and pedagogy*. Later he led discussion on handling with *Student diversity and coping with stress*. The session was chaired by Dr Dhinu MR (Deputy Director, School of Physical Education, Sri Sankara Sanskrit University, Kalady).

In the afternoon, feedback session was led by the course coordinator Dr C Rajesh. The participants gave impressive opinions about the content and the conduct of the programme.

The valedictory function was presided over by Dr. C Abdul Hameed (Principal). Prof. Abid Hussain Thangal MLA gave the valedictory address. Mr. P H Mohammed (Chairman, Central Colleges Committee, MES Kerala) distributed the certificates. Prof. T Y Najila (Joint Coordinator, IQAC) welcomed the audience and Prof. T Nisab (Joint Coordinator, IQAC) expressed the vote of thanks.

The workshop was conducted in the AV hall of the college and it was attended by 83 participants.

## Academic Sessions

### **Prof. Khwaja Shahid IAS**

**(Former VC, MANUU, Hyderabad)**



He was the registrar Jamia Milia Islamia (New Delhi) in the past. He is the alumni of Aligarh Muslim University and has been the court member of Aligarh and Jamia Milia Islamia University. Dr. Shahid served in different capacities, including Director Institute of Secretariat training and Management in Department of Personnel and Training and also as Joint Secretary in UPSC. Professor Shahid is an experienced administrator and educationist. During his tenure as Registrar with the Jamia Millia Islamia, Delhi, his management of transformation of the institution from a 'deemed university' status to a full-fledged central university was highly appreciated. He was responsible for the all-round educational and infrastructural development of the University during its initial phase as a Central government institution.

He has been associated with various educational institutions and associations that include Asian Institute of Technology, Bangkok; Asian Institute of Management, Manila; International Centre for Promotion of Entrepreneurship, Slovenia; Commonwealth Secretariat, London; and SAARC Secretariat.

Professor Shahid joined MANUU on May 9, 2013 as its pro vice chancellor. Besides serving as the Pro-VC, he was also the director, Academic Staff College, Maulana Azad National Urdu University.

**Phone:** 07799110909

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## ***Topic***

### ***Finance management and resource mobilization***

Prof. Kwaja Shahid IAS was the apt person to handle such this session in its full length and breadth. In the beginning of the session he primarily pointed towards the finance management of higher education institutions our country under various circumstances. Firstly, he introduced every source of financial aid to promote or assist higher education institutions of the state. Later he pointed how to utilize them effectively and manage them sensibly. There he quoted an example of house wives, who act as real home makers by spending every penny in the most appropriate way. He also said that they manage money very sensibly and deal with every household chore like shopping, grocery, schooling of children, bill payments, etc. In such a way we should allocate all the funds for the promotion of education and research provide by the government to get an effective output. He also reminded that every fund is subjected to audit at any time by the concerned authority. So we have to be very cautious of its utilization.

He also pointed that every manager must be a trusted financier. So we should use the finance as we spend our own money for our personal needs. Such an intensive care he should take while he utilizes these sorts of funds. We should also learn that every grants and scholar ships we receive from the government to promote education are given by the tax payers of the state. So the educational institutes are very much bound to the public while using these funds for educational purposes. In that sense, everyone must be responsible within an institution for the government financial aids such as grants and scholar ships. According to the statistics, 78% of the total funds given to an educational institution are from the revenue of government and the remaining percentage through donation, service fee and some other sources. He also added that every institution have a social responsibility while they manage these types of funds. In short we must know about all sorts of revenue, accounts, assets, grants, donation, scholar ships and fees we receive from several sources. Because in a democratic country or in such a system we are accountable to give clarified response to every question arises from the authority. During old days we weren't have much advanced technologies or computerised documentation and accounts auditing. So we did many things wrong without proper clarity. But at present scenario especially in higher education sector finance management and recourse mobilization is a responsible task, he concluded.

## **Dr T O Poulse**

**(Former Professor, Rajagiri College of Social sciences)**



He is formerly Professor at Rajagiri College of Social Sciences, Kalamassery, Cochin. He was a visiting faculty in Western Michigan University, USA. He conducted lectures in several countries. He is a well known human resource trainer in and outside the country.

**Phone:** *8606292851, 9400822851*

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## **Topics**

- *Effective Leadership*
- *Building Teams and Strengthening relations*

The session commenced with a question on how to be an effective man in each level: personal, family and professional. For breaking the ice he began the class with his experience at Devagiri College in 1986. According to Dr. Poulose leadership means, “if you want to be an effective leader, you need to be very efficient, scholarly and capable person”.

Each aspect of leadership was taken from his own experience in Sree Sankara College. He also mentioned the teachers like Dr. Jayaraj, Dr. Jayadev and Prof. Jose as examples often specified by the students to the teachers. They were classified into different levels or the given names on the basis of their nature. Some teachers will fall under efficient level, impressive level and effective level. The eminent guest suggested that you shouldn't compare yourself with the “impressive people”, they are witty, jovial, and impress others, but students gain nothing from them. Impressiveness does not mean scholarly. In his book ‘Power of Silence’, he has interpreted the relevance of silence and how powerful silence truly is? In the last level, effective level the teachers are punctual, committed, though not that much impressive or efficient in their class. He added that if you were successful in your designated role, you become effective (and show willingness). Through a picture sir detailed these points. He explained that we can generally classify teachers into four categories - able willing, able unwilling, unable willing and unable unwilling. In able-willing, the teacher is able to do the work with willingness. The numbers of able-willing teachers are generally less. The principal can implement ‘delegate strategy’ on them. The next category was able-unwilling. They were looking for attention and recognition from authority. They have Ego problems and is attention seeking. ‘Participating strategy’ is preferable for them. Unable-willing people come under the next category. In their case, the principal should never have the assumption that she/he will do the work properly. Apart from this, they need to be provided with proper directions (in step-by-step form). ‘Direction strategy’ was enough for them to make the job better. Last category on the list was unable-unwilling. Such teachers were not able or willing to do the work assigned. The principal have to use ‘rough and tough strategy’ on them.

The class of Dr. T. O. Poulose was from another realm. The strategy that he preferred was from his experience. The oration was efficient and easy to understand. His simple way of

speaking made it easy to grasp the focal points. He said that, while he was at Rajagiri college camps were conducted in the first week itself to analyse the first year students entering the college. He continued that we cannot identify the students' true nature in a formal situation but it occurs naturally in an informal situation. Likewise, the teachers have separate public life and private life. Students know only the public life of teachers. If you were a happy man, you have a transparent private life.

He also advised the audience to ensure that they didn't deviate from their objectives. To emphasise his point, he connected his speech with prong-horn and pork. We know the nature of both. But as part of problem creation, pork (ego) created problems on prong-horn. In such cases, criticisms can be negotiated by bearing in mind the main objective. We should always be a part of the solutions not be the problem ourselves.

The next topic Poulouse sir was engaged in was the quality of a leader. The first point put forth by him was authenticity. In authenticity, there was no different between thought, speech and action. Thought is transformed into speech and then into action. He correlated tank and tap with teachers and students. A teacher is never supposed to mock his or her students on the basis of their studies or their grades as it is the duty of the teacher to provide the students with good knowledge, content and ability. Teacher is the tank. So whatever was in the tank is passed through the tap. So being enriched with knowledge was the ultimate goal for the teachers. Teacher should be a knowledge monger and be more a father and brother to students than a professional. Through their affectionate nature, the teacher can find the full potentiality of the students. He illustrated Dr. Johnson as an ideal educationalist.

Connectivity is another quality of a good leader. According Dr Poulouse, connectivity means relationship with the followers. To emphasise this point, he conjured up a situation from his college. A teacher suggested the name 'tape recorder memory' for his memory power. Possibility was the next point he mentioned. He said that every student was like a seed. So one should never try to boil it; on the other hand it should be taken care of. Normally we can count the seeds in fruit but can't count the number of fruits on the tree. Productivity was the later point of discussion. It means potential minus block. The block may be intellectual or mental. For productivity, teacher must amputate the fear factor and anxiety factor of the students while injecting happiness. Happiness was the fuel for better performance. He exemplifies this by using the example of an aquarium. Many fishes live within it and in their

midst the aquarium had a segregated section. That part held food. According to the fish the food is beyond their reach. This belief creates a block to the fish. They go up to this block and returned back without reaching for the food. They kept repeating the procedure until they finally stopped. Once the separated part was opened, it was observed that fishes never reached for the boundary. So a teacher should expect a kind of miracle from each student in their productive level.

Dr Poullose continued in the post noon session with the topic “how to be a good team leader”. He added that never hooked up by other person in emotion, behaviour and words. Never become panicked but survive the situation. Adverse quotient, intelligence quotient and spiritual quotient were the associated points that were later discussed. Learning adjusts the pace with the pace of the teacher. In classroom situation the teacher has to look into three concerns: ‘to teach’, ‘to please’ and ‘to influence’. ‘To teach’ was the first concern. It means to bring out the best from students. Second concern was ‘to please’. It means learning can take place only in a relaxed situation. Last concern was ‘to influence’. It means to move the students into higher knowledge level, by going beyond the syllabus. Availability and approachability of teachers helped achieve these concerns. ‘No machine can replace the role of a teacher’ was the pivotal note he conveyed to the class. The distinguished guest ended the session by the referring to Vaikom Mohammed Basheer’s work ‘Marapaava’.



## **Dr T Mohammed Saleem**

**(Asst.Professor, Farook Training College, Calicut)**



- Asst. Professor of Education, Farook Training College, Calicut
- Research Guide in Education, Calicut university
- IQAC Coordinator Farook Training College
- Board of studies member, Calicut University

He has produced 1 Ph D and guiding 4 scholars. He is a consultant expert in service related matters of college and university teachers. He has published more than 20 research articles and one book.

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### ***Topics***

- ***Service rules as applicable to college and university teachers***
- ***Performance based self appraisal***

Dr Saleem discussed every service rules regarding probation, guest post and lien post in a college or university. He made the class really beneficial to all programme participants to learn their service rules, norms of UGC, formalities of service entry and income tax rules, etc. He also gave a clear picture of promotion tenure and additional grade pay system to college teachers on their every promotional level. First foremost he stated that our body language plays a crucial role while we face service issues. He also adds that we become more submissive in front of the concerned authority when we deal with our service related matters. He insisted that this attitude has to be changed with in no time. So the prime objective this session is to enhance the body language of the teaching community in a most appropriate way. The session progressed through many useful power point presentations by the resource person regarding service rules, entry to the service, qualification of the candidate, rights and privileges of an appointed faculty, total tenure of probation and promotion, deputation, service breaks, duty leave, extension programmes, income tax payment and its calculation, pay scales of assistant professors, associate professors and professors , especially grade pay and additional grade pay on each level of promotion, etc. To be precise, the entire session was highly interactive and concise presentation of the topic he was given in which he made fruitful deliverance of the subject. The session ended up after a short interactive session with the audience for the lunch break.

