

Internal Academic Auditing 2017-18

Quality Assessment Report and Recommendations of Peer Teams



INTERNAL QUALITY ASSURANCE CELL

**M E S KEVEEYAM COLLEGE
VALANCHERY**

**NAAC Accredited with 'A' Grade
www.meskvmcollege.org**

Preface

The annual internal academic auditing by the Internal Quality Assurance Cell was conducted on 27-30 of November 2018. The delay in the process was caused due the flood which severely affected the college and its infrastructure. Many documents kept in the departments situated in the ground floor were lost or damaged in flood.

Peer teams were constituted by the Principal for the academic audit and for the checking the quality and transparency of documentation. The peer teams comprised of Principal, IQAC coordinator and one senior faculty member. The peer teams visited the departments and conducted a critical evaluation of documentation system in the department. They have also assessed the quality initiatives of the departments for the year 2017-18. The contribution of each department towards various aspects of quality enhancement of the institution was also analysed. The committee has given a detailed report about the documentation system and the performance of the departments. They have given recommendations for the improvement of quality of the departments. In addition to this, the committee also recommended awards and letter of appreciations to faculty members who contributed significantly to the institution in 2017-18.

The Internal Quality Assurance Cell is thankful to the all the peer team members for their valuable effort in completing the academic auditing. We are also thankful to all the faculty members who were very much sincere and dedicated to service of the institution.

Capt(Dr) C Abdul Hameed
Principal

Dr C Rajesh
IQAC Coordinator

Internal Auditing Schedule

Name of the Department	Date and time	Peer Group Member*
Commerce	27-11-18: 11.30 AM	Prof. K M Rukkiya, Prof. Athira Radhakrishnan
English	27-11-18: 2.30PM	Prof. Nisab T, Prof. Sreejalakshmi
Zoology	28-11-18: 11.30 AM	Prof. Najila TY, Prof. Minshiya P
Physics	28-11-18: 2.30PM	Prof. Krishnaprabha, Prof. Dinil S
Chemistry	29-11-18: 11.30 AM	Prof. Suresh V C Prof. Muneera K
Physical Education	29-11-18: 1.30 PM	Dr U Sailaja Prof. Najiya KV
Commerce (S/F)	29-11-18: 3.00 PM	Prof. Shajid PP Prof. Sebin
Languages	30-11-18: 11.30 AM	Prof. K H Abdul Razzak Prof. Sivya Vasudevan
Psychology	30-11-18: 1.30 PM	Dr Preethy Alex Prof. Abdul Muhaimin
Computer Application	30-11-18: 3.00 PM	Dr. Preetha SR Prof. Mohammed Riyas

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

General Recommendations

1. Encourage the enrollment of students in certificate/diploma courses/MOOC
2. Department shall start certificate programmes
3. Special learning programme for slow learners in tune with SSP.
4. Mentoring system to be strengthened
5. Publication of articles in journals/books by the faculty members to be encouraged
6. More number of extension activities
7. Encourage the linkages between institutions for student projects
8. MoU s with institutions of National/international importance
9. Use of INFLIBNET facility to be promoted
10. Increase the accession of students and teachers to library
11. Contribution of Alumni through financial and non financial ways
12. Gender Equity programme to be organised
13. Green practices in campus
14. Initiatives to address local advantages
15. Programme on fundamental rights and duties
16. Programme for improving communication skill
17. Coaching for competitive examinations
18. Programme for slow learners
19. Intimation about competitive examinations

QUALITY ASSESSMENT REPORT

1. Department of Chemistry

Being the research Centre of the college, the department has contributed significantly in the area of research and innovations. The infrastructure facilities of the department are also excellent.

Programmes organized

Two day workshop on Instrumental Methods of Chemical Analysis

- In order to provide hands on experience in use of advanced research equipments to post graduate students, the Department of Chemistry in collaboration with the Consultancy Division organized a two-day workshop on 'Instrumental Methods of Chemical Analysis' on 22nd and 23rd of August 2017. The workshop was inaugurated by Dr. P Ravindran (Head, Department of Chemistry, University of Calicut) on 22nd August 2017 at the AV Hall.

