

M E S KEVEEYAM COLLEGE

Affiliated to University of Calicut

Accredited by NAAC with A Grade



THE ANNUAL QUALITY ASSURANCE REPORT

AQAR OF THE IQAC 2015-16

M E S KEVEEYAM COLLEGE
VALANCHERY, MALAPPURAM (Dist.)
KERALA – Pin-676552
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PREFACE

The higher education institutions have a key role to play in the all round development of their most important stakeholder, the students, leading them to nation building. Through scientific application of educational psychology, effective class room management, proper evaluation techniques, inculcation of research aptitude and overall by a systematic educational administration this goal can be achieved to a great extent.

Since its inception in 1981, M.E.S. Keveeyam College Valanchery, satisfactorily perform its duty of providing quality education to the socially and educational backward people of Malappuram and nearby districts of Kerala State. IQAC (Internal Quality Assurance Cell) of this college is playing a key role in ensuring the standards of education provided in this institution. All the members of various faculties, non teaching staff, management representatives, PTA members and all those associated with college are actively involved for the overall development of the institution.

I hereby acknowledge Dr. C. Rajesh, Coordinator and other members of IQAC for their laborious effort in the preparation of this report. I also express my sincere gratitude to the members of the staff and management for their help and contribution.

Lt (Dr.) P Mohamedali

Principal

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution	M.E.S. KEVEEYAM COLLEGE
1.2 Address Line 1	Valanchery P.O.
Address Line 2	Malappuram Dt.
City/Town	Malappuram
State	Kerala
Pin Code	676552
Institution e-mail address	principal@meskvmcollege.org
Contact Nos.	Phone: 0494 2644380 (O), Fax: 0494 2642642
Name of the Head of the Institution	Lt. (Dr) P Mohamedali
Tel. No. with STD Code:	Phone: 0494 26443
Mobile:	9539000112
Name of the IQAC Co-ordinator:	Dr. C. Rajesh
Mobile:	9446768376
IQAC e-mail address:	iqac.meskvm@gmail.com
1.3 NAAC Track ID	KLCOGN13442
1.4 Website address:	www.meskvmcollege.org

Web-link of the AQAR:

<http://www.meskvcollege.org/iqac.php>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	72	2007	2012
2	2 nd Cycle	A	3.28	2015	2020

1.6 Date of Establishment of IQAC :

09/06/2007

1.7 **AQAR for the year (for example 2010-11)****2015-16**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

AQAR 2014-15 submitted on 19-06-2015

1.9 Institutional Status

University	State		
Affiliated College	Yes		
Constituent College	Yes		
Autonomous college of UGC	No		
Regulatory Agency approved Institution	No		
Type of Institution	Co-education		
Financial Status	Rural		
Grant-in-aid	✓	UGC 2(f)	✓

UGC 12B	✓		
Grant-in-aid + Self Financing	✓	Totally Self-financing	

1.10 Type of Faculty/Programme

Arts	✓	Science	✓	Commerce	✓
PEI (Phys Edu)		TEI (Edu)		Law	
Engineering		Health Sciences		Management	

Others: NIL

1.11 Name of the Affiliating University (*for the Colleges*)

University of Calicut, Kerala

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	NO		
University with Potential for Excellence	NA	UGC-CPE	NO
DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	YES	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (Specify)	NO
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1	No. of Teachers	11												
2.2	No. of Administrative/Technical staff	2												
2.3	No. of students	1												
2.4	No. of Management representatives	2												
2.5	No. of Alumni	1												
2.6	No. of any other stakeholder and community representatives	1												
2.7	No. of Employers/ Industrialists	1												
2.8	No. of other External Experts	2												
2.9	Total No. of members	21												
2.10	No. of IQAC meetings held	8												
2.11	No. of meetings with various stakeholders: <table><tr><td>Stakeholders</td><td>No. of Meetings</td></tr><tr><td>Faculty</td><td>4</td></tr><tr><td>Management</td><td>1</td></tr><tr><td>Non Teaching staff</td><td>1</td></tr><tr><td>Students</td><td>1</td></tr><tr><td>Alumni</td><td>1</td></tr></table>		Stakeholders	No. of Meetings	Faculty	4	Management	1	Non Teaching staff	1	Students	1	Alumni	1
Stakeholders	No. of Meetings													
Faculty	4													
Management	1													
Non Teaching staff	1													
Students	1													
Alumni	1													
2.12	Has IQAC received any funding from UGC during the year?	NO												
2.13	Seminars and Conferences (only quality related)													

	<p>(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC</p> <table border="1" data-bbox="422 336 1281 689"> <tr> <td>Total No.</td><td>3</td></tr> <tr> <td>International</td><td>0</td></tr> <tr> <td>National</td><td>0</td></tr> <tr> <td>State Level</td><td>3</td></tr> <tr> <td>Institution Level</td><td>3</td></tr> </table>	Total No.	3	International	0	National	0	State Level	3	Institution Level	3
Total No.	3										
International	0										
National	0										
State Level	3										
Institution Level	3										
	<p>(ii) Themes</p> <p>(1) Paedagogical approaches and ICT enabled facilities in effective teaching learning</p> <p>(2) Improving Communication skill</p> <p>(3) Crash of Oil Price and West Asian Politics</p>										
2.14	<p>Significant Activities and contributions made by IQAC</p> <p>IQAC contributed the overall developmental and academic activities of the institution. IQAC encouraged the teachers to undertake minor and major research projects. The internal examination system was strengthened. Many student centred activities were organised under the guidance of IQAC. Quality improvement programmes for faculties were organised. New programmes were introduced as per the recommendations of IQAC. Effective feedback mechanism helped teachers understand their strengths and weakness.</p>										
2.15	<p>Plan of Action by IQAC/Outcome</p> <p>The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *</p>										

<i>Plan of Action</i>	<i>Achievements</i>
Participation of faculty members in the Professional Development Programmes conducted by University Human Resource Centre may be encouraged	Four faculty members attended orientation programmes and one faculty member attended refresher programme in various HRDSCs.
Faculties having PhD may apply for at least one major research project in the coming year and others should apply for UGC minor projects.	Three faculty members have submitted proposals to UGC for minor research projects. One MRP has been sanctioned
Paper presentations/participation in international/national seminar may be encouraged. All the faculty members should have attended at least one National seminar in other institutions in a year	Most of the faculty members attended at least one National seminars in the last academic year. Three of the faculty members have attended international seminars
Students should be made aware of all kinds of scholarships available to them and should be encouraged to apply for them. Regular monitoring of the sanction of the scholarships and the amount received should be done.	Scholarship cell is strengthened. All the departments have one faculty member in charge of scholarships under a nodal officer in the college.
Remedial Coaching programme should be strengthened	Remedial coaching classes are conducted regularly
Use of library and general reading may be encouraged by giving seminars/presentations/debates in general topics.	Some of the departments are conducting quizzes and debate competition on contemporary issues.
INFLIBNET usage should be promoted	INFLIBNET facility is available to all students in the network resource centre at library.
Walk with a Scholar Programme may be	Walk with a programme is running

improved in its implementation as per the guidelines of Govt. of Kerala	with activities including motivational visit to academic institutions, interaction with academicians etc.
Employment Information Cell may take serious steps to conduct more number of campus recruitment drives. They may launch a regular programme to improve the communication skills of the students	Students have been given opportunity to participate in recruitment drives organised by different agencies. In order to improve the communication skill of students, department of English launched a programme called 'Lingua Competencia'.
Participation of students in competitions conducted by other institutions and agencies may be improved	Many of the students have won prizes in various competitions held by other institutions and agencies.
IQAC promoted the use of ICT enabled facilities in the institution	The use of ICT has been improved.

