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To
The Principal
MES Keveeyam college
Valanchery. Kerala.

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Dear Sir,
Greetings. Thank you very much for the opportunity to visit your college and interact with your faculty. Please find my observations during the Academic audit at your college on 22nd and 23rd July, 2019 and suggestions for further actions.

Criterion 1: Curricular aspects. (100 marks)

As an affiliated college, you cannot start any programme on your own and unfortunately Calicut University is not offering any diploma/certificate programmes. But, there are marks for introducing new programmes by the college. Only a few departments like, English and Zoology offer add on programmes. All the departments have to identify their field of specialization and design syllabi for Add on programmes at certificate/diploma levels and try to get funds from agencies like UGC. For example, maths department can offer a certificate programme on “ Maths for competitive examinations” and Hindi department on “ Spoken Hindi”.

Every department should offer some certificate programme which may be useful to all the students or most of the students. Efforts must be made to ensure that a vast majority of the students are learning one or many of these additional programmes on a continual basis. Like English department, more number of students and staff can enroll for online programmes in NPTEL. Introduction of B.Voc programmes is a good move and efforts must be made to run them professionally whereby placements are possible for the students.

The issue of computer science as an allied course for B.Sc. Physics may be brought to the notice of authorities concerned and resolved earlier.

Criterion 2: Teaching Learning evaluation. (350 marks)

It is good that you will have international students for some of your programmes. Special care has to be provided to these students regarding their needs so that you can have more students in future. There are 30 marks for the special programmes for advanced and slow learners. A systematic orientation to the freshers on the facilities of the college such as sports, Library and extra curricular activities. The mechanism to identify the slow learners and advanced learners at the earliest and steps taken by the college that ultimately will produce positive results

have to be carried out and systematically documented. For example, in a first year class if you identify 20 slow learners in the middle of the first semester, the numbers have to gradually get reduced in the subsequent semesters to show that your remedial measures are good. Colleges generally neglect the advanced learners. They should be encouraged to take internships in nearby reputed institutions, take up independent projects and join reputed universities for their higher education.

LMS is a new concept to colleges. Learning management system (LMS) is a software application or Web-based technology used to plan, implement, and assess a specific learning process. Typically, a learning management system provides an instructor with a way to create and deliver content, monitor student participation, and assess student performance. Departments may be asked to make an initiative on LMS. Under innovative method of evaluation, on line submission of assignments of the students at least by the students of Computer science can be tried.

Similarly, Physics and Chemistry departments can use Virtual labs initiated by the Ministry of Human Resource Development, Government of India, under the National Mission on Education through Information and Communication Technology for effective teaching. Field visits and educational tours have to be organized by all the departments to give a good exposure to the students. Kindly ensure that these trips are taken seriously by the departments. For example, if a department goes to a University and subsequently your students are joining there or visit an industry and subsequently get internships or possibly jobs it will be appreciated.

Even if Government is not approving the filling of sanctioned vacancies, management should try to fill up all vacancies as more full time teachers will get you more marks. Number of faculty having Ph.D. as of now is low. The remaining faculty should be encouraged to get the doctoral degrees at the earliest. Also, all future appointments can be only for Ph.D. holders. If possible, the new appointees can be technically outsiders having their basic PG qualifications from other states. These steps are very important as they are related to Teacher quality and profile which carry 80 marks and this criterion is critical for you to get the A grade.

Separate notice boards on anti ragging cell and prevention of sexual harassment cell stating that these are offence under the acts (specify the acts) and punishable and the contact numbers in case one needs help have to be displayed in all buildings. These cells along with Grievance cell have to be functional, meet at regular intervals and the minutes of the meetings to be documented systematically.

Criterion 3: Research, Innovation and Extension. (120 marks)

Research promotion Cell with IQAC has to help the teachers to get funds from the funding agencies like UGC, DST, DBT, DRDO, CSIR and so on. Regular information on the nature of funds, time to apply and possible financial help to apply to be considered by the college. It is a good move to give by the management to give research grants to the faculty to carry out projects. More research grants on similar lines may be considered. There are teachers with Ph.D. and yet not have become Research guides. These teachers should be motivated to become research guides at the earliest and take up scholars and try to get projects. This is again a serious issue as NAAC gives top priority to research and publication.

As of now, only Chemistry is the research department. The proposed new facilities under the DST-FIST grant will help you to strengthen your research activities. Using the computer facilities available, the department can think of starting courses like Cheminformatics. Collaborative research with the University is again a strength. Department like Commerce can also immediately become a research department. Also, Interdisciplinary research proposals to be considered seriously as the chances of these projects getting approval from funding agencies with a higher grant are more. For example, Zoology and Chemistry can collaborate.

Financial assistance to publish papers in International journals, Best Researcher annual awards separately for Arts and Sciences are some of the moves that will inspire the faculty to go for research and publication. A seed money by the management for this purpose may be considered. Senior faculty with long experience may be asked to write books on their subjects. Even students may be motivated to bring out in-house journals and books.