## Dr Yahya A Ismail

(Department of Chemistry, University of Calicut)



**Qualifications :** M. Sc., M. Phil., Ph.D.

**Post-Doctoral Fellowship:** National Center for Bio-Artificial Muscles, Dept. of Biomedical Engineering, Hanyang University, Seoul, South Korea, 2008,2009.

**POSITIONS HELD:**

Chairperson, University Research Committee, A'Sharqiyah University, Oman, 2014 – 2016.

Associate Professor & Head, Dept. Of Basic Sciences, A'Sharqiyah University, Oman, 2013 –2016.

Focal Point, The Research Council (TRC), Oman at A'Sharqiyah University 2014-2016.

Member, University Council, A'Sharqiyah University

Member, Quality Audit Steering Committee, A'Sharqiyah University, Oman, 2014 – 2016.

Chairperson, QASC subcommittee on Staff Research and Consultancy 2014-2016.

Associate Professor & Head of Chemistry Section, University of Nizwa, 2008 Oct -2013 Jan. Member, College Board, College of Arts and Sciences, University of Nizwa, 2010 -2013 Jan.

Visiting Researcher Professor, Center for Electrochemistry and Intelligent Materials, Universidad Politecnica de Cartagena, Spain, since 2010.

Coordinator, BSc. (Industrial chemistry) course at Unity women's College, University of Calicut during 1999 -2004.

**Research**

1. Broad Area : Intelligent Polymers for Advanced Applications
2. Electro Active Polymers: Conducting polymer based artificial muscles (electrochemical actuators), sensors, super capacitors, and sensing actuators. Nano and micro fibers based on electroactive polymers and hydrogels, Carbon Nano Tubes etc. Reactive polymers working under non- equilibrium conditions – structural chemical kinetics, biomimetic properties and Brain –memory hypothesis.
3. Synthesis, Electrochemistry, Electrical, Electronic and Thermal properties of conducting polymers, Solid electrolytes and solid state reactions.

Several research publications and conference presentations

One patent

Membership in American Chemical Society (ACS), USA

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## **Topic**

### ***Academic scenario in International institutions***

Mr. Yahya started the session with Quality Audit, the Practice of Audit is different in Europe, America and India and added that UK was adopted QAA (Quality Assurance Authority). Each institution should mentioned their vision and mission on the strategic plan. Quality audits are typically performed at predefined time intervals and ensure that the institution has clearly defined internal system monitoring strategies link to perfect mode of action. He said that, in Standards- governance and management, mission, values, and vision are important. The distinguished academician particularized that the Governance and Management as “The higher educational institution should describe and evaluate its governance system, including the Board of Directors and the Board of Council. This may include, for example, membership; terms of reference; clarity of roles and responsibilities; induction for new members; sample minutes of meetings; self evaluation; methods for recruiting and supervising the chief executive officer. It should also identify which ministry has supervisory responsibilities and summarise how these are exercised from the HEI’s perspective”. Mission and vision of standards –governance and management according to him was; ‘The HEI should provide the mission, vision and values statements. The HEI should describe and evaluate the statements, the processes whereby they were developed and are being implemented, and the progress towards their fulfilment’. He emphasised the standards assessment then after and provided a clear picture to the listeners.

Standards Assessment involves a Self Assessment against the standards, and also a summary of whether or not the HEI has satisfactorily attended to the Affirmations and Recommendation in its previous Quality Audit Report. The results are presented as an HEI Assessment Application and should be submitted, no later than four years after the publication of the Quality Audit Report. He enumerated that Assessment can be divided into two stages. One is Quality Audit, which was giving the space for self study, pass or fail was doesn’t matter. Public can view was the problem to the audit. Commendation, Recommendation and Affirmation were the other center of attractions from him on Audit. On the topic ‘Standard themes and scope of Quality Audit’ he acknowledged each points like – Governance of management, teaching and learning ,research, students, facility system and industry and community management in deep. Mr.Yahya sir was so much obliged to the teaching community and said that, in course coding, there was no role for teachers in coding the course, but it was done by non teaching faculties. Program Learning Outcome (PLO) was the other point for discussion. In PLO, he said that it happens through ADRY cycle and have varieties of requirements in University, college and departmental wise. Knowledge, Aim and Attitude were the intended learning outcome for students. Condition+ SWIBAL+Bloom Word What =Learning outcome. Yahya sir responded very genuine to teachers and replied to the doubts of the academicians. Finally, as an appreciation for Mr.Yahya sir for the time and valuable input he has shared with all today, Dr. Hameed Sir,Principal MESKVM College offered a small memento as an effort of appreciation.

## **Dr Suresh Kutty**

**(Associate Professor, Kannur University)**



He is Associate professor at the School of Physical Education and Health Sciences, Kannur University. He has plenty of experience in handling classes to teachers at various human resources development centres.

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## **Topic**

### **Handling with student diversity and coping with stress**

He shared his experience with audience on various student related issues and how to manage them effectively. He opined that defining student diversity is the prime objective of this session and it should be the prime concern of every academicians of a higher education sector. He prompted a question to the audience that what is the role of a teacher in a classroom of students from diverse circumstances and different taste. Once he was faced a question by one of his students that every students are different from each other in every aspect. Then why they learn the same subject in the same class room. These questions provoked his thoughts and he began to think seriously about the students' diversity in class rooms, he said. Dealing with the diversity of students is obviously a herculean task to the teachers where he or she should be like a team coach who accommodates every type of students in a college from different background under one roof to build a strength of athletic or games team. This is similar to the duty of a team coach of national and international clubs or associations. So a teacher should be like a coach and enjoy the diversity of students. To prove his statements he made a live experiment with one of the group members of the workshop. He gave a three pieces of neatly trimmed papers to join them like a puzzle representing diverse students of a class room. He also pointed that old generation of students had no option but their counterpart in new generation have nothing but opportunities. So in the present scenario these diverse students facing an issue on setting their goals where they need our assistance and sincere support to make it possible. He also pointed out the significance of physical education in colleges. Physical education with psychology has an immense scope in colleges, he said. While dealing with students our tone is important and biggest communication problem is we do not listen to understand but we listen to reply. In his 25 years of experience he met with many challenges regarding the students' related matters especially in creating a team of diversity and resolving conflicts among students in a class room and members of a team. Maintaining a team of diversity was clarified by him another activity done by the group of male and female participants through a game where they gave few envelopes containing geometrical patterned paper cards to create a full square out of those triangle pieces. Each team of 5 members worked hard to win the game and finally the team of male members created 3 full squares out of it faster than the opposite team. He also stated that conflict resolution is always a fresh topic in every circumstances of like whether it's in our family, society, work place and class rooms as well. So a teacher or instructor should have the ability to manage all sorts of conflicts among students of diverse background and taste, he concluded. To teach the crisis management for team members he made another situation where he called a participant to catch a raw egg thrown by him from three various distance. This session was at the same time interesting and created thrill in each member. In short the entire session he handled was really outstanding among all other session of the workshop. Later the programme was paused for the valedictory session of the workshop inaugurated by the honourable M.L.A of the state assembly of Kerala, Prof.K.K.Abid Hussain Thangal. Later the valedictory session and lunch break till the evening he made an interactive session with the audience. The entire session winded up for the tea break and all the participants expressed their feedback and course analysis in few words.

## *Photo gallery*

### **Inaugural Session**



**Welcome Address**  
**Capt (Dr ) C Abdul Hameed**  
**Principal**



**Presidential Address**  
**Dr P A Fazal Gafoor**  
**President, MES Kerala**



**Inaugural Address**  
**E T Mohammed Basheer**  
 Member of Parliament



**Keynote Address**  
**Dr P Mohan**  
 Pro Vice Chancellor, University of Calicut





**Presenting the Outstanding Educationist Award to Prof. Khwaja Shahid IAS  
(Former Vice Chancellor, MANUU, Hyderabad)**