\ * Academic Calendar attached as Annexure I

2.15	Whether the AQAR was placed in statutory body? Provide the details of the action taken	Yes, Management Analysed the steps taken by IQAC for quality enhancement of the institution and made suggestions for improvement.
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Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	0	0	0
PG	4	2	2	0
UG	7	2	2	0
Certificate (Add On)	2	0	0	0
Total	14	4	4	0

New Programmes added during 2015-16

1. M Sc Zoology
2. M Sc Computer Science
3. B Sc Psychology
4. B Com Finance

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Choice Based Credit Cum Semester

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15
Trimester	0
Annual	0

1.3 Feedback from stakeholders*

Alumni	✓	Parents	✓	Employers	
Students	✓				

(On all aspects)

Mode of feedback :

Online		Manual	✓
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**Analysis of feedback provided in Annexure II*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

CCSS revised by University of Calicut based on the recommendations of Hridayakumari Commission. Seven point grading system introduced for the first semester UG students.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Psychology department was introduced last year

Criterion – II**2. Teaching, Learning and Evaluation****2.1 Total No. of permanent faculty**

Total	Assistant Professors	Associate Professors	Professors	Other
31	21	10	0	0

2.2 No. of permanent faculty with Ph.D.

9

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty	0
Visiting Faculty	1
Temporary faculty	28

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	46	96
Presented	2	4	2
Resource Persons	0	5	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. ICT enabled smart class rooms
2. College website has a unique provision for discussion of students with teachers on academic contents.
3. The website contains uploaded study materials and previous question papers which the students can download
4. Remedial coaching

2.7 Total No. of actual teaching days during this academic year

192

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Examination reforms are implemented by affiliated University

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

(a) A M P Hamza, Dept. of Physics is member of Faculty of Science, Calicut University.

(b) U Sailaja, Dept. of Physics is Chairperson of UG Board of Studies, Physics, Mampad College(Autonomous)

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage: (2015 Outgoing batches)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B Sc Polymer Chemistry	29	0.0	3.4	17.2	48.3	69.0
B A English	35	2.9	11.4	57.1	22.9	94.3
B Com	56	5.4	32.1	28.6	33.9	100.0
B Sc Zoology	24	0.0	16.7	20.8	29.2	66.7
B Sc Physics	32	3.1	6.3	18.8	40.6	68.8
M Com	20	15.0	20.0	20.0	35.0	90.0
M Sc Polymer Chemistry	12	0.0	0.0	8.3	91.7	100.0
M A English	7	14.3	0.0	57.1	28.6	100.0

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC Coordinator is a member of the Academic Monitoring Cell and Internal Evaluation Cell. IQAC contributes with creative suggestions for improvement of the teaching and learning outcome.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	3
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	0	0	6
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC has taken initiatives in the setting up of research laboratory for Chemistry.
- IQAC encouraged the undertaking of minor research projects by faculties
- Seminar presentations of post graduate students have been encouraged.
- IQAC encouraged the participation of teachers in National and International seminars

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	0
Outlay in Rs. Lakhs		25,69,600		0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	1	0	2
Outlay in Rs. Lakhs	310000	60000	0	800000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	2	
Non-Peer Review Journals	0	2	
e-Journals			
Conference proceedings	2	5	0

3.5 Details on Impact factor of publications:

Range	1.5	Average		h-index		Nos. in SCOPUS	
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3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2015-2018	Kerala State Council for Science Technology and Environment (KSCSTE)	1725600	1017720
Minor Projects	2014-16	UGC	310000	225000
Interdisciplinary Projects	NIL			
Industry sponsored	NIL			
Projects sponsored by the University/ College	NIL			
Students research projects (<i>other than compulsory by the University</i>)	NIL			
Any other(Specify) FIST (DST)	2015-2020	DST	8000000	6950000
Total			10035600	8192720

3.7 No. of books published

With ISBN No.	1
Chapters in Edited Books	1
Without ISBN No.	0

3.8 No. of University Departments receiving funds : NA

3.9 For colleges

Autonomy	0
CPE	0
DBT Star Scheme	0
INSPIRE	0
CE	0

Dr.Jisha VS has been granted Dr.C.V Raman fellowship for post doctoral studies in USA by UGC.

3.10 Revenue generated through consultancy : 0

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	3	4	0	10
Sponsoring agencies		UGC	KSHEC, College Management		College Management

3.12 No. of faculty served as experts, chairpersons or resource persons : 3

(1) Dr. Sailaja U (Department of Physics)

(2) Prof. C K Hassan (Department of Commerce)

(2) Dr.C.Rajesh (Department of Chemistry)

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year: 2

3.15 Total budget for research for current year in lakhs :

From funding agency	1077720	From Management of University/College	0
Total	1077720		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

1.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them: 1, One student registered

3.19 No. of Ph.D. awarded by faculty from the Institution

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	0	SRF	0
Project Fellows	0	Any other	0

3.21 No. of students Participated in NSS events

Level	No. of Students participated
University	10
State	0
National	0
International	0

3.22 No. of students participated in NCC events

Level	No. of students participated
University	7
State	0
National	0
International	0

3.23 No. of Awards won in NSS: NIL

3.24 No. of Awards won in NCC: NIL

3.25 No. of Extension activities organized

University forum	0	College forum	9
NCC	3	NSS	7
Any other	0		

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Seminar on drug abuse was held for school students by Circle Inspector, Excise Department, Tirur.
2. Principal handed over Rs 1 lakh and five thousand collected by students for treatment of Karthik suffering from cancer disease
3. Chembuds: The extension wing of Department of Chemistry conducted a one day workshop for higher secondary students.
4. A cycle rally was conducted by the students under Bhoomimithra sena from Valanchery to Wyanad in connection with environment protection awareness campaign.
5. Department of Chemistry organised a workshop on making of paper bags.
6. As part of the programme “ Pusthakam suhruth Vayana vazhikkatti” (Books-Friend and Guide) being launched by the youth wing of MES, books were handed over to the libraries of various institutions.

Activities of NSS

- Planted tree sapling in the campus on world environmental day.
- Observation of International Day against Drug Abuse and illicit traffic
- Fund raising for the treatment of cancer patient
- Road and safety awareness class to college students
- Road safety awareness class to school and college students
- Class on cyber crime

Criterion – IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	93077.7 sq mtr	0		
Class rooms	31	4	Management	35
Laboratories	6	3	UGC+ Management	6
Seminar Halls	2	1	UGC+ Management	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	9	DST-FIST	9
Value of the equipment purchased during the year (Rs. in Lakhs)				70.77416

4.2 Computerization of administration and library

All the departments are equipped with computer and internet facility. Office is also fully equipped with computers and internet. Library is fully digitalised and provides internet access facility to students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2,608	734452	55	20907	20907	755359
Reference Books	1,010	686392	51	126990	1061	813382
General Books	11,934	2197472	899	420087	12833	2617559
e-Books	5000					
Journals	66	51,522	4	1000	70	64339
e-Journals						
Digital Database						
CD & Video	361					
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Inter net	Browsing Centres	Computer Centres	Office	Depart ments	Others
Existing	126	3	76	1	1	1	6	Instru mentat ion room
Added	23	1	15	0	0	0	1	Instru mentat ion room
Total	149	4	91	1	1	1	7	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

- New Computer Lab set up with assistance from DST-FIST. It is equipped with 1 server, 11 PCs, 2 Printers, LAN connection, internet facility
- Optical Fibre supported internet facility
- 9 class rooms are made SMART by equipping with LCD projectors
- Internet and Wi-Fi connectivity expanded. 3 new Wi-Fi ports installed

4.6 Amount spent on maintenance in lakhs:

i)	ICT	207212
ii)	Campus Infrastructure and facilities	2996196
iii)	Equipments	653743
iv)	Others	0
	Total :	715820

Criterion – V**5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

IQAC takes serious steps to make the students aware of various student support services like remedial coaching, minority coaching, entry into service coaching, walk with a scholar, student support programme, career information cell etc. The information about various scholarships are also provided to students. IQAC ensures that all the services are properly made available to students.

5.2 Efforts made by the institution for tracking the progression

The progresses of the students are assessed after each internal examination and parent meetings are arranged.

Based on the performance in the internal examination, needy students are given remedial coaching. These classes are arranged in the morning and evening. In addition to this special coaching is given and study materials supplied to minority students. Coaching for various examinations like NET/JRF is given.

