

# Internal Academic Auditing 2014-15

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

## **Preface**

The annual internal academic auditing by the Internal Quality Assurance Cell was conducted on 27-31 of July 2015. Peer teams were constituted by the Principal for the academic audit and for the checking the quality and transparency of documentation. The peer teams consisted of three members.

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 2014-15. 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.

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.

**Dr P Mohammedali**  
**Principal**

**Dr C Rajesh**  
**IQAC Coordinator**

## **Internal Auditing Schedule**

<b>Name of the Department</b>	<b>Date</b>	<b>Peer team member</b>
Chemistry	27-07-15	C K Hassan
Commerce	28-07-15	Dr M P Unnikishnan
Computer Application	29-07-15	P M Khairunnisa
English	29-07-15	K M Rukkiya
Languages & Physical Education	30-07-15	K J Thomas
Physics	30-07-15	Dr M Zeenath
Zoology	31-07-15	P A Raziyabi

**Principal is the chairperson and IQAC coordinator is the member coordinator**

# Recommendations

## *General*

- Participation of faculty members in the Professional Development Programmes conducted by University Human Resource Centre may be encouraged
- Faculties having PhD may apply for at least one major research project in the coming year and others should apply for UGC minor projects.
- 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.
- 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.
- Remedial Coaching programme should be strengthened.
- Use of library and general reading may be encouraged by giving seminars/presentations/debates in general topics.
- INFLIBNET usage should be promoted.
- Participation of students in competitions conducted by other institutions and agencies may be improved.
- Paper presentations/participation of students in National seminars organized by other institutions may be encouraged.
- Use of Department reading rooms may be promoted
- The notice boards kept in front of departments should be regularly updated.

## **Department of Chemistry**

- Departments may take some serious steps to start consultancy services.
- Programmes like Chembuds, YuvarakshaSamooahasuraksha should be continued with novel activities.

## **Department of Commerce**

*Scaffolder* programme should be continued  
Use of Commerce Lab may be promoted.  
Department may start consultancy services.

## **Department of English**

Department may apply for a National Seminar in the coming year  
Use of Language Lab may be promoted.  
Department may launch a programme to improve the communication skill in English for students of other departments.  
Prof. A K Hydros Memorial Intercollegiate debate competition may be started this year.

## **Department of Physics**

Department may apply for a National Seminar in the coming year  
Department may organize Invited lecture in collaboration with Toyo University

### **Department of Zoology**

Department may take initiative to launch a total waste management programme in the campus which include setting of pipe composte in all departments, monitoring of the functioning of biogas plant etc.

Steps may be taken for the entry of EKSELKSI into Limca Book of Records

### **Department of Computer application**

Computer Techie programme may be launched this year. Students may be selected from all departments and proper training should be given. The assistance of Techies may be utilized in computer maintenance and other graphical works.

Computer literacy programme for Kudumbasree workers should be continued this year.

Department may take initiative to organize a state level seminar/workshop this year.

### **Department of Languages**

Departments of Arabic and Hindi may apply for National seminars this year.

### **Department of Physical Education**

Basket ball team should be formed and exhibition matches may be organized inviting teams this year itself.

Use of multi-gym and other facilities may be encouraged.

Department may ensure the participation and achievements of students admitted under sports quota in university/state level championships.

Yoga Classes to be started.

## **VERIFICATION OF QUALITY OF DOCUMENTATION**

### **DEPARTMENT OF CHEMISTRY**

<b>SI No</b>	<b>File</b>	<b>Remarks</b>
1	Department Diary	Work of Lab attenders should be included
2	Class Diary	Sign of class tutor and HoD missing
3	Tutorial Register	Mark entry not complete
4	Class Tutorial	Good
5	Department Council	Good
6	Teachers personal Files	New Faculties files to be opened
7	Placement file	Need updation
8	Course content and syllabus	Good
9	Academic plan	Good
10	Internal Evaluation	Good
11	Teachers Research and Projects	Good
12	Student Projects	Good
13	Extension activities	Good

14	Co curricular activities	Good
15	Books and Periodicals	Good
16	Remedial coaching	Good
17	Association activities	Good
18	Book Bank	Good
19	Study Tour	Good. Add at least one photo
20	Alumni	Record of 2014-15 not included
21	National/International Seminars	Good
22	Special events	Good
23	Scholarships	Incomplete: I, III Sem UG and PG not found
24	Grievance redressal, antiragging and anti sexual harassment cell	File need updation
25	Teachers self appraisal	Good

**Additional Notes:**

- Result analysis file should be kept in which analysis of results of all semesters to be made according to grade and category
- Attendance diary should be submitted to the Principal at least once per week.