**Felicitation  
Prof. Khwaja Shahid IAS  
(Former Vice Chancellor, MANUU, Hyderabad)**



**Felicitation**  
**Dr Hussain Randathani**  
 (Vice Chairman, College Managing Committee)



**Vote of Thanks**  
**Dr C Rajesh**  
 (IQAC Coordinator)



## Academic Sessions



**Prof. Khwaja Shahid IAS**



**Dr. T O Poullose**



**Dr T Mohammed Saleem**



**Dr Yahya A Ismail**

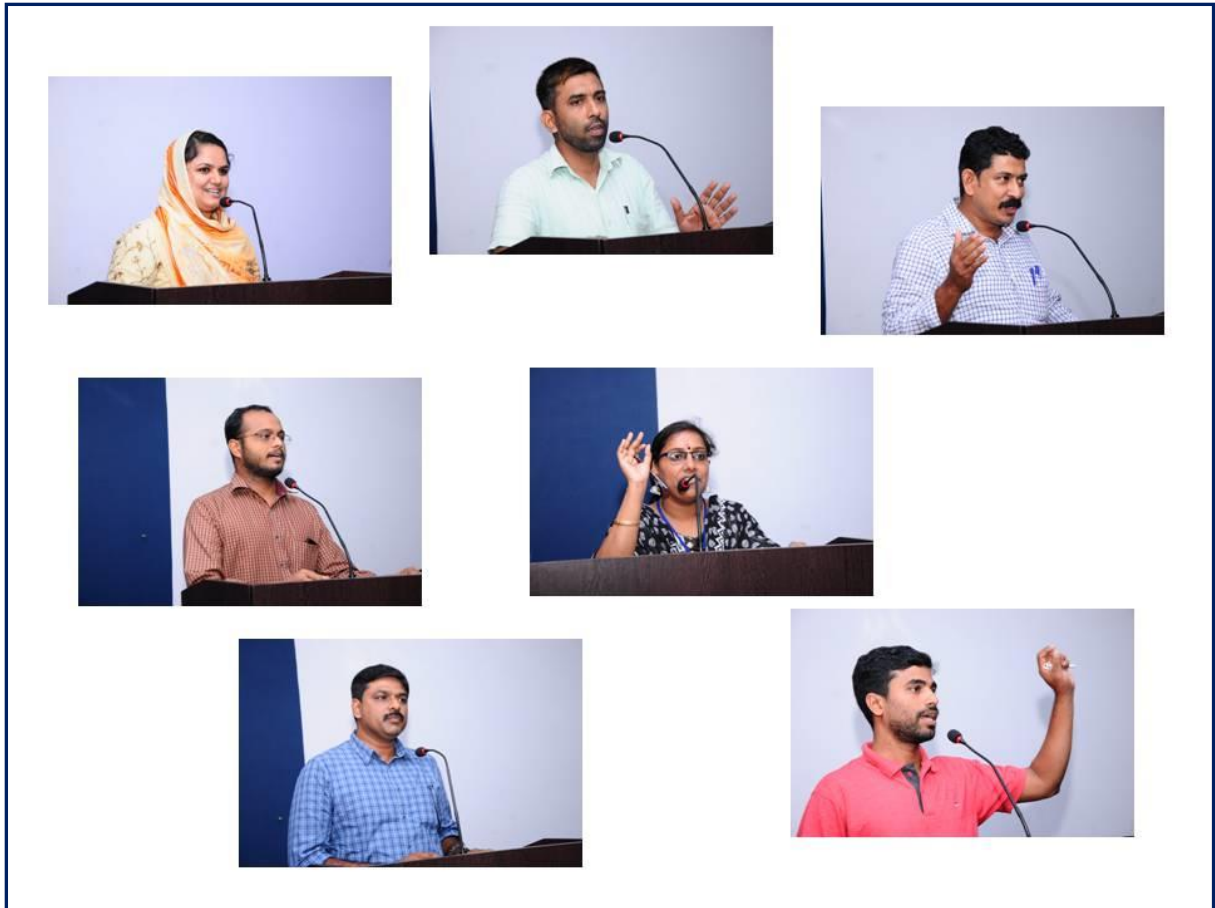


**Dr Suresh Kutty**



**Participants**





**Participants feedback**



**Valedictory Address by Prof. K K Abid Hussain Thangal MLA**



**Distribution of certificates**  
**Mr. PH Muhammed**  
 (Chairman, Central Colleges Committee, MES)



**Group Photo**



## Report of CALEM workshop July 2018



## Organizing Committee of the Workshop

<b>Patrons</b>	<b>Dr. N M Mujeeb Rahman</b> <b>(Secretary, MES Kerala)</b> <b>Dr Hussain Randathani</b> <b>(Chairman, Academic Committee)</b> <b>Prof. K P Hassan</b> <b>(Secretary, College Managing Committee)</b>
<b>Chairman</b>	<b>Capt(Dr) C Abdul Hameed (Principal)</b>
<b>General Convenor</b>	<b>Dr C Rajesh (IQAC Coordinator)</b>
<b>Joint Convenor</b>	<b>T Nisab (IQAC Joint Coordinator)</b>
<b>Executive Committee</b>	<b>Mohammed Afsal A</b> <b>Dhanya Balachandran</b> <b>Dr Yusafali</b> <b>Rasheeda M</b> <b>Jishnu K</b> <b>Abdul Basith</b> <b>Thushara C</b> <b>Dr Renuka Jyothi</b> <b>Sini VT</b> <b>Jisha K</b> <b>Jamshad Kalodi</b> <b>Sebin P</b> <b>Shameem MT</b> <b>Abdul Muhaimin</b> <b>Jisha Krishnan</b> <b>Lijitha Raju</b>

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## Centre for Academic Leadership and Education Management (CALEM)

(Under the Scheme of PMMMNMTT HRD Ministry, Govt. of India, New Delhi)  
Aligarh Muslim University, Aligarh – 202002 UP (India) Phone No. 0571-2400991

### List of Participants

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(From 16-07-2018 to 19-07-2018)

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**Assistant Project Coordinator** : Dr. Faiza Abbasi, Assistant Professor, UGC HRDC, AMU, Aligarh  
**Course Coordinator** : Dr C Rajesh (Asst Professor, MES Keveeyam College)  
**Venue** : MES Keveeyam College Valanchery

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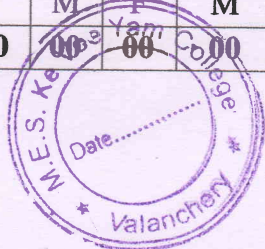
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81	Dr. Yusufali C	Jt Director	Department of Chemistr MES Keveeyam College Valanchery, Kerala	9605534955		M/OBC
82	Sumayya Mohammedali	Jt Director	Women Development Cell MES Keveeyam College Valanchery, Kerala			

SC		ST		OBC		Minorities		General		Local	Outstation	Total		Total Participants
M	F	M	F	M	F	M	F	M	F			M	F	
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True Copy

PRINCIPAL  
M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN: 676 557  
MALAPPURAM





# UGC Human Resource Development Centre Aligarh Muslim University

## Centre for Academic Leadership and Education Management

*Under the Scheme of*

Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT)  
(MHRD, Govt. of India)

### Short Term Training Programme on Academic Leadership

16<sup>th</sup> to 19<sup>th</sup> July, 2018



*Organized by*

Internal Quality Assurance Cell (IQAC)

MES KEVEEYAM COLLEGE VALANCHERY, MALAPPURAM  
(NAAC Accredited with 'A' Grade)



Principals/IQAC Coordinators/Directors/Heads of Departments/Faculty members having administrative assignments can apply for the programme. Resource persons from MHRD and HRDC AMU will handle sessions. For more details about the programme please feel free to contact Dr. C Rajesh (IQAC Coordinator) @9446768376 or log on to [www.meskvcollege.org](http://www.meskvcollege.org)

# ***ACADEMIC REPORT***

## **WORKSHOP**

**on**

# **Effective Office Administration**

**1<sup>st</sup> December 2018**



**Organized by**

**Internal Quality Assurance Cell (IQAC)**  
**MES KEVEEYAM COLLEGE, VALANCHERY**  
**(NAAC Accredited with 'A' Grade)**

## FOREWORD

The Internal Quality Assurance Cell of MES Keveeyam College, Valanchery organized a one-day workshop on **"EFFECTIVE OFFICE ADMINISTRATION"** on 1<sup>st</sup> December 2018. The workshop was intended to improve the resource of the administrative staff for the successful running of office.

We are extremely grateful to **Dr. Mohammed Rafeekh** (Former Principal, Govt. Arts and Science College Kondotty) for accepting our invitation to inaugurate the programme. We are also thankful to all the resource persons of the workshop for their creative contribution.


We extend our thanks to **Prof. K P Hassan**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this workshop a grand success.

  
Capt (Dr) C Abdul Hameed (Principal)

PRINCIPAL  
MES KEVEEYAM COLLEGE  
VALANCHERY, PIN- 676 557  
MALAPPURAM



  
Dr. C. Rajesh (IQAC Coordinator)



## ORGANISING COMMITTEE

Patron	<b>Prof. K P Hassan</b> (Secretary and Correspondent MES Keveeyam College)
Chairman	Capt (Dr) C Abdul Hameed Principal
General Convener	<b>Dr.C.Rajesh (Coordinator, IQAC)</b>
Joint Conveners	<b>Dr. U Sailaja</b> <b>Prof. Nisab T</b> <b>Prof. Najila TY</b> <b>(Joint. Coordinators, IQAC)</b> <b>Mr. Haneefa CP(Jr. Superintendent)</b>

### Editorial Board (Workshop Proceedings)

Editor : **Capt(Dr) C Abdul Hameed**  
Associate Editor : **Dr C Rajesh**

## **ABOUT OUR INSTITUTION**

MES Keveeyam College Valanchery, under the aegis of Muslim Educational Society, has learned and shaped the future of students belonging to the rural areas of Malappuram and nearby districts for nearly 36 years. The college is affiliated to University of Calicut. The college has been conferred an 'A' grade in the NAAC accreditation with CGPA 3.28, marking a felicitous recognition of its striving for excellence. The institution is placed among the top 150 colleges in the National Ranking of Colleges by MHRD in 2018.

## **ABOUT THE INTERNAL QUALITY ASSURANCE CELL**

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.

## EXECUTIVE SUMMARY

The administrative staff has a significant role in maintaining the quality standards of every higher education institution. They always support the academic and student community in multifaceted ways. Timely enrichment of the capacity of the ministerial staff is necessary for the successful running of office. Taking this on a serious note, the Internal Quality Assurance Cell (IQAC) of our college has organized a work shop on 'Effective Office Administration' on 1-12-2018.

The workshop was inaugurated by Dr Mohammed Rafeekh (Former Principal, Govt. Arts and Science College, Kondotty). Capt(Dr) C Abdul Hameed (Principal) presided over the function. Dr C Rajesh (IQAC Coordinator) delivered the the welcome address. Prof. Nisab T (Joint Coordinator, IQAC) felicitated the function and Mr. C P Haneefa (Office Superintendent) expressed the vote of thanks.

The first technical session of the workshop was on ***Performance enhancement through updation of knowledge***. The session was handled by Dr Mohammed Rafeekh. The second session of the workshop was on ***University Rules and Regulations***. The session was handled by Mr. Suresh V (Section Officer, University of Calicut). The third and final session was about ***Essentials of Office Procedures***. The session was handled by Mr. U P Janardhanan (Former Section Officer, Deputy Directorate of Collegiate Education Thrissur).

In the valedictory session participants gave their feedbacks. Capt(Dr) C Abdul Hameed (Principal) distributed the certificates. All the non teaching staff from MES Keveeyam College attended the workshop. In addition participants from 5 other colleges attended the workshop.

## *Photo gallery*

### *Inaugural Session*



***Dr C Rajesh (Welcome Address)***



***Capt(Dr) C Abdul Hameed (Presidential Address)***



***Dr Mohammed Rafeekh (Inaugural Address)***



***Prof. T Nisab (Felicitation)***



***Mr C P Haneefa (Vote of Thanks)***

***Technical Session***



***Dr Mohammed Rafeekh***



### ***Technical Session***



***Mr. Suresh V***

### ***Valedictory Session***



***Feedback from participants***



***Distribution of Certificates***



***Group Photo of Participants along with Capt(Dr) C Abdul Hammed (Principal), Mr. Janardhanan UP (Resource Person) and Dr C Rajesh (IQAC Coordinator)***

# Effective Office Administration

One Day Training Programme  
for Administrative Staff

Saturday, 1<sup>st</sup> December 2018

Organised by

**Internal Quality Assurance Cell  
(IQAC)**



**MES KEVEEYAM COLLEGE  
VALANCHERY**

NAAC Accredited with 'A' Grade (3.28)

[www.meskvmcollege.org](http://www.meskvmcollege.org)

The administrative staff has a significant role in maintaining the quality standards of every higher education institution. They always support the academic and student community in multifaceted ways. Timely enrichment of the capacity of the ministerial staff is necessary for the successful running of office. Taking this on a serious note, the Internal Quality Assurance Cell (IQAC) of our college is organizing a training programme on 11-2018.

We invite the participation of administrative staff of colleges.