The placement cell of the college makes all effort to arrange recruitment drives and ensure the participation of our students in recruitment drives conducted at various places.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
791	131	1	0

(b) No. of students outside the state

0

(c) No. of international students

0

	No	%
Men	243	26.4
Women	679	74.6

Last Year						This Year					
Gen eral	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
83	134	0	50	4	746	97	144	0	681	5	922

Demand ratio: UG 51.5/1 PG: 9.43/1 Dropout % 2

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Departments of Chemistry and Commerce provide coaching to NET. Classes are arranged on all Saturdays. External experts are also invited for handling classes.

No. of students beneficiaries: 72

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidanc

Counseling and career Guidance Centre function actively in the campus with an objective to bring about a voluntary change in the student. We make use of the service of eminent psychologists. The counseling sessions are conducted as and when there arises a demand for the same. Such sessions help the students to solve the problems in academic as well as personal life. The counseling centre of the college keeps a proper record of the students who underwent individual counseling sessions. At the beginning of each academic year parental counseling is arranged. Pre marital counseling is also arranged for students.

5.7 Details of campus placement:

- Students of our institution participated in the career fares organised by various agencies: 70
- Ms. Niveditha (Dept. Of Computer Application) got placement in recruitment drive.

5.8 Details of gender sensitization programmes

College has a very active Woman Empowerment Cell. College has duly recognized the importance of uplift of women folk of the society. In the light of increasing number of atrocities against women, the Woman Empowerment Cell of the college conducted programmes to instill courage and enhance confidence in women.

- College Women Development cell and Kerala Police organized an un armed combat training to Girl students
- Women Empowerment Cell conducted a one day enrichment programme for students named “Tarang’

5.9 Students Activities

5.9.1. No. of students participated in Sports, Games and other events

State/ University level	26
National level	1
International level	1

No. of students participated in cultural events

State/ University level	85
National level	0
International level	0

5.9.2. No. of medals /awards won by students in Sports, Games and other events Sports

State/ University level	11
National level	0
International level	0

Cultural

State/ University level	15
National level	0
International level	0

5.10 Scholarships and Financial Support

	Number of students	Amount*
Financial support from institution	15	
Financial support from government	247	
Financial support from other sources		
Number of students who received International/ National recognitions		

**Scholarships are online and the amount is transferred to the bank account of student*

5.11 Student organised / initiatives

Fairs	: State/ University level	1	National level	0	International level	0
Exhibition:	State/ University level		National level	0	International level	0

5.12 No. of social initiatives undertaken by the students

6

5.13 Major grievances of students (if any) redressed: Grievance redressal cell if functioning in the college.

There were no such major grievances from the students last year.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Be 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 larger community.

Mission

- To fulfill meaningfully the higher educational aspirations of the young men and women of the socially and economically backward area by equipping them with the enabling knowledge and skills for achieving upward mobility.
- To make every effort, as a young institution for horizontal and vertical growth with more custom made courses in diverse disciplines at UG and PG levels with state of the art facilities for teaching and learning.
- To strive continuously, to maintain and improve quality standards in all curricular and co-curricular activities creating a benchmark for excellence.
- To offer students a wholesome campus experience where they will learn along with the boundless pleasures of pursuing knowledge, the principles and practices of a harmonious vision of life to emerge as fine human beings and worthy citizen of a dynamic, pluralistic, egalitarian world.

6.2 Does the Institution has a management Information System: Yes

MES Keveeyam College has a new web oriented information management system (Total Campus Solutions). This online software is helpful in managing of all information relating to the college, including the admission process, time table, attendance of students, issue of TC, feedbacks etc. We are planning to elevate this online interface as an information bridge linking the college Administration, Faculty, Students and Parents. Through this system, the college administration and faculty can update/manage the complete data base of students. This data base can be available online for students and parents through the login provided to them.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

It is the role of the affiliated university to design curriculum for different programmes. The faculties of different departments actively participate in the workshops being organised by the University in this regard.

6.3.2 Teaching and Learning

- Teachers are encouraged to use modern ICT facilities for effective communication in the class rooms.
- Faculty development programmes are conducted to enrich the faculties.
- Internal evaluation system is functioning very properly and interaction with the parents is held after internal examinations.
- Remedial coaching is provided to weak students.
- Internet facilities are made available to students.
- New books and journals are added to the library to enrich the knowledge base.
- Students are encouraged to use web resources.

6.3.3 Examination and Evaluation

External examinations are conducted at the end of each semester by the affiliated University. Internal examinations are conducted under the Evaluation cell twice in a semester. Internal scores are published promptly and parent meetings are held periodically.

6.3.4 Research and Development

Research promotion council is functioning in the college. Faculties are encouraged to undertake major and minor research projects. They are also encouraged to participate in International/National conferences or seminars.

Department of Chemistry has been recognised as research centre by University of Calicut. PhD students have joined in the centre. A new research block is set up and is equipped with modern instruments.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library monitoring committee is functioning in the college. New books and journals are added to the library to enrich the knowledge base. ICT monitoring cell has contributed creatively for the updation of college web site with novel features.

6.3.6 Human Resource Management

Faculty development programmes are organised under the aegis of IQAC. Collaborative professional development programme (CPDP) was started. Our Principal Dr. P Mohamedali participated in the API consultation meeting at UGC SWRO, Bangalore representing the Principals of Kerala.

6.3.7 Faculty and Staff recruitment

Recruitment of the Faculty and other staff are done by MES Central Management Committee in tune with all the norms proposed by government. Merits of the candidates are given preference in appointments.

6.3.8 Industry Interaction / Collaboration

Various departments have established collaboration with different industries and other organisations.

6.3.9 Admission of Students

Admissions to various programmes are done strictly following the norms of the University. In 2015-16, University of Calicut has changed the admission process to online mode. Admissions to management quota seats are done considering the merit of the candidates.

6.4 Welfare schemes for

Teaching	Yes.
Non teaching	Yes
Students	Financial assistance to economically backward students

6.5 Total corpus fund generated: Rs.6124325

6.6 Whether annual financial audit has been done ? Yes

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	Yes	Deputy Director, Collegiate Education	Yes	IQAC

6.8 Does the University/ Autonomous College declare results within 30 days? NA

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?
NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/
constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Alumni contribute significantly towards the development of infrastructure, library, learning resources and other facilities of the college. Alumni provide financial assistance to weaker students. They contribute books to library. They undertake the furnishing of some of the newly constructed rooms.

6.12 Activities and support from the Parent – Teacher Association

Parent Teachers Association is always active in the overall development of the college. Last year also they contributed generously for various activities of the institution. Endowment scholarships were given to students who have special achievement in arts and sports.

1. Rs 15,000 were provided to Arabic department for the purchase of library books.
2. PTA is paying Rs 200 per month for clearing the waste from the class rooms.
3. For buying new books and to bind the old books in the library a sum of Rs 14,340 was given by PTA.
4. PTA sanctioned Rs 62,130 for participating students in the C zone festival

5. PTA award to rank holders Rs 8500
6. For Music club Rs 8025 granted.
7. For Sports Rs 20,927 granted.

6.13 Development programmes for support staff: NA

6.14 Initiatives taken by the institution to make the campus eco-friendly

The National Service Scheme has begun a campaign on less plastic campus. Department of Zoology has set up a project called “Nammude Maram”(Tree Plantation Drive).

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

(a) Lingua Competencia

This was a project launched by the Department of English to improve the communication skill of students of the institution. During the NAAC Peer team visit in January 2015, it was recommended that measures may be taken to improve the communication skill of students. 30 Students were selected initially on the basis of an interview and they have been given training to improve their skills of communication. The training module included group discussions, mock plays, public speaking etc.

(b) Student Techie

This programme was launched by the Department of Computer Application this year. Our institution has a very well established ICT infrastructure. It includes more than 150 computers occupied in three computer laboratories, various departments, office and smart class rooms. The systems are connected through LAN and the campus has WiFi connectivity. The budget for the maintenance of these ICT instruments is very high. Student techie scheme envisages training of students on the hardware and software such that they can assist the institution in maintenance of the system. Through this they will get an experience in computer softwares, hardware and networking which enable them to get placement in good companies after their study. For this purpose selected students are given well versed training on computer software, hardware and networking. Experts from various institutions handled classes for the students. This year we have 25 student techies who got training.