Innovation Ecosystem is a new concept. Your Physics department has the technology to make LED bulbs cheaply. They may be given a seed money to set up small manufacturing units to start with to produce products that can be marketed locally. Students may be employed on part time basis in these ventures and this will promote earn while you learn concepts.

For the Extension activities, you have already adopted villages near your college and most of your extension activities can center around these villages. This will be a good move as you can focus on the needs of these villages and after some time you can have concrete evidence for the success of your extension activities. Also, please request the departments to come out with extension activities related to their curriculum that will help the villagers. These activities have multiple benefits for you while you prepare your SSR.

MoUs have to be formal with written documents spelling out the roles of the partners. You can think of a few with Calicut University and Central university, Kasaragod.

Criterion 4 : Infrastructure and Learning Resources(100 marks)

IT infrastructure needs significant improvement. With projects like LMS, you need more computers to make the project successful. Certain schemes like DST-FIST grants have provision for separate computer labs for the departments. Also, help of the Alumni association can be sought for donation of computers. Along with more systems, high speed internet connectivity is also required.

A good Physical infrastructure is a definite advantage. provision of drinking water and toilets in every building is to be given top priority. While physical infrastructure of the Library is good, the number of volumes is low. More volumes, preferably text books for the students may be added in good numbers. More computers to be provided to the Library. while you construct a new hostel for boys, please see if you can have a section for international students. Presence of a centre of minority students sponsored by the Government of Kerala, a well maintained Gym, ATM in the campus are strengths.

Criterion 5: Student support and progression.(130 marks)

The scholarships and other financial help to the students by the management has to be maintained and possibly hiked every year. English Language lab is to be used to train more students with additional resources.. Regular soft skill programmes and Yoga and meditation facilities also can be considered.

The student progression has to be monitored by the tutors concerned and proof of admission has to be obtained from the students and documented.All PG departments have to inspire their PG students to qualify in NET ,SLET and other competitive examinations as it is the benchmark for student progression.All the departments have to organize Career development programmes on a regular basis as it will help the students to know the various avenues available to them.Alumni association activities at the department levels and college levels have to be documented properly.

Criterion 6- Governance, Leadership and Management.(100 marks)

The vision and Mission statements of the college have to be displayed at the entrance of all buildings.Management has to prepare a strategic/perspective plan for the next 5 years related to new courses,buildings,IT facilities and it has to be displayed prominently so that all the stakeholders know the intent of the management.Welfare schemes such as fee concession for their children, special scholarships for teaching and non teaching staff to be implemented . Financial support to attend conferences/workshops and towards membership fee of professional bodies has to be done to motivate the faculty.

IQAC has to be strengthened by way of infrastructure and human resources. In the revised format of accreditation, documentation is to be given top priority as any claim by the college has to be supported by the uploading of documentary evidences.IQAC office needs more computers and qualified staff and has to work round the clock to record all the activities of the college as and when they happen. A system has to be built whereby the data and records come to the IQAC automatically.This is very important and has to be implemented.

Utmost care has to be given when you prepare your AQAR reports and accurate data only to be given as in the revised format the quantitative data are very critical and any difference between AQAR and SSR will be serious.

Regular Academic and administrative audit by the same person will help you in streamlining your activities on an annual basis. This will be very helpful when you consolidate the data for your next accreditation.

Criterion 7- Institution Values and Best Practices.(100 marks)

As you have more girl students, more programmes on gender equity and gender sensitization may be conducted regularly.Installation of solar panels,creation of biogas plants in the hostel with government subsidies may be considered. Replacing the bulbs with LED bulbs with the help of Physics department will be a good move.

Please identify your best practices which will help the college in academic or administration as suggested by the NAAC manual. Documentation of your activities under the best practices is very important. Finally, identify the uniqueness of your institution and describe how you are proud about it.

PLEASE UNDERSTAND THAT CRITERIA 2 AND 5 ARE CRITICAL FOR AFFILIATED COLLEGES TO GET "A" GRADE AND YOUR PERFORMANCE HAS TO BE SUCH THAT YOU SCORE MORE THAN 3.01 CrGPA FOR THAT.

PREPARATION OF REPORT:

Whenever a report is required from the departments for purposes like this, they should spend time, discuss the contents collectively and then prepare a detailed report as it forms the basis for the evaluation. When we commit something in writing, it becomes a record and hence we have to be careful. The reports submitted give only quantitative data. The mere presentation of data is not enough. Where ever possible, the qualitative aspects should be highlighted to make a good impression. For example, instead of informing that the faculty have published 20 papers, the report could also show that one paper has been published in an International journal of repute with a good impact factor. That would prove that you are doing quality research. THIS IS TO BE DONE CAREFULLY BY THE DEPARTMENTS AS THE CONSOLIDATED REPORT TO NAAC IS BASED ON THE INPUTS FROM THE DEPARTMENTS.