Regards

IQAC, MES Keveeyam College, Valanchery



## Programme

01-12-2018

9.30 AM Registration

10.00 AM Inauguration

Welcome	: Dr C Rajesh (IQAC Coordinator)
Presidential Address	: Capt(Dr) Abdul Hameed
Inaugural Address	: Dr N M Mujeeb Rahman (Secretary, MES Kerala)
Felicitation	: Prof. K P Hassan (Secretary, College Managing Committee)
	Prof. Najila T Y (Staff Secretary)
Vote of Thanks	: C P Haneefa (Head Accountant)

**10.30 AM -12.30 PM : Session I**

*Performance enhancement through updating of knowledge*  
(Dr P Mohamed Rafeekh, Former Principal, Govt. Arts and Science College, Kondotty)

12.30 - 1.30 PM: Lunch Break

**1.30 -3 PM : Session II**

*University Rules and Regulations*  
(Mr. Suresh V, Section Officer, University of Calicut)

**3- 4.30 PM : Session III**

*Essentials of Office Procedures*  
(Mr. U P Janardhanan, Former Accounts Officer, Deputy Directorate of Collegiate Education, Thirssur)

4.30 PM : Valedictory Function

For Registration and details please feel free to contact:

Dr C Rajesh (IQAC Coordinator) Phone: 9446768376,

Email: [iqac.meskvm@gmail.com](mailto:iqac.meskvm@gmail.com)

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M.E.S KEVEEYEM COL  
VALANCHERY, PIN- 67  
MALAPPURAM



# ***ACADEMIC REPORT***

***One day work shop on***

**E-LEARNING TOOLS FOR DIGITAL NATIVES**

*Organized by*

**Internal Quality Assurance Cell (IQAC)**



**M E S KEVEEYAM COLLEGE VALANCHERY**

**Malappuram-Kerala**

*(NAAC Accredited with A Grade)*

**Phone: 0494 – 2644380, 2642670, 2641347(Fax)**

[www.meskvmcollege.org](http://www.meskvmcollege.org)

## FOREWORD

The Internal Quality Assurance Cell (IQAC) of MES Keveeyam College, Valanchery organized a two day workshop for newly appointed college teachers on “**E-Learning Tools for Digital Natives**”. The workshop was held on 12<sup>th</sup> March 2019 and it is organised in collaboration with **Central University of Kerala, by ICT monitoring cell and Internal Quality Assurance Cell** of MES Keveeyam College.

We are extremely grateful to **Dr. Thyagu** and **Dr. Joshid.** who gave instructive lectures on different topics in the workshop.

We extend our thanks to **Prof. K P Hassan**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this workshop a grand success.

  
**Dr. C Abdul Hameed (Principal)**

PRINCIPAL  
M.E.S KEVEEYAM COLLEGE  
VALANCHERY, PIN- 676 552  
MALAPPURAM



  
**Dr. C. Rajesh (IQAC Coordinator)**



## **ABOUT OUR INSTITUTION**

MES Keveeyam College, Valanchery started functioning as a junior college in September 1981 and was upgraded as a Degree College in 1991. The College affiliated to University of Calicut and included under 2(f) and 12(b) of the UGC act. The college is accredited by NAAC with A grade (3.28). The PG programme in Polymer Chemistry was started in 1998. Department was upgraded as Research Centre by University of Calicut in 2014. The Department of Chemistry is currently under DST-FIST scheme

## **ABOUT THE IQAC**

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.

## ABOUT THE WORKSHOP

A one day workshop on the topic “E-learning Tools for Digital Natives” was conducted at MES Keveeyam College Valanchery on 12th March 2019 as a part of the 30<sup>th</sup> anniversary of World Web. The programme was organized by the Quality Assurance Cell of the College in collaboration with the ICT monitoring cell of the Central University of Kerala. In the modern era of digitalization the field of higher education the student and teacher community should be well equipped and empowered with the strategies and tools of the internet and computerized learning.

Resource persons for the programme were Dr.Thyagu(Asst Proffesor,Department of Education, University of Kerala) and Dr.Joshid(Asst Proffesor, Department of Education, University of Kerala). The entire programme was arranged in four sessions. The sessions in the morning were intended for students and the evening sessions were for the faculties of college. The programme was inaugurated by the principal, Capt Dr.Abdul Hameed.

The first sessions were handled by Dr.Thyagu he introduced many online educational tools and its proper usages. More unknown educational websites and project tools got acquainted by the session. The very trending terms of online world, the web generations are opened its windows before the students through the sessions. The sessions were very fruitful and it helped each faculty member to live an ideal positive world of digital learning. A participating certificate was provided after the programme

## Photo Gallery















**One Day Workshop  
on  
E-Learning Tools for Digital Natives**

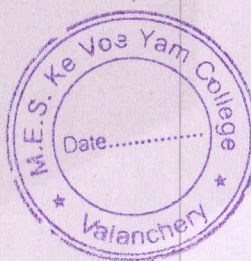
**12<sup>th</sup> March 2019, Tuesday**

**Organized in association with  
Department of Education  
Central University of Kerala, Kasargod**

by



**Internal Quality Assurance Cell (IQAC)  
MES KEVEEYAM COLLEGE VALANCHERY  
NAAC Accredited with 'A' Grade  
[www.meskvmmcollege.org](http://www.meskvmmcollege.org)**



**Programme Schedule**

**Registration**

10.00 am-10.30 am

**Inaugural Session**

10.30 am – 11.30 am

**Technical Session – I**

***E-Resources for Learning***

**Dr. K Thiyagu**

Asst. Professor, Department of  
Education

Central University of Kerala

11.30 am -11.45 am

**Tea Break**

11.45 am -12.45 pm

**Technical Session – II**

***E-Content Development***

**Dr. K Thiyagu**

12.45-1.30pm

**Lunch Break**

1.30pm -2.30 pm

2.30-3.30

**Technical Session – III**

***Massive Online Open Courses  
and SWAYAM***

**Dr. V V Joshith**

Asst. Professor, Department of  
Education

Central University of Kerala

**MOODLE: The Learning  
Management System**

**Dr. V V Joshith**

03.30 pm

**Concluding Session & Tea**

For registration and more details  
please feel free to contact: Dr C  
Rajesh (9446768376)  
Mrs. Najiya KV (9605510675)  
Email: [iqac.meskvmm@gmail.com](mailto:iqac.meskvmm@gmail.com)

PRINCIPAL

**M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN: 676 557  
MALAPPURAM**

# ACADEMIC REPORT

**UGC Human Resource Development Centre**

**Aligarh Muslim University, Aligarh**

**Centre for Academic Leadership and Education Management**

*Under the Scheme of*

Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT)  
(MHRD, Govt. of India)



## **04 DAYS TRAINING PROGRAMME ON ACADEMIC LEADERSHIP**

**(Vice-Chancellors/Pro Vice Chancellors/ Directors/Deans/Chairpersons and Heads of the Department)**

**(From 27-04-2019 to 30-04-2019)**

Organised by



**M E S KEVEEYAM COLLEGE VALANCHERY**

**Malappuram-Kerala**

*(NAAC Accredited with A Grade)*

Phone: 0494 – 2644380, 2642670, 2641347(Fax)

[www.meskvcollege.org](http://www.meskvcollege.org)

## FOREWORD

MES Keveeyam College, Valanchery collaborated with UGC HRDC of Aligarh Muslim University to organize a 4 day training programme on academic leadership. The programme conducted by the Centre of Academic Leadership and Education Management (CALEM) under the scheme of PMMMNMTH (Pandit Madan Mohan Malaviya National Mission on Teachers And Teaching) of MHRD, Govt. of India, was held from 27<sup>th</sup> to 30<sup>th</sup> of April 2019.

The training programme was designed to equip higher education leaders and administrators to competently and efficiently handle the complex problems and leadership challenges that arise in the academic, financial, and administrative aspects of the functioning of their respective institutions of higher learning.

We are extremely grateful to **Prof. Tariq Mansoor**, Honourable Vice Chancellor of Aligarh Muslim University for sanctioning the short term course to our institution. We are also thankful to **Prof. A R Kidwai**, Director, HRDC of AMU for taking special interest in giving this opportunity for our institution. We are thankful to **Dr. Anil Vallathol**, Vice Chancellor, Malayalam University, who inaugurated the short term course and enlightened the participants with his motivating words. We are grateful to all the resource persons who gave instructive lectures on different topics in the short term course. We extend our thanks to **Prof. K P Hassan**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell whose whole hearted contribution made this programme a grand success.

  
Dr. C Abdul Hameed (Principal)

PRINCIPAL  
M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN- 676 557  
MALAPPURAM



  
Dr. C. Rajesh (Course Coordinator)



## **ABOUT OUR INSTITUTION**

MES Keveeyam College Valanchery, under the aegis of Muslim Educational Society, has learned and shaped the future of students belonging to the rural areas of Malappuram and nearby districts for nearly 36 years. The college is affiliated to University of Calicut. The college has been conferred an 'A' grade in the NAAC accreditation with CGPA 3.28, marking a felicitous recognition of its striving for excellence.

## **ABOUT THE IQAC**

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programmes.

## **Souvenir Editorial Team**

**Chief Editor** : Capt (Dr) C Abdul Hameed (Principal)  
**Executive Editor** : Dr. C Rajesh (IQAC Coordinator)  
**Associate Editor** : Basima P (Asst Professor, Department of English)



## EXECUTIVE SUMMARY

CALEM (Centre for Academic Leadership and Education Management) is a programme *under the scheme of* Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNMTT) of MHRD, Govt. of India. The vision of the programme is to ensure the professional development of the teachers and academic administrators, to broaden their mental horizon and to sensitize them to the mission of quality education and nation building. The mission of CALEM is to motivate administrators of colleges to gain life skills and to discharge their meaningful role in society.

The higher education leaders and administrators are to be geared up to competently and efficiently handle the complex problems and leadership challenges that arise in the academic, financial, and administrative aspects of the functioning of their respective institutions. It is in this context that the CALEM of UGC-HRDC Aligarh Muslim University has organized a short term training programme on academic leadership for academic administrators at MES Keveeyam College, Valanchery from 27-04-2019 to 30-04-2019. The short term course was intended to give an exposure to various aspects of academic leadership to vice chancellors, pro vice chancellors, deans, directors, chairpersons and heads of departments in higher education institutions of Kerala.

The short term course was inaugurated by Dr. Anil Vallathol, (Vice Chancellor, Malayalam UNiversity) on 27-04-2019. Capt (Dr.) C Abdul Hameed (Principal) presided over the function. Dr C Rajesh (Course Coordinator) gave introductory remarks about the training programme. Dr. Gabriel Simon Thattil (IQAC Director, Kerala University) and Prof. K P Hassan (Secretary and Correspondent, College Management Committee) felicitated the function. Prof. Nisab T (Joint Coordinator, IQAC) expressed the vote of thanks.

On the first day of the programme, both forenoon sessions were handled by Dr. P. Mohammed Rafeekh, Former Principal, Govt. College Kondotty. He talked about *Conflict Resolution and Management in Academic Institution* and *Strategies for Academic Excellence*. In the afternoon sessions, Dr Gabriel Simon Thattil, IQAC Director, Kerala University, spoke about *Quality Assurance, Accreditation and Enhancement of Institutional Performance*.