(c) Collaborative Professional Development Programme (CPDP)

This programme aims at strengthening various skills of faculty members and administrative staff for their professional development. Under this project, two workshops were organised this year. One of them was aimed at improving the communication skill in English and other on pedagogical approaches and digital technologies for effective teaching-learning.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Action taken
Strengthening of IQAC as per the recommendations of NAAC peer team	Measures have been taken to strengthen IQAC. All the activities of the college is being organised under the monitoring of IQAC. Internal auditing of various departments is being conducted. Feedback is taken from various stakeholders and remedial measures suggested.
Promotion of Research culture as recommended by NAAC peer team	The construction of new research block was completed and well furnished. The equipments purchased under DST-FIST scheme are installed and a currently a well equipped research centre in Chemistry is functioning in the college. Dr.C.Rajesh has got guideship from Calicut University and one student has enrolled under him for PhD.
Improving the communication skill of students as recommended by NAAC peer team.	Department of English has started a project 'Lingua Competencia' as per the suggestion from IQAC in order to train students on communication skills.
Faculty improvement programmes	Last year two work shops were conducted for faculty development.
To strengthen student support schemes	ASAP introduced in the campus. Walk with a scholar, Scholar support programme, Career guidance cell, etc. are functioning well.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

****Details are Provided in Annexure III and IV***

7.4 Contribution to environmental awareness / protection

- **Tree plantation**

NSS conducts Tree Plantation Drive (**NAMMUDE MARAM PROJECT**) to celebrate **World Environmental Day**. In connection with world environmental day dozens of saplings are planted in the campus.

- **Vegetable Garden And Pipe Compost constructed and maintained by students of Department of Chemistry**

- **Conservation Of Traditional Medicinal Plants**

Susrutham – Herbal garden is maintained by the department of Zoology to make the new generation sentient of our year old practice of application of traditional medicinal plants. More than 150 traditional plants are conserved in our garden.

- **Biogas plant** is installed and it processes the waste generated in the canteen.
- **Solar Panels:** In an attempt to promote renewable energy resources, we have installed a pilot solar power plant. The solar energy is used for the working of the computers in the ICT lab.
- **Less plastic campus**

7.5 Whether environmental audit was conducted? No

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

8. Plans of institution for next year

1. Promotion of active research in Department of Chemistry which is now equipped with instruments procured using DST-FIST scheme.
2. Provide interaction with faculties of foreign universities by using virtual class room facility
3. Faculty members may be encouraged to register for PhD programme.
4. Encourage the publications of faculty members and students in reputed journals

5. In tune with institution's social responsibility undertake more outreach programmes
6. Elevate existing PG departments as Research Centres and start New PG programmes
7. To enlarge various student support activities
8. To organize faculty development programmes.

Name and signature of Coordinator of IQAC: Dr. C. Rajesh

Name and signature of the Chair person of IQAC: Lt (Dr.) P Mohamedali

Annexure I**Academic Calendar**

Month	Activity Planned
June	College re-opening after summer vacation
	Second internal examination for II Sem UG and PG
July	Model practical examination for IV semester PG students
	Academic auditing by IQAC
	UG admission
August	Model project viva for IV semester PG students
	PG admission
	First internal examination for I, III and V semester UG students
	Class PTA meetings of I, III and V semester UG students
	Model practical examination for II semester PG students
September	First internal examination for I and III semester PG students
	Class PTA meeting of I and III semester PG students
October	Second Internal Examination for I, III and V semester UG students
	Class PTA meetings of I, III and V semester UG students
November	Second internal examination for I and III semester PG students
	Class PTA meeting of I and III semester PG students

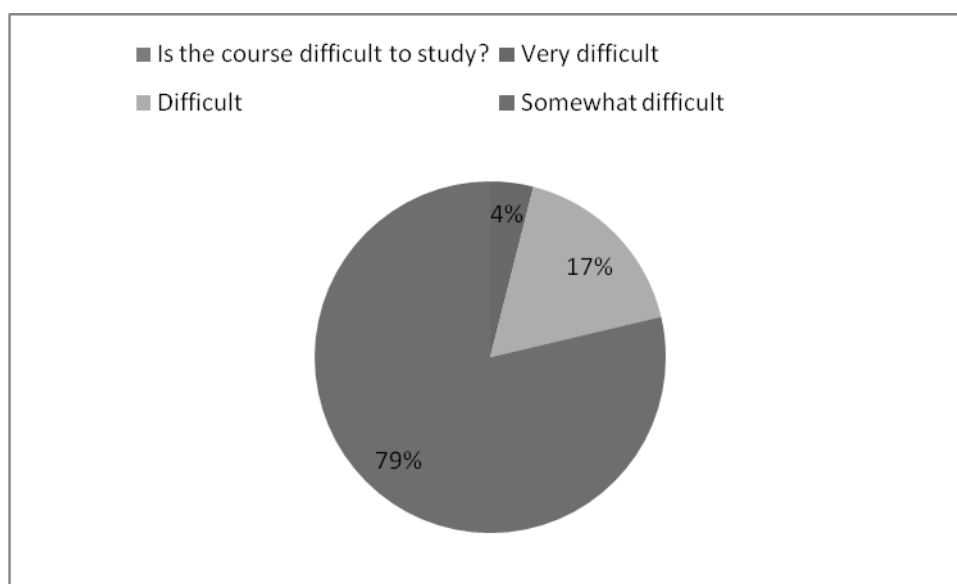
December	State/Regional seminars by Departments of Physics, Psychology
January	First internal examination for II, IV and VI semester UG students
	National Seminar by Department of Chemistry
	Study tour / industrial visit for V semester UG students
	Class PTA meetings of I, III and V semester UG students
February	State level seminar by Department of Languages
	Completion of Project of VI semester degree students
	First internal Examination for II and IV semester PG students
	Class PTA meeting of II and IV semester PG students
March	Departmental Auditing by IQAC
	Second internal examination for I, III and V semester UG
	Class PTA meetings of I, III and V semester UG students
	Model practical examination for 2 nd and 3 rd year degree students
	Model project viva for IV semester Degree students

Annexure II

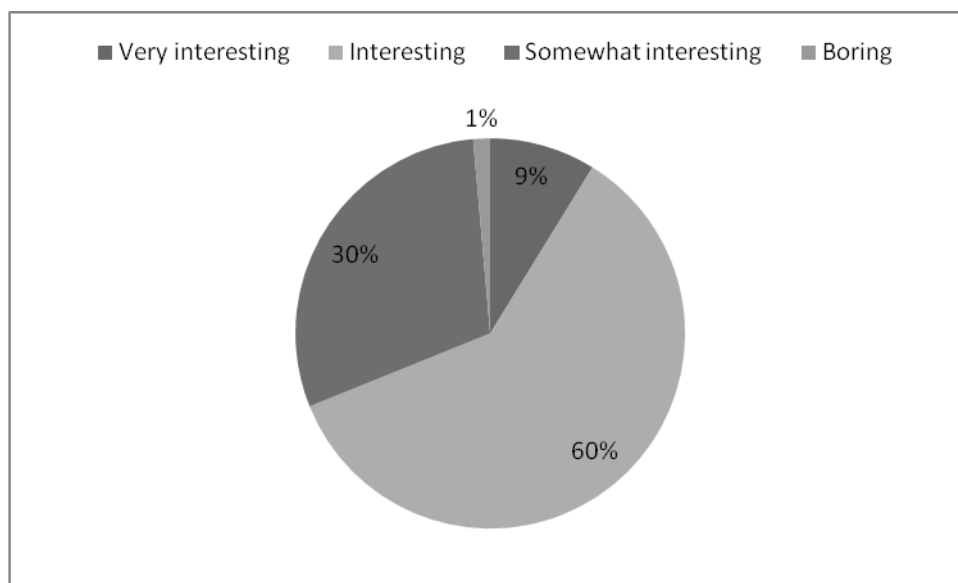
Feedback Analysis

Our institution maintains a powerful feedback mechanism. Feedbacks of the performance of the teachers and that of the programme and campus facilities are usually carried out at the end of the year. The responses in the feedbacks are analysed by the IQAC and suggestions are made for further improvement. Feed back on the performances of teachers will be intimated to them if it is not satisfactory. The analysis of feedback on campus and programme is given below where the responses are presented in percentage.