Dr.P Ravindran , Mr. Rajesh S (Sr. Territory Manager), Mohammed Asaraf Ali (Sr. Service Executive) of Toshvin Analyticals, Cochin, M A Azhar Abdulrazak (*Apollo Tyres, Chalakkudy*) , Mr. Surya Kumar (Sr. Service Engineer, Shimadzu, Chennai), Dr. Jisha VS (Department of Chemistry, MES Keveeyam College Valanchery) and Dr. C Rajesh (Department of Chemistry, MES Keveeyam College Valanchery) were the resource persons of the workshop. More than 100 students and teachers from various colleges across Kerala participated in the workshop.

- The Chemistry Association was inaugurated by Roy B (Department of Chemistry, Govt. College Pattambi). He conducted a lecture on Evolution of Chemistry.
- Quiz competition was conducted in connection with International Mole day celebrations.
- The department has conducted a visit of final year students to 'Abhayam' (Centre for old aged and mentally retarded) at Koppam.

Specific Recommendations

- The publication of Journal ChemY to be continued
- Participation/presentation of students in seminars shall be promoted
- Alumni contribution in the activities of the department shall be improved
- The publications of faculty members shall be increased

2. Department of Commerce

Department has contributed well towards the academic performance of the college. The student support mechanisms are very good and large number of students are qualifying NET examination.

Programmes Organised

- Symposium on GST-Facts and Fears was organised on 6-7-2017. The panel consisted of Mr. Abdul Latheef (Asst. Commissioner of Sale Tax, Malappuram), Mr. Kunjavu Haji (President, Vyapari Vyavasayi Ekopana Samithi, Malappuram District) and Mr. Pradeep Menon PK (Vice President, District Cooperative bank)
- Department has started a special programme 'Enroute Hope We Are There With You'. The programme involves visiting the children's home at Thavanur every Friday with gifts and sweets.
- Organized one day workshop on Research Methodology and Data Analysis . Dr.Teji Thomas, Assistant Professor, St.Thomas College Pala was the resource person of the workshop.
- First year B Com students visited Old age home at Thavanur

Specific Recommendations

- Department shall organize national seminar and invited lectures
- The entrepreneurship development programmes under the department shall be strengthened
- Internships of students shall be promoted

3. Department of English

The teaching-learning and evaluation strategy of the department is good. The academic activities Lingua Competencia and Lit Café are examples for this. The department has taken interest in releasing the magazines of students.

Programmes organized

- **Lit Cafe**, an up to the minute undertaking of the PG department of English, offers the students a world beyond the boundaries of their classrooms and books and is conducive to augment the creative potential at its best through a plethora of literary and cultural activities.
- **Graffiti – Reading Day Celebration** The PG Department of English conducted Inter department Reading Competitions on June 19th2017. Final year BA students prepared a **magazine titled OPUS** as a part of their Creative Writing Course.
- **Campus Radio Cheeni FM:** The relaunching of campus radio Cheeni FM 8.1 was done under the eponymous cheeni tree by unveiling the logo by the honourable Principal Dr. Abdul Hameed C
- The **Association programme** of the Department of English was inaugurated by Dr. Premanand M E, Associate Professor & Head, Malabar Christian College, Calicut.

- An Invited Talk was arranged for the students of the department by Prof. K S Ragini, Assistant Professor, Department of Media Studies, Malayalam University on the topic - Mass Media and Public Opinion Formation – Trends and Challenges.
- **Commemoration of Punathil Kunjahammed:** A session was arranged for paying tribute to Punathil. Prof. Shajid P P spoke a few words in honour of Punathil. It was a fresh thought for the students where they got to know the literary style and the myriad works of the writer. Charts prepared in honour of the writer were displayed in the classroom.

Specific Recommendations

- Department may start some extension activities
- More number of invited lectures shall be organized
- Days of national importance shall be observed
- Department have to take some urgent measures to renovate the language lab and make it available for versatile use.

4. Department of Physics

Department has contributed significantly in the curricular aspects. More than 50% of the faculty members were members of board of studies and they have hosted a syllabus revision workshop.

Programmes organized

Invited talk by Prof. Prajit Chandran

Department of Physics, M E S Keveeyam College, Valanchery conducted an Invited Talk on 14th March 2018. Prof. Prajit Chandran, Head of Department of Physics, TMG College, Tirur, delivered a speech on, ‘Trends in theoretical Physics’. The talk was exciting for the students and gave them better understanding on theoretical Physics.