In the morning session of the second day, Dr. L S Ganesh (Professor, Department of Management Studies, IIT Madras) led two sessions on *Management of Institutional Academic Initiatives and Programmes – Internal and External Philosophies*. In the afternoon of the day, Dr Sebastian N (Head, Department of Political Science, University of Calicut) gave lectures on *Reforms and New Initiatives in Higher Education* and *Internationalization and Collaboration*.

Day three forenoon saw Dr. Vinod V M (Research Head, CHMK Central Library, University of Calicut) giving an informative lecture on *Academic Research: Ethics and Plagiarism* and live demonstration of plagiarism check software. In the afternoon, Dr. R Ganeshan (Director, Allana Institut of Management Sciences, Pune) handled sessions on *Distributed Leadership and diffusion of authority* and *Effective Decision making*.

In the forenoon session on the fourth day Dr. R Ganeshan conducted interactive sessions on *Handling Student Diversity and coping with stress* and *Student Support Services*.

In the afternoon Dr. Sushama Ganeshan (Management, Leadership and soft skill consultant, Pune) conducted sessions on *Effective Communication* and *Team Building*.

After the academic sessions, feedback session was led by the course coordinator Dr C Rajesh. The participants gave opinions and suggestions about the content and the conduct of the programme. The valedictory function was presided over by Dr. C Abdul Hameed (Principal). Dr. R. Ganeshan gave the valedictory address. Prof. T Y Najila (Staff Secretary) expressed the vote of thanks.

The workshop was conducted in the AV hall of the college and it was attended by 65 participants.

## Academic Sessions

**Dr. P. Mohammed Rafeekh**

**(Professor, MES Engineering College Kuttippuram)**



He is the former Principal of Govt. College Kondotty. He is a Psychologist, Psychotherapist, Counsellor and Life skill trainer. He completed 36 years of teaching and produced one Ph D. He was the founder coordinator of faculty and staff development training centre, Govt. Engineering College Thrissur. He published 2 papers in international and 6 papers in national journals. He is the state level resource person of Walk With a Programme of Govt. of Kerala.

**Email:** [drpmrafeekh@yahoo.com](mailto:drpmrafeekh@yahoo.com)

## ***Session 1***

### ***Conflict Resolution and Management in Academic Institution***

Conflict is defined as a clash of ideas. It is a cognitive process that produces cognitive dissonance. The speaker explained some of the strategies that can be used to solve conflicts, as classified into three – goal conflict, where the preferred outcomes appear to be incompatible; cognitive conflict, where ideas or thoughts are inconsistent; and affective conflict, where emotions are incompatible. The resolution of conflict often leads to constructive problem solving as well. Conflict can be classified into five levels: intrapersonal, interpersonal, intragroup, intergroup, and inter-organisational. Of this, intrapersonal is mostly cognitive, and sometimes overlaps with goal conflict. It was pointed out by the speaker that there is no training provided in India for teaching the students of a crucial age situated in the middle of adulthood and adolescence, but belonging to neither, when they can be influenced easily and often negatively. Hence one should be free from major conflicts and have clarity with ideas while teaching such a delicate age group.

On the basis of how we approach them, conflicts can be classified into approach-approach conflict, avoidance-avoidance conflict, and approach-avoidance conflict. Occurrence of interpersonal conflict can be caused by idiosyncrasies, perceptions, clashes of values and interests, power and status differences, resource scarcity etc, while intragroup conflict can be caused by personal differences and affective responses. Intraorganizational conflict in the academic environment can be sorted into vertical, horizontal, and role conflict. One can manage conflict by changing the affective component to the cognitive component. Cognitive conflict must be issue-focussed and not personal. The speaker elucidated on the five steps to be taken to keep a conflict cognitive. The very first step is to make the approach – to reflect positively before beginning, having proper and effective communication, being clear about one's intentions and goals. It is imperative that one be careful about one's body language as it conveys much more than the message that words convey. The second step is to share perspectives, which includes acknowledging one's contribution. It is important to not have an ulterior motive while working on conflict resolution. The next steps are building understanding and agreeing on solutions. The latter must be done through reality, durability and interest tests. Creative and critical thinking are essential for resolving conflict. The speaker concluded the session by remarking that life would be miserable without conflict.

## ***Session 2***

### ***Strategies for Academic Excellence***

The speaker started with the declaration that excellence is not a trait so it is not inherited. Rather, it is an attitude. When you are efficient and effective at the same time, you can achieve personal excellence. Excellence is the farthest end of the quality spectrum and the path towards academic excellence consists of a deliberate process for making our students aware of self, opportunities, constraints, choices and consequences, identifying their educational and career goals, and by providing the direction, timing and sequence of steps to achieve excellence. One can change the perspective of students by changing their priorities and making sure that they know that they benefit from it. Prone to the external influences including peer pressure, they need to be motivated.

Positive mental attitude and effective communication skills are the major factors that are responsible for excellence. Also needed are good interpersonal relationships, and qualities such as effectiveness, efficiency, good mental health and harmony. The speaker very realistically pointed out that academic excellence is required because one has to be useful, get along with others and meet new people, and be healthy and happy. The goals for academic excellence include SWOT analysis, identifying personal interest and aptitude, understanding personal belief and attitudes that have a bearing on one's academic growth, learning about the world of work, as well as developing and implementing one's plans. Constantly learning new things and networking are very important in academia.

To prepare for excellence, one has to have a mission, vision and passion. A vision indicates the direction one wants to take and the position one intends to stake out, while a mission is about how one intends to achieve one's vision. The speaker was of the opinion that adaptability is important, and that one should extend one's values to adapt. He pointed out that students need motivation to excel in life as they tend to be too critical on themselves, focusing on their weaknesses and forgetting about their strengths. They also bear the brunt of different manifestations of parental pressure.



**Dr Gabriel Simon Thattil**

**(IQAC Director, Kerala University)**



He is the Professor of Commerce, School of Business Management and Legal Studies, Kerala University. He maintained uniformly good academic record throughout the career. He has 25 years of teaching experience. He produced 19 Ph D. He authored 3 books and has over 50 publications in international and national journals. He has undertaken major and minor research projects of various funding agencies. He was the director of Finishing School of University of Kerala. He is a member of several academic and academic bodies.

**Email:** *simon.thattil@gmail.com*

## ***Session 1 and 2***

### ***Quality Assurance, Accreditation and Enhancement of Institutional Performance***

Dr Simon Thattil began his session by giving context to the current situation of having to do accreditation and explicating on quality judgment. Accreditation is essential today due to the numbers that have increased astronomically, thus rendering the old methods ineffective, yet the new systems need checks and balances due to danger of misuse. Quality means to create outcomes and outputs that are acceptable to the end user and the society at large. Put frankly, outcome of colleges is the degree holders it produced and their quality is determined by how acceptable they are for the industry and society. He pointed out that according to a recent ASAP survey, 94 per cent of state's engineering graduates are not employable. Hence it is important to produce what is needed in market. When produced in excess we compromise on quality.

NAAC envisages having systems in place where processes are guided to desired outcomes, and looks for underlying systems of quality. Such a system should be continuous. The key for quality is that the outcome of a system should be input for another system. If this input is not able to impart its skills, the initial system fails. Absence of system does have its advantages such as freedom and flexibility, but it is also burdened with the 80-20 contradiction, ie, 80 percent of best and efficient practices are done by 20 percent of people, who will probably do the same even without the existence of a system.

An academic audit examines the processes that impart quality to academic activities. It covers the system in place, efficacy of the system, outcomes perceived versus attained, reporting on functions, review and corrections, future plans etc. A&A framework refers to the Revised Assessment and Accreditation, which was launched in July 2017 and represents a shifting making it enabled, objective, transparent, scalable, and robust. This shift includes qualitative peer judgment to data based quantitative indicator evaluation with increased objectivity and transparency, drastic reduction in number of questions, size of the report, visit days etc, introducing prequalifier for peer team visit, as 30 per cent of System Generated Score, third party validation of data etc.

This system is not without its faults, for instance, regional languages have good journals but are not part of Scopus Index, only awards by government agencies are considered valid, is heavily document-based. Even if the system is not perfect, deceiving the system is not a good idea. At the same time, waiting for the system to perfect itself will result in disappointment.

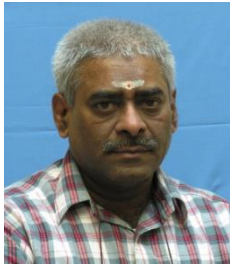
The speaker explained in detail about the procedures of accreditation, including details about metrics, uploading of documents, selection of inapplicable metrics, necessity of documenting meetings and programs using minutes and photographs. He also talked about the importance of IQAC- its formation, functioning, documentation etc; profiling, ie, the consistent enhancement that takes place; of becoming a teacher across media considering the increasing relevance of MOOC courses; and extension services as well as consultancy.

He pointed out that diversity in college can be found in income, community etc and that best practices don't have to be subject related, but something that is systemic.

He clarified about CGPA and letter grade of NAAC and explained why the criteria and aspects are importance. Systems cannot be diluted once firmly in place. The 3 levels of focus in higher education are institutional, departmental and individual, each of which the speaker gave plenty of examples for. He asserted the need for reports and data on each of the cells, assessment and other practices, visits, achievement etc. The personal profile of the staff must be well documented and updated and must cover their entire academic career. He concluded by pointing out the need for all department to must work together – individual achievements and failures of one department can affect all others when taken as a whole.

## **Dr L S Ganesh**

**(Professor, Department of Management Studies, IIT Madras)**



Dr. L. S. Ganesh received the Ph. D. degree in 1986 in the Industrial Engineering and Management Faculty at IIT Madras. His research work involved the application of time series forecasting models and system dynamics concepts to educational planning in Tamilnadu schools. He served as Assistant Professor in the Industrial Engineering and Management Faculty at IIT Madras during 1987-1993. He was an Associate Fellow in the Educational Planning Unit at the National Institute of Educational Planning and Administration (NIEPA), New Delhi, during 1984-86. He is a Key member of some national-level projects sponsored by ISRO and MHRD, and also of international projects concerning Integrated Coastal Zone Management sponsored by the World Bank and the UNDP. He Served as the Secretary and Vice President of the Society of Operations Management, and as a Vice President of the Product Development Management Association. He was the Coordinator of the Strategic Planning Exercise (2011-2020) in IIT Madras

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## ***Session 1 and 2***

### ***Management of Institutional Academic Initiatives and Programmes – Internal and External Philosophies***

The first session by Dr L S Ganesh meditated on the importance of academic leadership, as well as teachers' contribution for the growth of student community, for which he provided context by giving a bigger picture of the systems that manage education. It is statistically verifiable that India will have the largest working population in the world in the coming decades. One of the characteristics of millennial children is their rather short span of attention in class, which is 7 minutes globally, and hence holding their learning attention is a big challenge. As education is an intense intellectual activity, we need initiatives that help teachers do that. Technology has a huge impact on human behavior, and the technology that students today are exposed to are very different from what the previous generation were. Their vast curiosity makes it more difficult to keep them away from the technology as well.