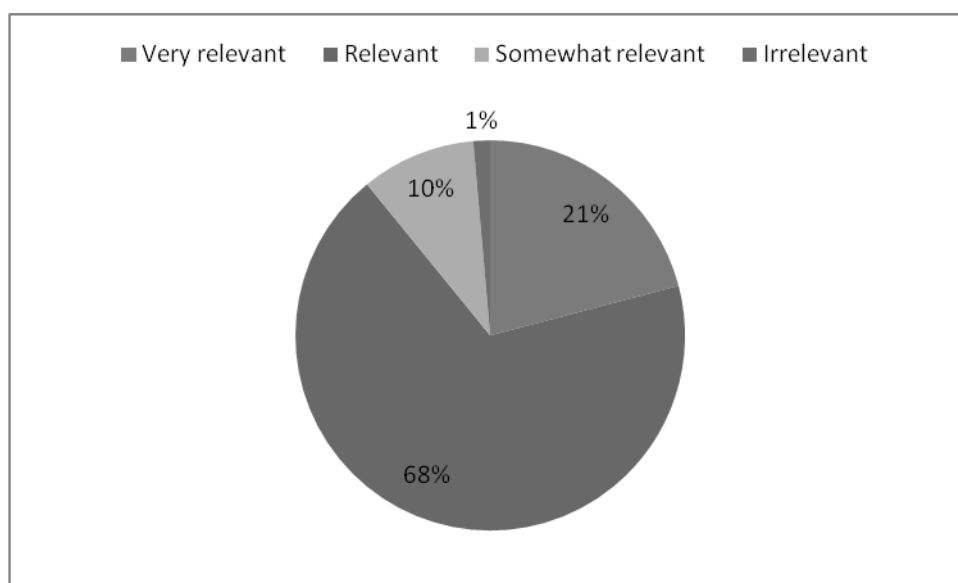
		Very difficult	Difficult	Somewhat difficult	Simple
1	Is the course difficult to study?	3.4	14.9	67.6	14.2



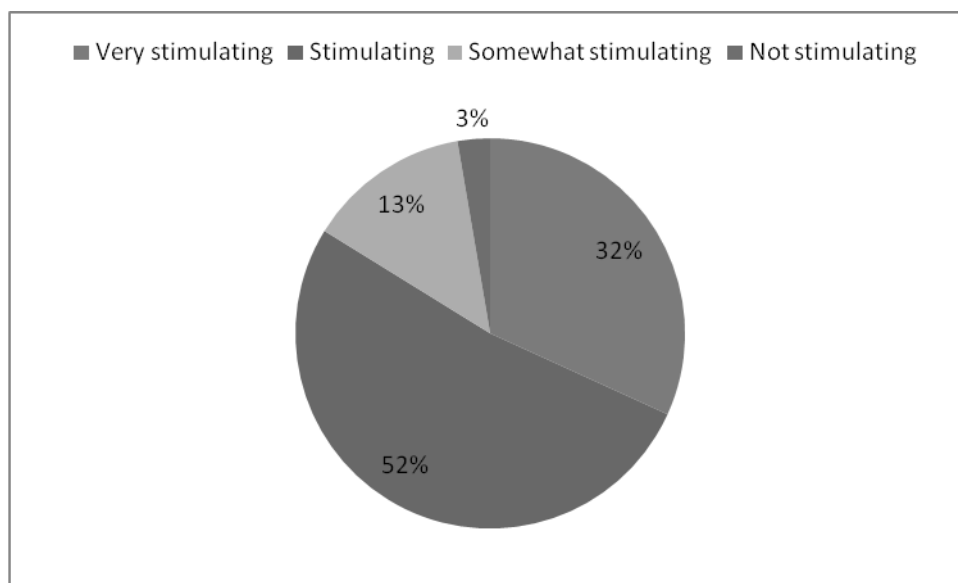
		Very interesting	Interesting	Somewhat interesting	Boring
2	Is the subject matter interesting?	8.8	60.1	29.7	1.4



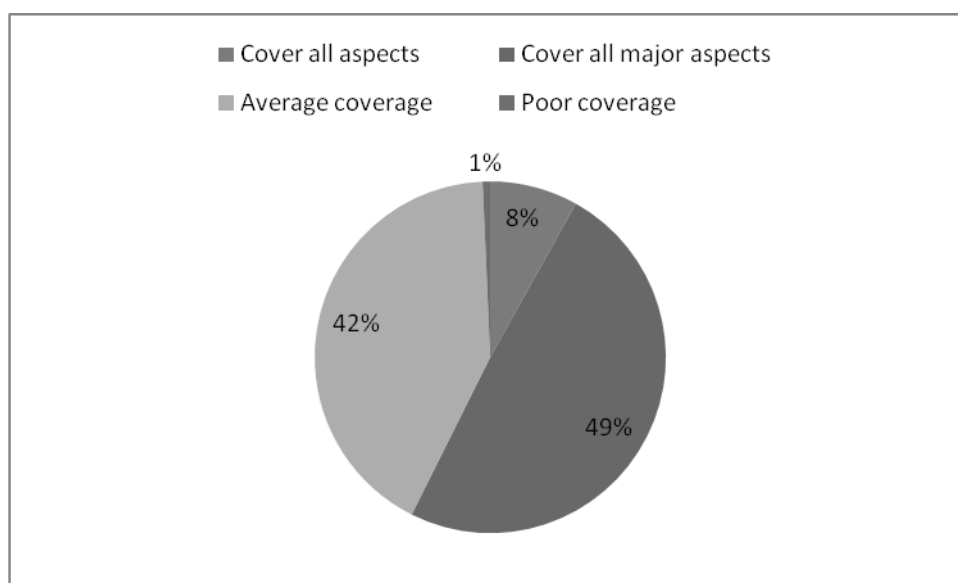
		Very relevant	Relevant	Somewhat relevant	Irrelevant
3	Is the course relevant to the programme offered?	20.9	68.2	9.5	1.4



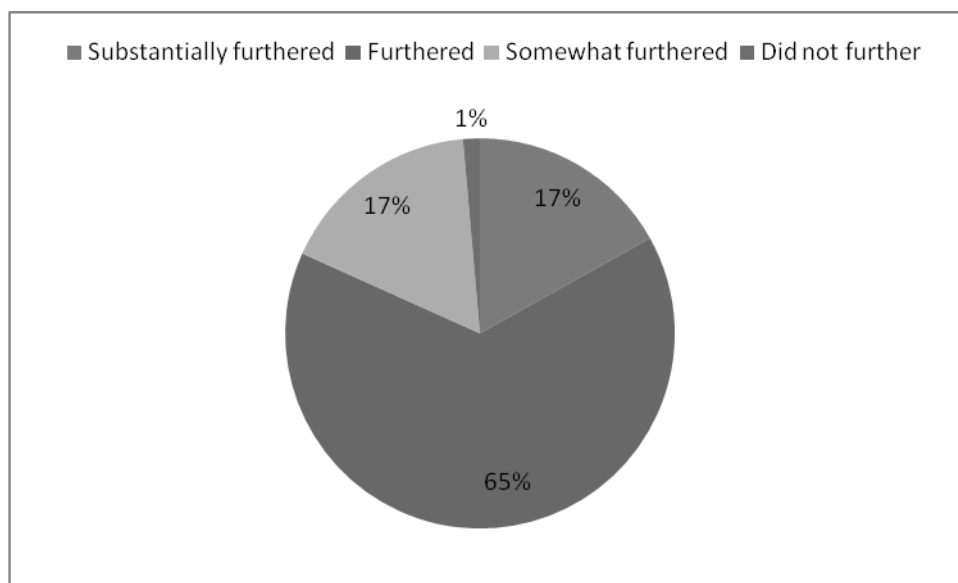
		Very stimulating	Stimulating	Somewhat stimulating	Not stimulating
4	Is the course stimulating to search for further knowledge?	31.8	52.0	13.5	2.7