National energy conservation day

Department of Physics conducted an inter Department quiz competition in association with national energy conservation day. 11 teams from the different departments participated in the competition actively.

APT talent search examination

Department of Physics conducted a talent search examination in association with APT (Association of Physics Teachers) for BSc Physics students. 22 students attended the examination.

Model online NET examination

Department of Physics conducted an online mock NET examination in association with APT (Association of Department of Physics Teachers) for M.Sc Physics students. 20 students from various colleges attended the examination.

Specific Recommendations

- Department shall organized a national seminar
- Extension activities of the department is poor
- Energy conservation awareness programmes shall be organised
- The faculty members having PhD shall apply for research projects.

5. Department of Zoology

The department has performed very well in the teaching-learning activities. The green initiatives in the campus is lead by the department. They have organized many activities about environmental awareness.

Programmes organized

- **Karkkidaka kanji** - The department in association with Bhoomithra club distributed Karkkidaka kanji for the staff and students of the college. An exhibition was also conducted to create awareness about the importance of karkkidaka kanji and the medicinal plants used for the preparation o f the karkkidaka kanji.
- **Birds Club Inauguration** – A new endeavor by the department in the current academic year was the formation of Birds club, under the direction of the Birds Club International. The inauguration was done by Sri. Sathyan Meappur, well known Ornithologist. He also made a talk on “Common birds of Kerala”.
- **World Environmental Day** - Dr. M Zeenath , renowned environmentalist and former HOD of the department of Zoology was the guest of honor and talked on the relevance of the Protection of environment. A nature film “Oru mazhu dooram” was also shown. Fruit tree saplings were planted in different parts of the campus.
- **Wild Life Week Celebration from 4th to 10th October 2017**
wild life quiz, wild life exhibition and Documentary making competition was organised.
- **Rubella vaccination awareness day** - In the light of the failure of the implementation of the MR Vaccination programme, the college decided to conduct a mass awareness programme by observing the MR vaccine awareness day insie the campus. Oath was taken by the students and staff to work for the success of the programme:
- **Snake Show: A snake show** was also conducted by Sri. Abbas Kaippuram in connection with the inauguration of Zoology Association **ZENOBIA 2018**. The students got acquainted with the snakes in the demonstration talk by Sri. Abbas.

- **Life of Madam Curie:** Department hosted the Madam Curie Nataka yathra conducted by Kerala Shashtra Sahithya Parishath in connection with “Kerala Rally for Science. The Science drama “Life of Madam curie” was enacted in the campus.

Specific recommendations

- More number of invited lectures shall be organised
- Green auditing in the campus shall be initiated
- Career guidance system need to be strengthened

6. Department of Psychology

Programmes organized

Visit to kurichya tribes in wayanad hills

Students and teachers of psychology department visited kurichya tribes in wayanad hills. They visited their '**Mooppan Rameettan**' and have a interactive session with him on the topic '**Mannum Manassum**'. Their main objective was to learn the lifestyles and cognitive patterns of tribal people by interacting and engaging with them. They mainly aimed at understanding the cultural patterns of **kurichya tribe**, their farming and group cohesiveness.

Workshop on current trends in psychology

A workshop on current trends in psychology was organised by the Department. **Mr.Jayadev**, Assistant Professor, Department of Psychology, Kannur University (Topic: *Psycho nutrition therapy*) and **Mr.Rajesh**, Research scholar, Department of Philosophy, University of Calicut (Topic: *Philosophy of dreams*) were the resource persons of the workshop

Nafsiga (The Psychology Association)

The **association programme** of the department of psychology was inaugurated by Dr.K **Manikandan**, Head, Department of Psychology, University of Calicut. He conducted a talk on the topic transactional analysis.

Specific Recommendations

- The teaching-learning process in the department need improvement
- Department shall organize a national seminar
- There is a lot of scope for extension activities under the department especially in counselling. Department shall take initiative in this aspect.

7. Department of Computer Application

Programmes organized

Workshop on Cloud Computing

A one day workshop was conducted by the Department based on cloud computing, Azure platform and scientific approach towards opportunities under Kerala startup program. The session started by Muhammed Ramees who is recently a certified Microsoft trainer and later continued by Muhammed Fasil who works under Kerala Startup Mission.