When institutions are more concerned about rankings than educational process, they may not account for unquantifiable things such as morale of faculty, culture of trust and motivation of students. Prof. Ganesh demonstrated his points during the session using exercises with the audience. He established how individual excellence can produce collective mediocrity due to lack of integration, which is a challenge faced by many institutions. Good performance of institution doesn't necessarily mean all of the members are efficient. We need synergy which represents the state of an organisation where the whole is more than the sum of the parts.

According to the 2011 Census and the state's definition of 'extremely poor', more than 300 million Indians belong to the category. Under the global definition of the same, the numbers rise to around 700 million. We may not see this kind of poverty around us despite such data. But the gross inequality between the earnings of the upper class and the above data is unsustainable in the long term. 50 people control 60 percent of India's wealth. Education is a great leveler, hence the best strategy to stabilise this. We produce for the employment market. According to data from AICTE, India produces over a million BE/BTech graduates per year. We do not have the structural economic capacity to employ over a million engineers every year. From arts and science colleges 12 million students pass out with undergraduate qualification per year. To maintain the employment equilibrium, ie, the inflow and outflow of



employed people, we need 16 million jobs for the next 15 years, which is why, academics need to take different steps than before.

The social unrest shows a failure of education system because it did not produce socially aware citizens. Education should teach one that the value of good life is how one struggles. Smart people transform the struggle to joy. The speaker emphasized the need for a more sensitive student community by making a reference to the book 'Everybody Loves a Good Drought' by P Sainath, which speaks about farmer suicides, committed usually by ingesting chemical pesticides, and many of which are recorded as food poisoning. For every recorded suicide, there are 3 or 4 unreported ones. He also brought up data by WHO according to which 300 million women in India defecate in the open and number of rapes are higher during morning. Philosophically speaking, academic community have to look at the different aspects of education that point towards a more sensitive young population. Education should attend to character, not just competitiveness. The students must be taught to question politely. For this each teacher should question oneself in a self-reflective manner about whether one is at peace with oneself and others, if one is keeping grace, dignity and honor of oneself as well as others intact, and if one is struggling everyday honestly and helping others to do so.

Second session focused on the process and policy at the institutional level. Dr Ganesh started his second session by remarking that one should take guidance from philosophy but action must be on the practical level. The session was therefore focused on the necessity of the institutions to clarify their mission and vision. They are the philosophical bases of the institution, where the purpose is stated and the principles of the institutional operation are rooted. This is compulsory for accreditation. It is hence very importance to understand these terminologies.

It is common to confuse between the meanings of mission and vision. Mission is the purpose of the existence of an institution. A mission is pursued. It has four components: basic activities chosen to do, which are laid down in detail; manner of performance; stakeholders; and expected outcomes. Clarity on the mission is very important. In institutions, it is often found that people are individually clear but collectively confused. Hence it is the responsibility of the leader to ensure that the clarity of the mission is shared, while the other members are duty-bound to participate in the shared clarity. Vision statement is a statement of future reality, one that you visualise. It has two components: eventual vision, which is long

term vision; and timed vision, which has a time-line for changes to happen. Vision is also leader dependent: a new leader has a moral right to restate the vision, but not the mission. A mission has more stakeholders.

Management of an institution can be divided into three levels, each one of which has three sets of P's. The top management level that includes Senate etc deals with principle, philosophy and purpose. Mission and vision statements are formal organisational instruments for integration. Three P's of the management level that includes HODs and senior faculty of the institute are policy, programs, and projects. The objective bridges between philosophy and practice. All personnel are part of the goals, the three P's of which are practices, processes, and performance. Goals should be SMART: specific, measurable, achievable, relevant and time bound. Goal setting is done in constrained situations. Initially working against time constraints, quality might suffer some but with some practice, internalisation happens and we get better. Meanwhile, a vision is realised. The speaker opined that it is better to have a timed vision. A vision propels, while a mission guides – both are equally important. Objectives are statements or directions of effort. Generalised, objectives would be to maximise or minimise some performance criteria.

The speaker then went on to explain that limited resources, uncertainties and the fact that management is done in teams and not individuals make achieving goals difficult. Performance criteria are linked to the measurable goals. On the input side one works with the 5 types of resources found in the institution – human resource, which includes students; financial resources, technological and infrastructural resources, managerial and organisational resources, and also networks and relationships.

In the interactive session at the conclusion of the program, the speaker pointed out that standardisation is unhealthy and that human interests should be upheld over productivity etc.

## Dr Sebastian N

(Head, Department of Political Science, University of Calicut)



He has done his Ph D from School of International Studies, Jawaharlal Nehru University (JNU), New Delhi. Formerly he was Assistant Professor (Senior Scale), Department of International Relations and Politics, Sikkim Central University, Gangtok. He was selected as **Best Teacher in Humanities and Social Sciences** by Sikkim Central University, Gangtok in the year 2011. He guided 2 Ph D and has many publications to his credit. He presented papers in several international conferences.

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## ***Session 1***

### ***Reforms and New Initiatives in Higher Education***

The session was conducted with a historical perspective on the reforms in higher education sector in India over the years. Higher education was originally planned 1960's to create/develop human resources for the requirement of building the nation. Under the new regulatory bodies including UGC new kinds of universities were set up. This development of higher education was unidirectional. In 1980's there was a rethinking of higher education, taking after the rethinking of the economic policies. A state-led higher education model was giving way to market led higher education.

Indian education system was initially formed on the basis of British model. Even after taking a turn towards the market, the legal and institutional structures including regulatory bodies and rules along with many things, remained. From this context came demands for dismantling of UGC etc. By 2000s we were forced to address this issue. India has the third largest higher education system in the world. When the policymakers of higher education formulated, they wanted to accommodate the diversity in India but in recent times one can detect the trend to centralise higher education system in India. Examples included the proposed single Act for all central universities. Also accusations that Indian universities are not up to the mark when compared with the international ones are supported by international rankings.

Accreditation, IQAC etc were initiated as part of a plan to bring up 20 world class universities in India, with a realisation that we cannot move forward without linking with the global higher education system and addressing their policies. The traditional method had strictly defined boundaries for every discipline. A major reform was the shift from clearly defined subjects to choice based credit semester system and continuous evaluation. 3 kinds of courses were introduced by UGC in this reform: compulsory/core papers, elective/optional papers, and common papers. ranking/grading institutions along with provision of inducements was another reform. This was another manifestation of higher education sector being reformed on the basis of the market demand. The number of regulatory bodies in higher education were accused of being mired in corruption which hindered the progress, hence, National Commission for Higher Education and Research with status similar to that of Election Commission of India, was proposed in 2009 and has not been materialised yet.

Introduction of Higher Education Financing Agency (HEFA), a collaboration by Canara Bank and Indian government was another reform that went along with termination of allotting grants to institutions. To pay back a loan from HEFA, the universities will have to generate the money by increasing fees. This is an imminent crisis for public education. There are today almost as many private universities as there are public ones and there is rapid growth in deemed-to-be universities, most of which are private. This was the intention of the reforms, but while some of the private universities do show excellent standards, most of them are merely profit-oriented.

The speaker was of the opinion that many of the reforms were not successful. According to him, the criteria of an API score was a disaster as it forced the teachers to focus more on 'seminars' and not teaching, hence the plans to declare it not compulsory for collegiate teachers. He also viewed the case of UGC approved list of journals as a tragedy, as many journals with high standards appear and disappear from the list for ridiculous reasons. He argues that such failures happen when 'real' academics are not involved in the policy making process.

## ***Session 2***

### ***Internationalisation and Collaboration***

MHRD has declared that it is a priority of the state to internationalise higher education by collaborating. As of today, our education is highly localised. India's priority is to attract students from abroad and policies are made for both student and faculty mobility. The number of students visiting the country is much lesser than the number of students going abroad, and even lesser is the number of faculty from other countries. In this regard, private universities do much better than public ones. They have kept a benchmark for the faculty and curriculum that most of the public institutions are unable to do. Another avenue is open and distance learning, which are very successful in India nationally, and the country is trying to explore the avenue more using the online platforms.

There are many legal initiatives taken in this regard. Promotion of Indian Higher Education Abroad and study in India program are part of this move. Bills that proposed to bring foreign universities to India were rejected in the Parliament, hence it is not legally possible to bring institutions from outside, even though it may help us collaborate and learn more about their instructional method etc. yashpal committee disagreed to this notion, as it argued that their



USP may not get translated effectively to our universities. It is also possible that our resources may be drained without any contribution in return. Indian universities such as Manipal have opened some offshore campuses in other countries.

Possibilities of academic collaboration includes research collaboration, student and faculty exchange, collaboration publications and jointly published journals. The idea was to remove barriers as much as possible to give an international character to higher education, but unfortunately we are not doing well in this regard, and despite the huge size, India's position is 72 among the list of 74 for higher education collaboration.

There has been attempts such as GIAN - Global Initiative for Academic Networks - by the government. MoU's have been signed with universities abroad that do not exercise their full potential, and some universities have twinning arrangements with foreign universities where half the course are done in each university and degree awarded by both. But in terms of overseas student enrollment we are not doing well.

## **Dr. Vinod V M**

**(Research Head, CHMK Central Library, University of Calicut)**



He is Asst. Librarian, CHMK Central Library, University of Calicut. He is in charge of the IT wing and experienced in plagiarism checking.

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## ***Session 1 and 2***

### ***Academic Research: Ethics and Plagiarism***

Dr Vinod handled an very informative and useful session about plagiarism in a very systematic manner. He started by tracing the origin of the word to Latin ‘plagium’, meaning kidnapping and then gave a definition of the word, which includes not crediting sources and not acknowledging an original idea or its creator. Plagiarism is done due to a host of reasons, including laziness, pressure for advancement of career, lack of printed sources and lack of awareness as well.

He then explained in detail the different types of plagiarism, such as clone, Control+C type, remix, recycle, hybrid, error type, aggregator, style plagiarism, intentional and unintentional plagiarisms as well as idea plagiarism. Plagiarism check is therefore a necessary one, as there is easy access to scholarly content online. He clarified that this availability is made to help the authors increase their h-index and i10-index. There are many perceived benefits to plagiarism, but there exists some very good plagiarism checkers as well. Urkund is one of them. It is a cloud based service that uses a database to find out the similarity of a document uploaded to other material available.

Plagiarism checks do have some issues to contend with, one of which is that similarity does not necessarily mean that the document is plagiarise, and expert human intervention is required in interpreting the similarity index. Also, there are no fixed set of standards and hence similarity would be much less on primary information than secondary information. Plagiarism checks are not year sensitive as well. There are questions about what should be the standard - whether a document should be a single thesis or a chapter from a thesis. Another important question is about the idea percent of similarity that can be permitted. A drawback of the plagiarism checkers is that they can identify similarities only if the material is available in electronic format. There are also compatibility issues related to the type of documents. He pointed out that there were instances were one format of the document, say, MS Office, showed a different similarity index from another, like LibreOffice.