**DEPARTMENT OF COMMERCE**

SI No	File	Remarks
1	Department Diary	Good
2	Class Diary	Class diary of II BCom CA, III B Com Finance and II PG not found
3	Tutorial Register	Mark entry not complete, PG tutorial register not found
4	Class Tutorial	Need updation
5	Department Council	Good
6	Teachers personal Files	Personal file of new faculties to be opened
7	Placement file	Good
8	Course content and syllabus	Good
9	Academic plan	Need updation
10	Internal Evaluation	Need updation
11	Teachers Research and Projects	Good
12	Student Projects	Good
13	Extension activities	Need updation
14	Co curricular activities	Need updation
15	Books and Periodicals	Good
16	Remedial coaching	Good
17	Association activities	Good
18	Book Bank	Good
19	Study Tour	Good. Add at least one photo to be placed
20	Alumni	Need updation
21	National/International Seminars	Good

22	Special events	Good
23	Scholarships	File not maintained
24	Grievance redressal, antiragging and anti sexual harassment cell	File not maintained
25	Teachers self appraisal	Good

**Additional Notes:**

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**DEPARTMENT OF ENGLISH**

Sl No	File	Remarks
1	Department Diary	Facing sheet incomplete. HoD not signed in the diary
2	Class Diary	HoD and Tutor not signed
3	Tutorial Register	Mark entry not complete
4	Class Tutorial	Good
5	Department Council	Good
6	Teachers personal Files	Separate files for each faculties to be maintained
7	Placement file	Good
8	Course content and syllabus	Good
9	Academic plan	Good
10	Internal Evaluation	Good
11	Teachers Research and Projects	Good
12	Student Projects	Good
13	Extension activities	Need updation
14	Co curricular activities	Need updation
15	Books and Periodicals	Good
16	Remedial coaching	Good
17	Association activities	Good
18	Book Bank	Good
19	Study Tour	Good. Add at least one photo to be placed
20	Alumni	Need updation
21	National/International Seminars	Good
22	Special events	Good
23	Scholarships	Good
24	Grievance redressal, antiragging and anti sexual harassment cell	File not maintained
25	Teachers self appraisal	Good

**Additional Notes:**

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#### DEPARTMENT OF PHYSICS

Sl No	File	Remarks
1	Department Diary	Work of Lab attenders should be included
2	Class Diary	Sign of class tutor and HoD missing , Class diary of PG not found
3	Tutorial Register	Mark entry not complete
4	Class Tutorial	Records of PG classes not found
5	Department Council	Good
6	Teachers personal Files	Files of Adhoc faculties not found
7	Placement file	Good
8	Course content and syllabus	Good
9	Academic plan	Good
10	Internal Evaluation	Good
11	Teachers Research and Projects	Good
12	Student Projects	Good
13	Extension activities	Department may initiate some extension activities
14	Co curricular activities	Good
15	Books and Periodicals	Good
16	Remedial coaching	2014-15 records not found
17	Association activities	Good
18	Book Bank	Good
19	Study Tour	Good.
20	Alumni	Good
21	National/International Seminars	Department may apply for National seminar this year
22	Special events	Good
23	Scholarships	Need modification
24	Grievance redressal, antiragging and anti sexual harassment cell	File need to be kept
25	Teachers self appraisal	Good

#### Additional Notes:

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## DEPARTMENT OF ZOOLOGY

SI No	File	Remarks
1	Department Diary	Work of Lab attenders should be included
2	Class Diary	III and IV sem not complete
3	Tutorial Register	Mark entry not complete(2013-14 IV sem, 2014-17 batches )
4	Class Tutorial	Good
5	Department Council	Good
6	Teachers personal Files	Good
7	Placement file	Need updation
8	Course content and syllabus	Good
9	Academic plan	Good
10	Internal Evaluation	Good
11	Teachers Research and Projects	Good
12	Student Projects	Good
13	Extension activities	Need updation
14	Co curricular activities	Good
15	Books and Periodicals	Good
16	Remedial coaching	Good
17	Association activities	Good
18	Book Bank	Good
19	Study Tour	Good. Add at least one photo
20	Alumni	Need updation
21	National/International Seminars	Good
22	Special events	Good, EKSELIKSI, may include colour photos
23	Scholarships	Incomplete
24	Grievance redressal, antiragging and anti sexual harassment cell	File need updation
25	Teachers self appraisal	Good

### Additional Notes:

- Result analysis file should be kept in which analysis of results of all semesters to be made according to grade and category

**Attendance diary should be submitted to the Principal at least once per week.**

## DEPARTMENT OF COMPUTER APPLICATION

SI No	File	Remarks
1	Department Diary	HoD not signed in the diary
2	Class Diary	HoD and Tutor not signed
3	Tutorial Register	Good
4	Class Tutorial	Good
5	Department Council	Good
6	Teachers personal Files	Personal files of new faculties to be opened
7	Placement file	Good
8	Course content and syllabus	Good
9	Academic plan	Good
10	Internal Evaluation	Good
11	Teachers Research and Projects	Good
12	Student Projects	Good
13	Extension activities	Good
14	Co curricular activities	Need updation
15	Books and Periodicals	Good
16	Remedial coaching	Good
17	Association activities	Good
18	Book Bank	Good
19	Study Tour	Good. Add at least one photo
20	Alumni	Need updation
21	National/International Seminars	Good
22	Special events	Good
23	Scholarships	File not maintained
24	Grievance redressal, antiragging and anti sexual harassment cell	File not maintained
25	Teachers self appraisal	Good

**Additional Notes:**

- Result analysis file should be kept in which analysis of results of all semesters to be made according to grade and category
- Attendance diary should be submitted to the Principal at least once per week.