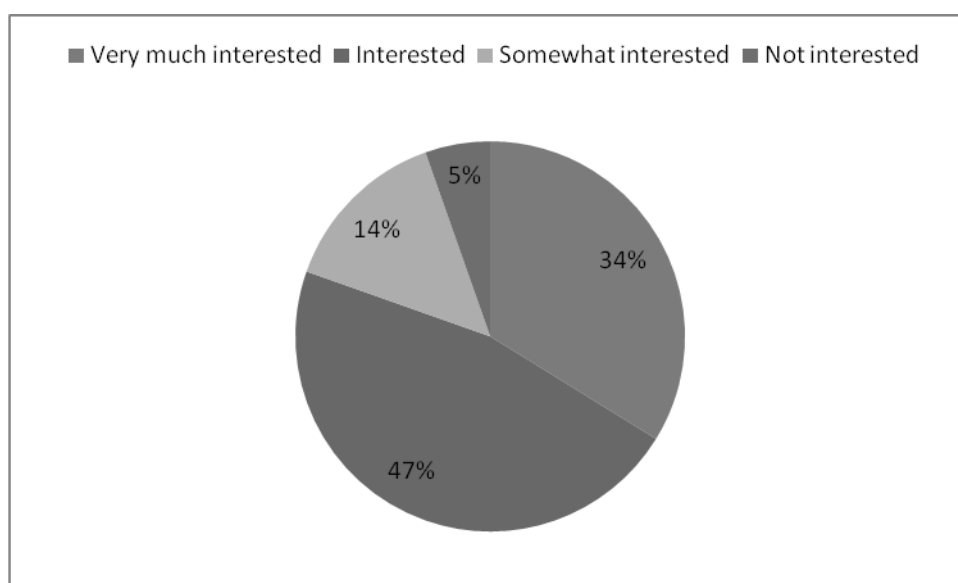
	Does the course cover all the aspects to be studied in the area?	Cover all aspects	Cover all major aspects	Average coverage	Poor coverage
5		8.1	49.3	41.9	0.7



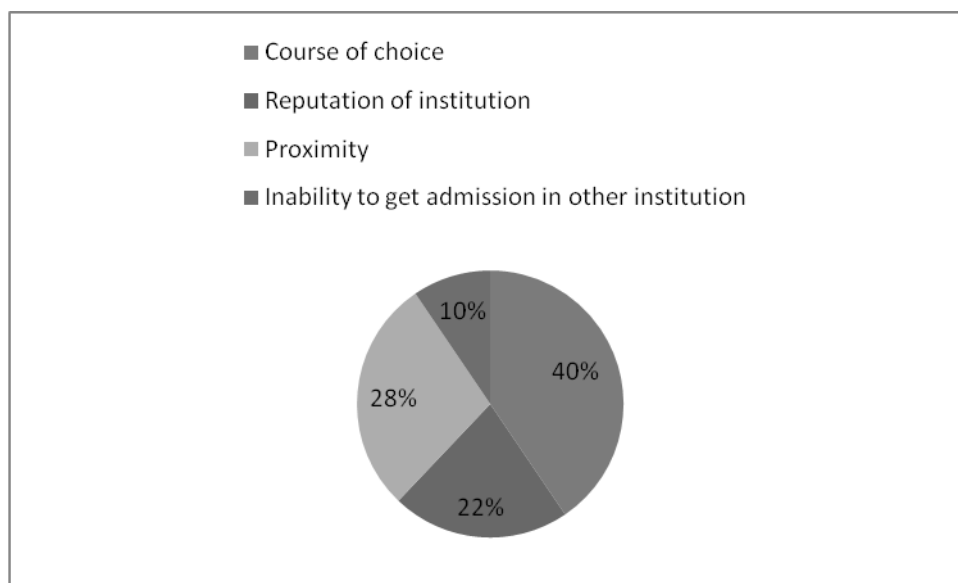
	Does the course further your knowledge	Substantially furthered	Furthered	Somewhat furthered	Did not further
6		16.9	64.9	16.9	1.4



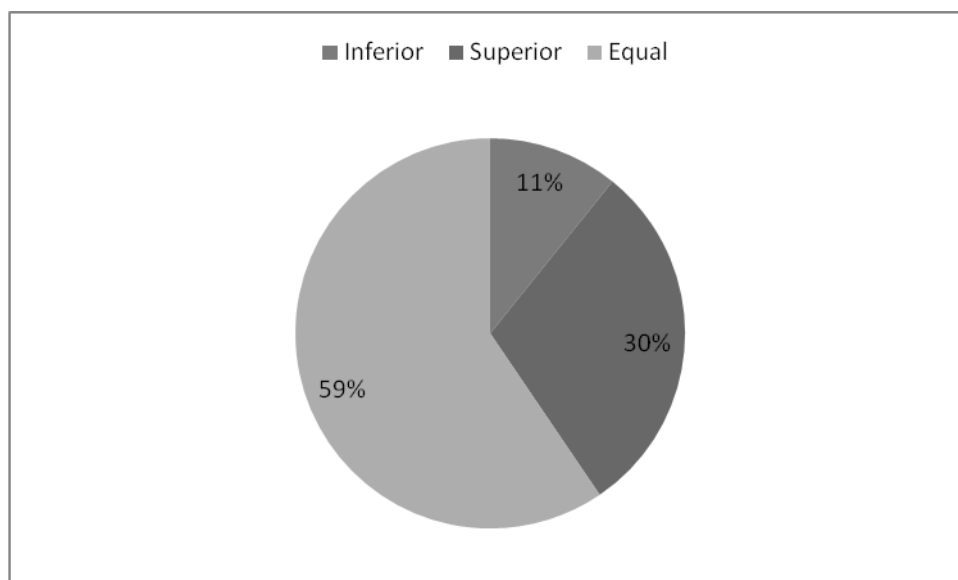
7	Will you be interested in undertaking further studies in the area	Very much interested	Interested	Somewhat interested	Not interested
		33.8	46.6	14.2	5.4



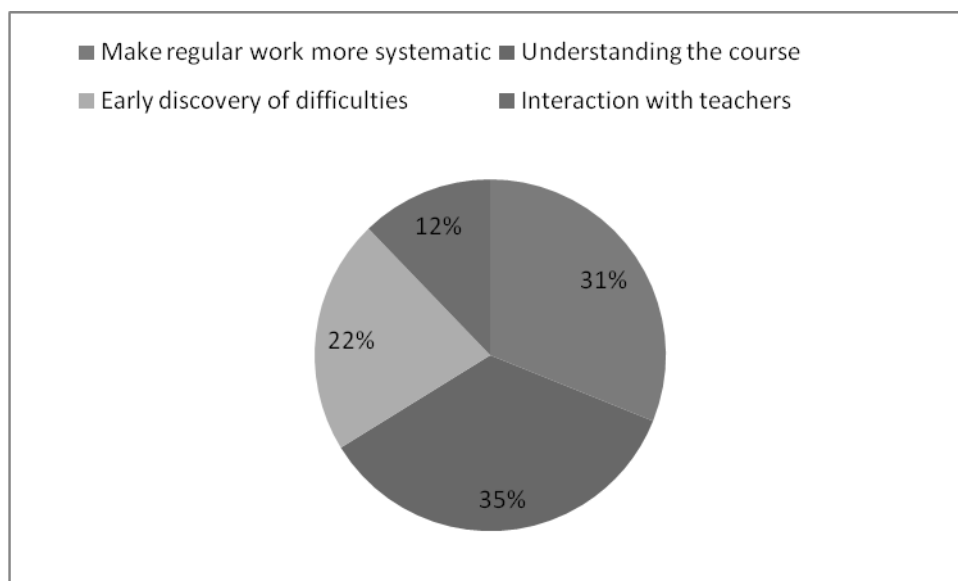
8	What made you to select the institution for your higher studies?	Course of choice	Reputation of institution	Proximity	Inability to get admission in other institution
		40.5	21.6	28.4	9.5