The system is machine-based and hence it is technically possible to fool it, but doing so will not be beneficial in the long term. To ensure prevention of plagiarism, academic integrity needs to be promoted. Planning ahead and classifying information as common knowledge, definition, opinion, idea etc will help do research in an organised fashion and will not require plagiarism. Artwork, image, graphs etc need citation. Seek expert help whenever needed so as to avoid unintentional plagiarism. He called for use of authentic plagiarism check software

such as Urkund, Turnitin, and Ithenticate as open source may not be safe. The speaker gave examples to attest the dire consequences of plagiarism.

Last part of the session was a detailed demonstration of how Urkund did plagiarism check on the document uploaded.

## **Dr. R Ganeshan**

**(Allana Institute of Management Studies)**



Dr. R. Ganesan, Director MCE Society's Allana Institute of Management Sciences, Pune is a renowned Management Guru, Strategy and Business Consultant, Leadership Facilitator, success coach and mentor, Innovation expert and assessor of thinking preferences and behavioral attributes. He holds a Hon. doctorate for his work in the area of Management Education. He is a fellow member of the Institute of Chartered Accountants of India since 1986 and a MBA in Marketing with more than 26 years professional experience in a wide spectrum of industries such as Bajaj Auto Finance Limited, Tata Consultancy Services as well as independent management and business consulting and training for over 20 years.

He is an member of several professional bodies such as ICAI, MCCIA, CII, FICCI, DCCIA to name a few. He is the Certified Associate in India for Emergenetics International USA. He is the certified business associate and trainer for Innovation using Innovation Goldmine software. Dr.R. Ganesan has chaired sessions, presented papers and delivered key note addresses at many national and international conferences.

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## *Sessions*

- *Distributed Leadership and diffusion of authority*
- *Effective Decision making*
- *Handling Student Diversity and coping with stress*
- *Student Support Services*

Before delving into the topic of his lecture, Dr. Ganeshan explained to his audience the 5D method of teaching that he likes to follow and used it throughout the lecture thus making a live demonstration of the technique. The 5 D's are discourse, discussions, dialogue, dramatisation and drill. It is, as was proved, an efficient way of communicating in the classroom.

Education today constitute of a sequential input-process-output format. Tier 1 organisations which are autonomous are asked to focus on the outcomes while Tier 2 organisations, that are affiliated to universities etc face the challenges with input including infrastructure, and student and teacher quality. The most essential qualities to bring change is to take initiative and creating momentum. Understand what the key expected areas are as a teacher. In academic environments there are plenty of things that would require our help, and taking initiative, breaking away from the comfort zone and showing an 'I care' attitude brings long term impact. This does not mean that we will not face challenges.

The speaker then organised the audience to list two student services provided in their respective colleges. The list included various cells and programs including career guidance counselling, remedial coaching, day care program, book bank skill development workshop etc. Most of these, the speaker said at the conclusion of the exercise, are meant to engage the students in the curriculum process. Student is one of the customers of the institution and she cannot be taken for granted. Student services are customer relationship management, ie, creating value, communicating and delivering the same to the target. Shaping their future also means point out their wrongs. He stressed on many examples of making processes simpler for them. Brand the organisation and use digital platforms that would garner student support easily. Guide the students towards creative ways to spend their energy on, which might otherwise be influenced negatively and result in crimes such as ragging. Sensitize them about diversity. Ensure their safety and help them involve in cocurricular activities such as

internships, conferences etc. Alumni is a valuable resource so take steps to bring them back to college and have an active alumni association.

For NAAC, placements are not only about giving jobs, but also creating entrepreneurs and sending students for higher studies. Incubation centres and other facilities that would help placements can be established.

## **Dr. Sushama Ganeshan**

**(Visiting Faculty, National Insurance Academy Pune)**



### ***Sessions***

- *Student Support Services*
- *Effective Communication*

According to Dr. Sushama Ganeshan, the myth about communication is that it has already occurred. In reality, in the process of communication, the message has to be planned and constructed, encoded in the right format and conveyed through a channel, which should then get decoded by the recipient. There are a lot of barriers between the message and the feedback. Effective communication, therefore, is extremely difficult. In effective communication we need to get the message correctly understood, properly assimilated and proper response to be sent back.

The speaker then listed and explained the 7 C's of communication that are applicable to verbal, nonverbal, and written types: clear, correct, complete, concrete, concise, consideration and courteous. Simple and correct language appropriate for the receiver with voice modulation and emotional intelligence should be used to make clear communication. One should ensure that it is grammatically correct, rightly punctuated, sensitive towards gender, ethnicity etc. One should plan one's message, in complete but short sentences. One needs to be as clear as one would be in an elevator pitch. Message gets lost when one is too vague or prolix. Consideration must be extended to the receiver's perception sensibility. Being emotionally mature and accepting one's mistake to find room for improvement is part of effective communication.

Planning the message keeping all the 7 C's in mind will ensure proper action, and will get reciprocated. Semantic barriers to communication include bad language, which gives a bad impression immediately, words with different meanings, and faulty translations which can be

avoided by consulting an expert and cross checking. Unclarified assumptions and denotations also impede effective communication. One needs to be emotionally intelligent and think about the receiver situation while using technical jargon.

Nonverbal communication is very important as well. Other people's personal space must be respected and one must ensure that tone of voice, facial expression etc must not be offensive. To learn the art of communication, he said, one needs to learn the art of respecting, and also one must take feedback. Irrespective of what kind of communicator's different people are they will respond to three qualities - respect, avoiding being critical and choosing to present something negative as a challenge, and being a value keeper. A very important tip in communication is that one must not avoid communication no matter what. Take that phone call, answer that mail. Also while in an organisation, one must be decisive and allow emotion only if it is positive. The sessions consisted of inspirational videos and demonstrative exercises

## *Photo gallery*

### **Inaugural Session**



### **Welcome Address**

**Dr C Rajesh**  
**(IQAC Coordinator)**



### **Presidential Address**

**Capt (Dr) C Abdul Hameed**  
**Principal**





**Inaugural Address**  
**Dr Anil Vallathol**  
(Vice Chancellor, Malayalam University)



**Felicitations**  
**Dr Gabriel Simon Thattil**  
IQAC Director, Kerala University

## Academic Sessions



**Dr P Mohammed Rafeekh**



**Dr Gabriel Simon Thattil**



**Dr L S Ganesh**



**Dr Sebastian N**





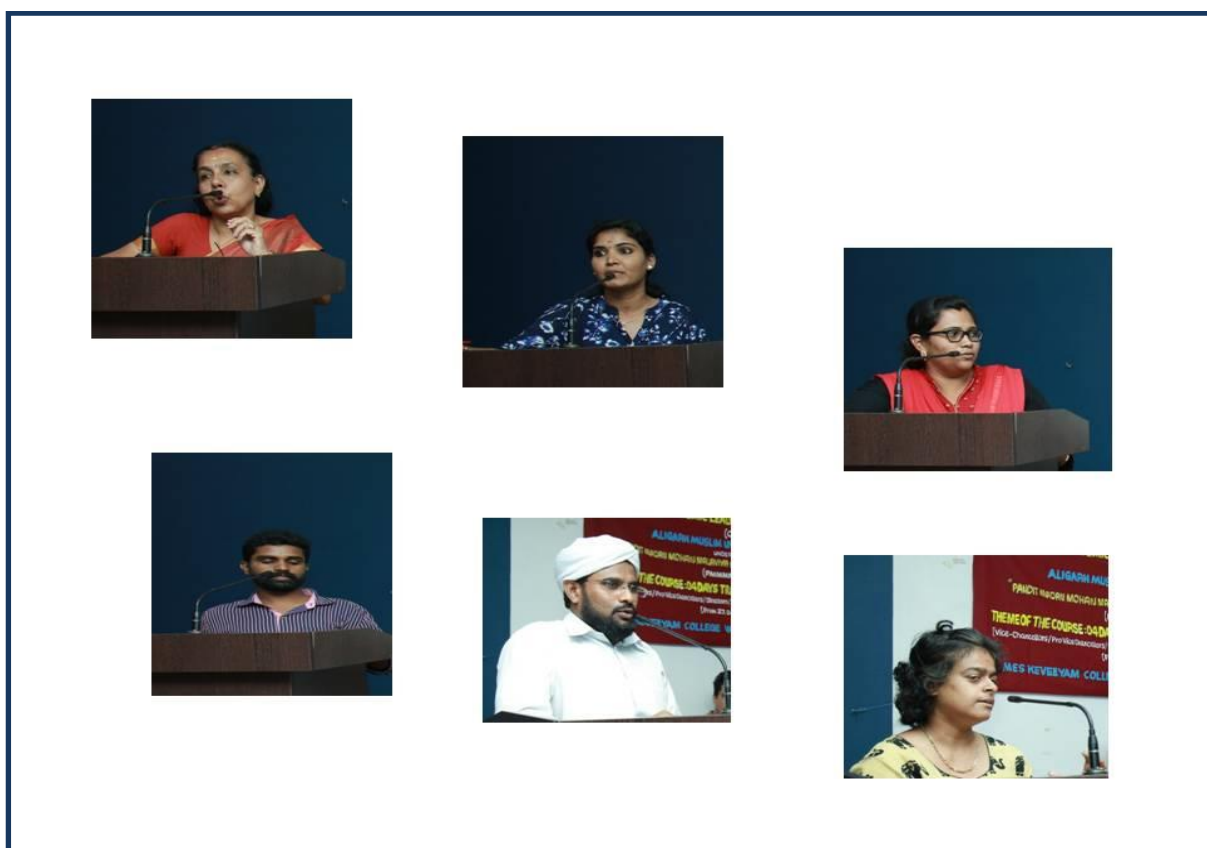
**Dr Vinod VM**



**Dr Ganesh R**



**Dr Sushama Ganesh**



**Feedback of Participants**





**Group Photo**



**Planting of Tree saplings by the guests**





**Valedictory Address by Dr R Ganesh**

## Media Reports



## Organizing Committee of the Programme

<b>Patrons</b>	<b>Dr. N M Mujeeb Rahman</b> (Secretary, MES Kerala) <b>Dr Hussain Randathani</b> (Chairman, Academic Committee) <b>Prof. K P Hassan</b> (Secretary, College Managing Committee)
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## Academic Leadership and Education Management (CALEM)

(Under the Scheme of PMMMNMTT HRD Ministry, Govt. of India, New Delhi)  
Aligarh Muslim University, Aligarh - 202002 UP (India) Phone No. 0571-2400991