Specific Recommendations

- The teaching-learning process in the department need improvement
- Internship of students to be promoted
- Innovative practices of students shall be encouraged
- Programme on robotics and artificial intelligence shall be organised

8. Department of Oriental Languages

Programmes organized

Avishkaraswathanthryathinte Varthamanam (Freedom of expression in the present context) “Accommodation of multiple voices nurtures mutual respect and thus creates a society that gives almost consideration to human values,”opinioned Kalpetta Narayananin in the seminar on ‘freedom of expression in the present context’ orgnized by the Department of Languages on 10th October 2017. The seminar was inaugurated by the Muncipal chairperson M.Shahina. A wall magazine competition was conducted on the topic ‘shielding away from fascism ‘and prizes were given away to the teams that secured various position in this competition.

Charithrathinte Thamaskaranam (The black our of History)

“Those who are denying the historical importance of the Tajmahal, are actually trying to infect the nation by spreading Hinduism” opinioned CPM state secretriате member Baby John in a seminar on ‘Historical Enlightenment’ organised by the Department of Languages on 27th October 2017.

Athavanadu Muhammed Kutty (President, Kuttippuram Block Panjayath) inaugurated the seminar. Principal Dr. C Abdul Hameed gave the presidential address. Dr.Hussain Randathani (Historian) was the keynote speaker of the programme. A poster making competition was also held.

Magic of Manipur

The hearts of the students and teachers alike were lost to the entrancing performers from Manipur at the cultural integration programme organized by Department of Languages on 14-10-17. The programme organised in association with SPIC MACAY headed by the renowned dancer Sinam Basu Singh. Their performance which opened with the traditional Manipuri dance was followed by *Shivastuti* to pay their salutations to Lord Shiva and the *Pung Cholom*. The main attraction however was the charming *Raas Leela* describing the eternal love of Radha and Krishna. The performance was composed on the basis of *Gita Govinda* by Jayadeva.

Keralapiravi Celeberations

Department of Malayalam celebrated birth day of Kerala (November 1). The Traditional powder carpet making workshop was lead by Kadannamanna Sreenivasan.

NATIONAL EDUCATION DAY CELEBRATION

The Department of Arabic organized a talk on "Let me place myself among the greats" on the occasion of National Education day on 13-11-2017. The talk was made by Dr Muhammed Shafi Wafi (Assistant Professor, Arabic, University of Kerala)

RAMZAN SPEECH

Ramazan speech was held on 14-06-2017 (Wednesday) on the topic "Integrated Personality" by JABIR AMANI (Head of Department of Arabic, Sullumussalam Areacode). The programme was inaugurated by K.P Hassan (Secretary, management committee).

Specific Recommendations

- Department shall start consultancy programmes like visa translation etc.

9. Department of Physical Education

Programmes organized

Judo and Thycondo Demonstration class

Department organised a Judo and Thycondo demonstration class in collaboration with CPE, Calicut University. Principal Dr. Abdul Hameed C inaugurated the new Judo Mat and the demonstration.

Annual Sports Day

The annual athletic championship was conducted on 9th February 2018. Mr. Jiyad Hasssan (Santhosh trophy football player) inaugurated the sports day.

Specific Recommendations

- Activities under basketball academy need to be strengthened
- Logbook to be maintained for sports infrastructure.

VERIFICATION OF QUALITY OF DOCUMENTATION

DEPARTMENT OF CHEMISTRY

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

DEPARTMENT OF COMMERCE

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

DEPARTMENT OF ENGLISH

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

DEPARTMENT OF PHYSICS

SI No	File	Remarks
1	Department Diary	PG Diary for 2017-18 not found
2	Class Diary	I B Sc diary not found
3	Tutorial Register	OK
4	Class Tutorial	Signature of class coordinators may be put
5	Teachers diary	Diary of Sreejalakshmi, Dhanya, Sayeed not found
6	Department Council	HoD not signed at some minutes
7	Teachers personal Files	Uniformity may be kept
8	Placement file	Need updation
9	Course content and syllabus	OK
10	Academic plan	OK
11	Internal Evaluation	OK
12	Teachers Research and Projects	OK
13	Student Projects	OK
14	Extension activities	Department may undertake some extension activities
15	Co curricular activities	OK
16	Books and Periodicals, Book Bank	OK
17	Remedial coaching	OK
19	Association activities	OK
20	Study Tour	File not found
21	Alumni	OK
22	National/International Seminars	OK
23	Scholarships	OK
24	Grievance Redressal	OK
25	Notification register	Need modification
26	University Examination Results & Analysis	Good