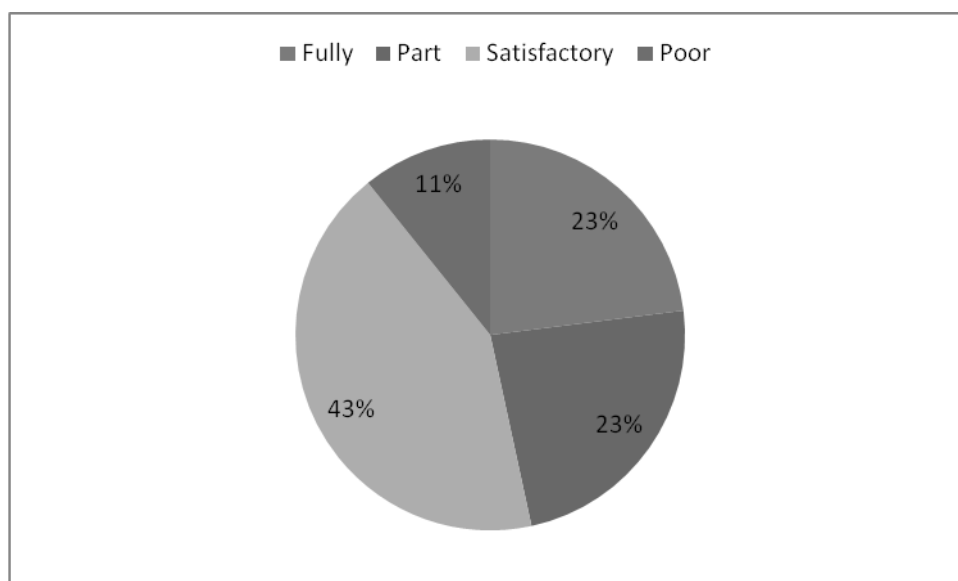
9	When you meet student who have taken a similar programme at other institution how do you feel?	Inferior	Superior	Equal
		10.8	29.7	59.5



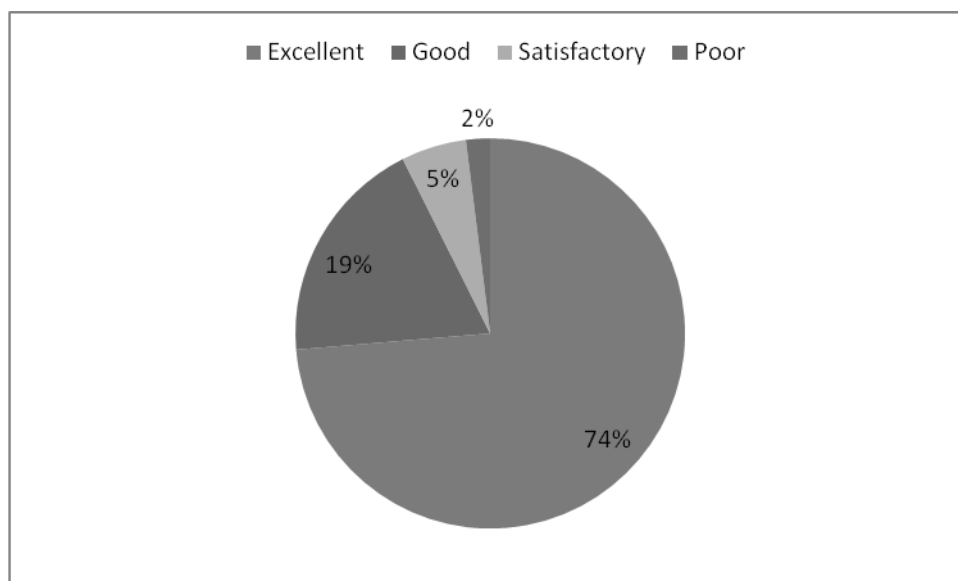
10	The internal assessment system helped you to	Make regular work more systematic	Understanding the course	Early discovery of difficulties	Interaction with teachers
		31.1	35.1	21.6	12.2



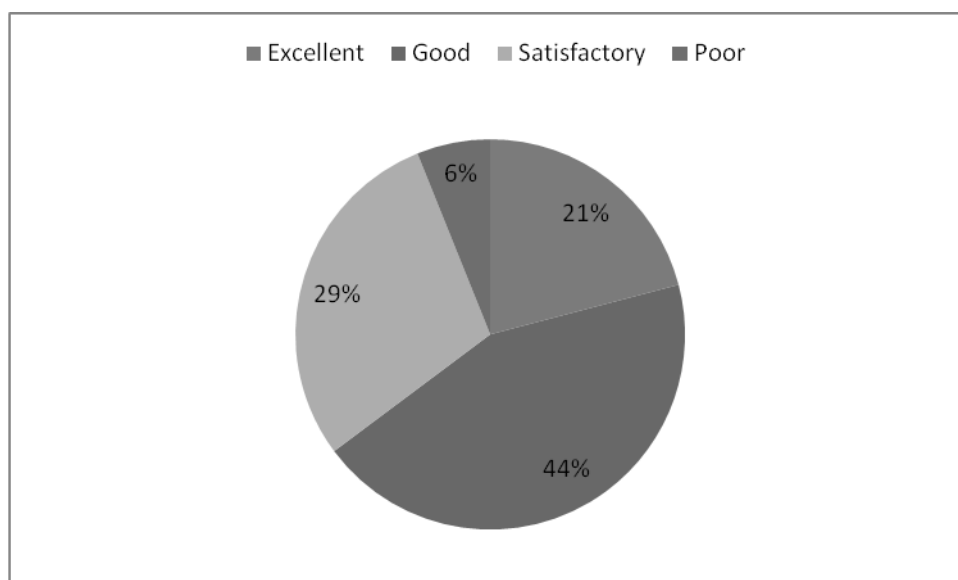
	Were the laboratories adequately equipped and properly maintained?	Fully	Part	Satisfactory	Poor
11		23.0	23.6	42.6	10.8



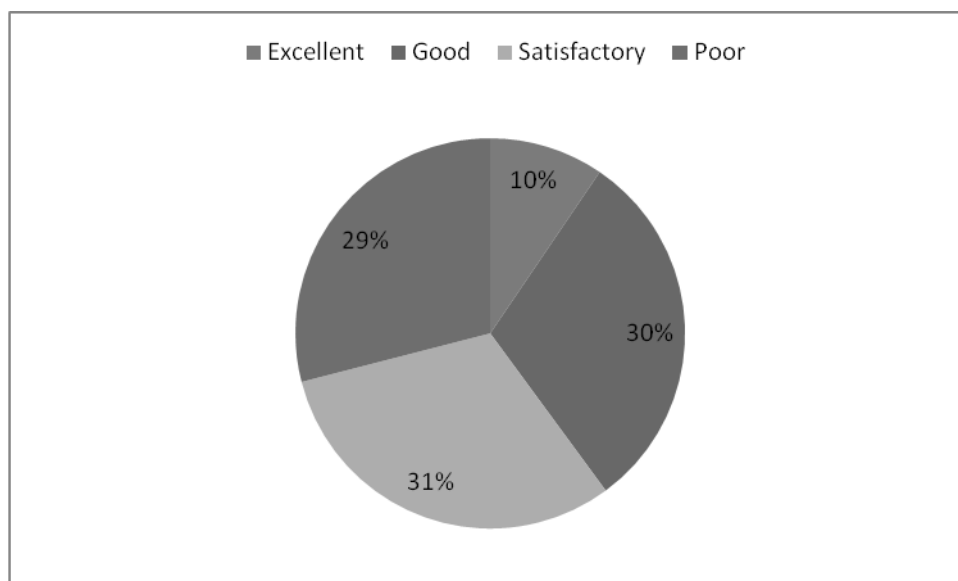
	How do you rate the college library?	Excellent	Good	Satisfactory	Poor
12		73.6	18.9	5.4	2.0