### List of Participants

**THEME OF THE COURSE: 04 DAYS TRAINING PROGRAMME ON ACADEMIC LEADERSHIP**  
(Vice-Chancellors/Pro Vice Chancellors/ Directors/Deans/Chairpersons and Heads of the Department)  
(From 27-04-2019 to 30-04-2019)

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24	ABDURAHIMAN KARUTHEDATH	HEAD	Dept of Management Malabar College of Advanced Studies, Vengara Malappuram (Kerala)	Karuthedath(H), Kottoor(PO), Kottakkal, Malppuram-676503 9895350123, Abdu.569@gmail.co m	958084699069	M/OBC
25	THAJIS.M	Director	Academic Monitoring Committee M.H College of Arts and Science, Kuttiyadi, Kozhikkode (Kerala)	Ayanoth(H), Maruthonkara(PO), Kavilampara, Calicut-673513 9567989404, thajisayanot@gmail.c om	261161956163	M/OBC
26	BINOY K	Head	Dept of Physical Education Govt Medical College Kozhikkode (Kerala)	Panchavadi, Kuttolangadi, Farook college, Azhinhilam, Malappuram 9447627249 thanlbinu@gmail.co	807758948735	M/ General



				m		
27	SAYYED HUSSAIN KOYA THANGAL.K.K	Joint Director	Placement Cell Department of Physics MES Keveeyam College, Valanchery Malappuram (Kerala)	Kadalundi Kodkkattakath, Kooriyad(PO), Malppuram 9746357538, sdhussainkk@gmail.c om	524680885948	M/OBC
28	MOHAMMED SHEHBAS.C	Head	Department of Botany MES Keveeyam College, Valanchery Malappuram (Kerala)	Chekkath, Ashraf Manzil, Kuzhippuram, Iringalloor-676304 9020206308, shehbaschekkatu@g mail.com	446106633551	M/OBC
29	Dr.NABEEL RASHIN.M	Director	Scholarship Cell MES Keveeyam College, Valanchery Malappuram (Kerala)	Mayyeri, Kalpakancheri, Malappuram-676551 9744687530, nabeelrashin@gmail. com	208024644018	M/OBC
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37	SINI.V.T	Joint Director	Placement Cell Department of Commerce, MES	Konchath(H), Irimbilyam(PO), Malappuram-679572	866246834486	F/OBC



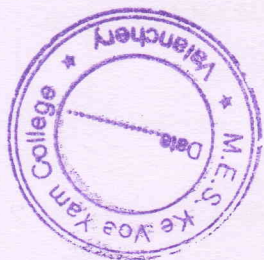
			Keveeyam College, Valanchery Malappuram (Kerala)	9539078855, Sini000variyaath@gmail.com		
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57	FASNA NASRIN.A.T	Joint Director	Counselling Centre Department of Commerce MES Keveeyam College, Valanchery Malappuram (Kerala)	Alitnodi(H),Parayilstr eet Kottakal 8606138496 nasrinfasna@gmail.c om	964865158765	OBC
58	SREEJA LAKSHMI.S	Director	Women Development Centre Department of Physics MES Keveeyam College, Valanchery Malappuram (Kerala)	Nandhanam, Panambad 9496129455 Sreejaharish20@gma il.com	557617225014	General



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60	MUHAMMED JASEEM.A	Head	Department of Optometry and Ophthalmological Techniques MES Keveeyam College, Valanchery Malappuram (Kerala)	Avilan(H), Melmuri, Malappuram-6765517 9037676002, jaseemoptom@gmail.com	776655876923	OBC
61	JASEELA MA	Joint Director	Scholarship Cell MES Keveeyam College, Valanchery Malappuram (Kerala)	Manaveettil(H), Kizhakkumuri Kozhikkode-673611 8129940593 Majaseela.ma@gmail.com	888222513816	OBC
62	MUNEERA K MELEPEEDIKAKANDI	Head	Department of Mathematics MES Keveeyam College, Valanchery Malappuram (Kerala)	Melepeedikakkal, Pathurpallikkal, Malappuram-673636 9495809434 kmuneera@gmail.com	776456201276	OBC
63	NAJILA TY	Head	Department of English MES Keveeyam College, Valanchery Malappuram (Kerala)	Thavayil, Panampad, Purangu, Malappuram-679584 9495971122 Najila.faisl@gmail.com	537524229003	OBC
64	MUHAMMED AFSAL.A	Joint Director	Career Information Cell Department of Commerce MES Keveeyam College, Valanchery Malappuram (Kerala)	Thekkekallanveettil, Veliangode Malappuram-679579 9633376465 Afsalvkd39@gmail.com	767952480207	OBC
65	FEBINA K KALLIDUMBAN	Joint Director	Scholar Support Programme MES Keveeyam College, Valanchery Malappuram (Kerala)	Pakkarath House, Thiruvegappura-679304 9946314833 Febinak89@gmail.com	453682760255	OBC



*True copy*

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MALAPPURAM



11-11.15 AM Tea Break  
11.15 AM -12.45 PM :Academic Session 6  
*Building Teams and Strengthening Relations*

**Dr L Ganesh**

12.45-1.30 PM Lunch Break  
1.30--3.00 PM :Academic Session 7  
*Internationalization and Collaborations*

**Dr Sebastian N**

(Head, Department of Political Science, University of Calicut)

3.00-3.15 PM : Tea Break

3.15 -4.45 PM :Academic Session 8

*Reforms and new initiatives in higher education*

**Dr Sebastian N**

29-04-2019, Monday

9.30-11AM :Academic Session 9

*Academic Research: Ethics and Plagiarism-I*

**Dr Vinod VM**

(Asst. Librarian, University of Calicut)

11-11.15 AM Tea Break

11.15 AM -12.45 PM :Academic Session 10

*Academic Research: Ethics and Plagiarism-II*

**Dr Vinod VM**

12.45-1.30 PM Lunch Break

1.30--3.00 PM :Academic Session 11

*Building Leadership Quality*

**Prof. (Dr) M H Ilias**

Head, School of Gandhian thoughts and development studies

3.00-3.15 PM : Tea Break

3.15 -4.45 PM :Academic Session 12

*Effective Decision Making*

**Prof. (Dr) M H Ilias**

30-04-2019, Tuesday

9.30-11AM :Academic Session 13

*Team building*

**Dr R Ganesan**

(Director, Allana Institute of Management Sciences, Pune)

11-11.15 AM Tea Break

11.15 AM -12.45 PM :Academic Session 14

*Effective Communication*

**Dr R Ganesan**

12.45-1.30 PM Lunch Break

1.30--3.00 PM :Academic Session 15

*Student Support Services*

**Dr R Ganesan**

3.30 PM Valedictory Session

Welcome Address  
Presidential Address  
Valedictory Address

Vote of Thanks

Dr C Rajesh (Course Coordinator)  
Capt(Dr) C Abdul Hameed (Principal)  
Dr K Mohammed Basheer  
(Vice Chancellor, University of Calicut)  
Prof. Najila T Y (Staff Secretary)  
National Anthem

## UGC Human Resource Development Centre Aligarh Muslim University, Aligarh

### Centre for Academic Leadership and Education Management

*Under the Scheme of*  
Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching  
(PMMMNMTT)  
(MHRD, Govt. of India)



04 Days Training Programme on Academic Leadership  
(27-30 April 2019)



Organised by  
Internal Quality Assurance Cell (IQAC)  
**MES KEVEEYAM COLLEGE**  
**VALANCHERY**

(NAAC Accredited with A Grade)

PRINCIPAL  
M.E.S KEVEEYEM COLLEGE  
VALANCHERY, PIN: 676 557  
MALAPPURAM

Phone: 0494 -2642670, 2641347(Fax)

www.meskvmcollege.org, Email: principal@meskvmcollege.org, iqac.meskvm@gmail.com

There is no registration fee. DA will be paid to participants. For more details about the programme please feel free to contact Dr. C Rajesh (Course Coordinator) @9446768376

Dear Sir/Madam,

The academic administrators of higher education institutions need to be equipped with skills to efficiently handle the complex problems and leadership challenges. In tune with this perspective, MES Keveeyam College, Valanchery collaborates with UGC HRDC of Aligarh Muslim University to organize a 4 day training programme on academic leadership.

The programme conducted by the Centre of Academic Leadership and Education Management (CALEM) under the scheme of PMMMNMTT (Pandit Madan Mohan Malaviya National Mission on Teachers And Teaching) of MHRD, Govt. of India, will be held from 27<sup>th</sup> to 30<sup>th</sup> of April 2019. Vice chancellors / Pro Vice Chancellors / Directors/Deans and Heads of Departments of Universities and Colleges can attend the workshop. The programme is designed to help the participant to maximise the leadership qualities already possess and equip with new strengths. Sessions handled by professionals in their respective fields will unleash one's potential and translate that creative force to work wonders.

We solicit your participation in the training programme.

Yours faithfully,

Professor A.R. Kidwai  
Director, UGC HRDC, AMU

Dr. Faiza Abbasi, Assistant Professor  
UGC HRDC, AMU Course Asst. Director

Capt (Dr) C Abdul Hameed  
Principal  
MES Keveeyam College, Valanchery

Dr C Rajesh  
MES Keveeyam College, Valanchery  
Course Co-ordinator



## Programme Schedule

27-04-2019 Saturday

Venue: AV Hall

9.00 AM Registration

9.30 AM: Inaugural Session

Welcome Address	: Dr. C. Rajesh (Course Coordinator)
Presidential Address	: Capt(Dr) C Abdul Hameed (Principal)
Inaugural Address	: Dr Anil Vallathol (Vice Chancellor, Malayalam University)
Felicitations	: Dr Gabriel Simon Thattil (IQAC Director, Kerala University)
	: Dr . S Vincent (Dean of Research, Loyola College Chennai)
	: Dr N M Mujeeb Rahman (Secretary, MES Kerala)
	: Prof. K P Hassan (Secretary, College Management Committee)
Vote of Thanks	: Prof. Nisab T(Joint Coordinator, IQAC)

10-11.30 AM: Academic Session 1

*Improved Teaching and Learning and promotion of Research-I*

Dr . S Vincent

(Dean of Research, Loyola College Chennai)

11.30-11.45 AM: Tea Break

11.45 AM-1.15 PM: Academic Session 2

*Improved Teaching and Learning and promotion of Research-II*

Dr . S Vincent

1.15-2 PM Lunch Break

2-3.30 PM :Academic Session 3

*Quality Assurance, accreditation and enhancement of institutional performance*

Dr Gabriel Simon Thattil

(IQAC Director, Kerala University)

3.45 -5 PM :Academic Session 4

*Academic Leadership*

Dr Gabriel Simon Thattil

28-04-2019, Sunday

9.30-11AM :Academic Session 5

*Effective Leadership*

Dr L Ganesh

(Professor, Department of Management Studies, IIT Chennai)

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