DEPARTMENT OF ZOOLOGY

Sl No	File	Remarks
1	Department Diary	OK
2	Class Diary	I M Sc Zoology: Sign of tutor and HoD missing
3	Tutorial Register	Mark entry of PG not complete
4	Class Tutorial	OK
5	Teachers diary	Diary of Prof. Shameeyath not found. Teachers plan not written systematically
6	Department Council	OK
7	Teachers personal Files	OK
8	Placement file	Need modification
9	Course content and syllabus	OK
10	Academic plan	OK
11	Internal Evaluation	OK
12	Teachers Research and Projects	OK
13	Student Projects	OK
14	Extension activities	OK
15	Co curricular activities	OK
16	Books and Periodicals, Book Bank	OK
17	Remedial coaching	Need updation
19	Association activities	OK
20	Study Tour	PG tour report not found
21	Alumni	OK
22	National/International Seminars	Seminars not conducted
23	Scholarships	Student wise list not found
24	Grievance Redressal	OK
25	Notification register	OK
26	University Examination Results & Analysis	OK

DEPARTMENT OF PSYCHOLOGY

SI No	File	Remarks
1	Department Diary	Additional assignments of teachers and student support activities not mentioned.
2	Class Diary	OK
3	Tutorial Register	Mark entry not complete in all registers
4	Class Tutorial	Not maintained
5	Teachers diary	Not maintained
6	Department Council	OK
7	Teachers personal Files	Separate file need be kept for each teachers
8	Placement file	Need modification
9	Course content and syllabus	OK
10	Academic plan	Not found
11	Internal Evaluation	OK. Uploaded reports shall be in order
12	Teachers Research and Projects	File not maintained
13	Student Projects	List of projects shall be kept
14	Extension activities	OK
15	Co curricular activities	File not maintained
16	Books and Periodicals, Book Bank	List not maintained
17	Remedial coaching	Need modification
19	Association activities	File kept in a very good manner
20	Study Tour	File Not found
21	Alumni	OK
22	National/International Seminars	Not found
23	Scholarships	File not maintained
24	Grievance Redressal	File not maintained
25	Notification register	Not in proper form
26	University Examination Results & Analysis	Result analysis not found

DEPARTMENT OF COMPUTER APPLICATION

SI No	File	Remarks
1	Department Diary	Additional assignments of teachers and student support activities not mentioned
2	Class Diary	3 rd year: Tutor not signed, 2 nd year: details of work not found
3	Tutorial Register	Mark entry not complete
4	Class Tutorial	Tutor shall sign
5	Teachers diary	Monthly plan not written systematically
6	Department Council	OK
7	Teachers personal Files	OK
8	Placement file	Need modification
9	Course content and syllabus	OK
10	Academic plan	Need modification. This is the second time we are mentioning this defect
11	Internal Evaluation	Split up of marks not shown
12	Teachers Research and Projects	OK
13	Student Projects	OK
14	Extension activities	Some extension activities may be initiated
15	Co curricular activities	Photos shall be added
16	Books and Periodicals, Book Bank	OK
17	Remedial coaching	Need modification
19	Association activities	OK
20	Study Tour	OK
21	Alumni	OK
22	National/International Seminars	OK
23	Scholarships	OK
24	Grievance Redressal	File not found
25	Notification register	Name of the students who applied not mentioned
26	University Examination Results & Analysis	Not updated

Recommendations for Letter of Appreciation to teachers

Sl No	Name of the Faculty member	Award
1	Renuka Jyothi (Department of Malayalam)	Ph D Awarded
2	Dr U Sailaja (Department of Physics)	Paper publication in international journal
3	Dr Nabeel Rashin (Department of Physics)	Paper publication in international journal
4	Reji AL (Department of English)	Paper publication in international journal