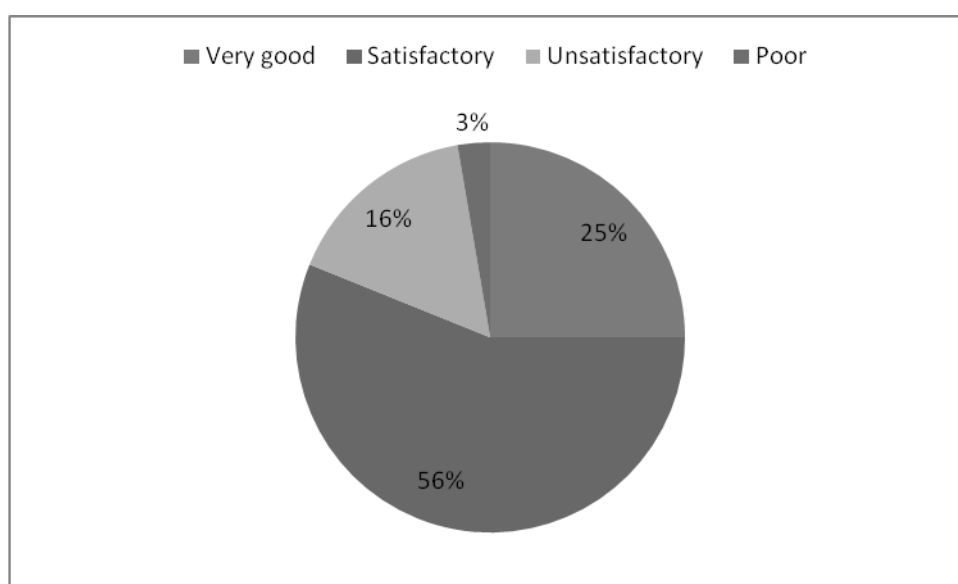
	How do you rate the sanitation facilities provided in the campus?	Excellent	Good	Satisfactory	Poor
13		20.9	43.9	29.1	6.1



	How do you find the institution's administrative office?	Excellent	Good	Satisfactory	Poor
14		9.5	30.4	31.1	29



	How do you rate the student-teacher relationship in the institution?	Very good	Satisfactory	Unsatisfactory	Poor
15		25.0	56.1	16.2	2.7



Annexure III

Best Practice-1

1. Title of the Practice

Solace to the Destitute (Philanthropic activities)

2.Goal

The aim of education is not only to achieve academic excellence but also to fulfil one's responsibility towards society. In today's self-centred and materialistic world, it is very difficult to cultivate the culture of compassion and consideration to others, especially to the destitute. The college considers it as its moral responsibility to provide some solace to the less privileged sections of the society.

3. The Context

The socio-economic scenario in this part of the state has turned scores of senior citizens and mentally retarded people destitute and many young children are turned orphans. The neglect and loneliness meted out to them creates psychological problems in them. A sense of belonging is to be inculcated and an empathetic approach is needed for them. Such destitutes have taken abode in the Old-age Home, 'Pratheeksha Bhavan' (home of hope) and Juvenile Homes run by the state government. One such centre functions at Tavanur, located 12 kms away from the college, in which there are altogether 200 inmates.

Realizing the problems of the destitute, the college has taken up an initiative for their care, protection and well-being.

4. The Practice

Students of our college have taken the service to the aged and the neglected in as their responsibility. They have taken initiative to mitigate the problems of the aged, the mentally retarded and the orphans to some extent by providing timely care and solace to them in their neglected and miserable life. Students make frequent visit to these centres and spend a lot of time with the inmates, distribute sweets and involve them in games, sing songs and stage cultural activities which are very much enjoyed by the inmates. Each student donates minimum one rupee per day making it a considerable amount towards the end of the month. This amount along with the monthly contribution of the staff is used for serving a

grand feast each month for the inmates. They also collect dress materials from their houses and supply them to the inmates of old age home and Pratheeksha Bhavan. On special occasions the college sponsors a day's food for the inmates. In order to motivate and entertain the inmates of the Juvenile Home, our students conduct various competitions like painting, essay writing and cultural programme for them. In addition to this our students have also donated items like fan, sports kit, etc. Students belonging to Compulsory Social Service(CSS), National Service Scheme (NSS), National Cadets Corps (NCC) and Citizen Science Forum are at the forefront of this philanthropic initiative.

5.Evidence of Success

The endeavor of the students and the staff to understand the problems of the aged and the mentally retarded and their initiative to provide some relief to such destitute has been acclaimed by the society and as a result several other institutions have come forward with a helping hand to the destitutes at Tavanur.

6.Problems Encountered and Resources Required

The inmates of the old age home and Pratheeksha Bhavan really cherish the intimacy showered on them occasionally by the students of the college and they earnestly desire to have such visits frequently. But the distance of 12 Kms between the destitute centre and the college and also the heavy syllabi of the students make it difficult for the students to make such frequent visits as desired by the inmates. We have started to initiate the alumni to get involved in this philanthropic activity and thereby fulfilling the inmates longing for support and sympathy.

Contact Details

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Annexure IV

Best Practice-2

1. Title of the Practice

ICT Friendly Campus.

2. Goal

The main purpose behind this practice is to make the best possible use of Information and Communication Technology for improving teaching- learning, administrative purposes and to enhance library services.

3. The Context

New vistas are opening up in the wake of the ICT revolution. Our students should not be left in the dark in a fast changing world where information highway is getting updated every moment. Since the college is located in a rural backward area and most of the students are first-generation learners, the college has taken early initiative in introducing ICT in a big way. Uses of ICT facilities are also helpful to teachers in improving their teaching methods. It helps the administrative staff in managing the office work smoothly. The library services have become more systematized by the aid of ICT enabled facilities.

4. The Practice

- The college takes care to provide latest version of computers to all the departments. These are integrated into a local area network along with those in the Principal's office, library, administrative office etc.
- Broadband internet connectivity has been made available to all the terminals.
- A UGC-aided Network Resource Centre has all the required facilities like computers with internet connectivity, printer, fax, etc.
- Wi-Fi connectivity is provided in the campus.
- CCTV cameras are installed at strategic points to ensure better monitoring and surveillance of the campus and also to foster discipline.
- The PG Class rooms are made "SMART" by equipping with LCD projectors, interactive boards and internet connectivity.

- Students admitted to first semester were given orientation on the use of ICT enabled facilities of the institution. They are encouraged to present seminars in Power Point mode.
- College website has been updated with unique features like ‘Students Corner’ where the students can download study materials; previous question papers and interacts with the teachers through user login.
- “e-master”, the centralised public address system, has been installed in the college. Public address systems are installed in all classes and networked. Ringing of bell at scheduled times is fully automated. Any announcements can be made to the whole college or particular classes from a central console. A day in the college opens with a prayer in the morning and ends with national anthem, aired over the E-master system.
- Office automation has considerably increased the efficiency of the administrative activities and has made the procedures more transparent.
- The library is fully computerized, supported by user friendly software packages. The Central Access System helps the borrowers to trace the books easily.
- The college has also many of the latest gadgets like digital camera, OHP and LCD projector.
- A new project entitled ‘Student Techie’ has been launched to give training to students on computer software, hardware and networking so as to enable them to serve the institution in maintaining the ICT facilities. This will give them experience in this filed which help them to secure placement in computer hardware and networking.

5. Evidence of Success

The optimum use of ICT facilities in the campus has drawn wide acclaim and it has resulted in better academic performance and discipline. Our college has become the forerunner of making optimum use of ICT facilities.

6. Problems Encountered and Resources Required

It has been very challenging to get the required financial assistance for the maintenance of these facilities. Lack of technical staff is another problem. When any of the ICT facilities are

in trouble we have to hire the service of technicians from outside and it takes a lot of time and money to get it repaired. A part of the expense for ICT maintenance is being met from the General Development Assistance of UGC and the rest is met by the management.

Contact Details

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