

# Internal Academic Auditing 2015-16

Quality Assessment Report and Recommendations of Peer Teams



**INTERNAL QUALITY ASSURANCE CELL**

**M E S KEVEEYAM COLLEGE VALANCHERY**

**NAAC Accredited with 'A' Grade**

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

## **Preface**

The annual internal academic auditing by the Internal Quality Assurance Cell was conducted on 6-8 of August 2016. 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 2015-16. 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</b>
Commerce	06-07-2016	Dr Preethy Alex Dr Ummer Sivia Vasudevan
English	06-07-2016	Dr Sailaja U Dinil S Minshiya P
Zoology	07-07-2019	Dr M P Unnikrishnan Jaseela MA Dr Rajesh C
Physics	07-07-2016	C K Hassan Najila TY Saifunnisa TK
Chemistry	08-07-2016	Prof. Hamsa AMP Muneera K Reji AL
Psychology	08-07-2016	Dr Abdul Hameed Dr C Rajesh Sreejalakshmi
Computer Application	08-07-2016	Dr C Rajesh Dr Preethy Alex Nisab T

## **Recommendations**

### **Department of Chemistry**

- The research activities in the department may be enhanced.
- 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.  
More activities may be organized under ED club.

### **Department of English**

Lingua Competencia programme should be continued for the coming year also.  
Department may apply for a National Seminar in the coming year  
Use of Language Lab may be promoted.  
Prof. A K Hydros Memorial Intercollegiate debate competition should be continued for the coming years also.

### **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 should be continued in the coming year.  
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**

More training camps may be organized to the football team.

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

Name of Department: Chemistry

Sl No	File	
1	Department Diary	Good. HOD not signed completely from Dec. 8 <sup>th</sup> onwards
2	Class Diary	Good. HOD not signed completely, 5 <sup>th</sup> and 6 <sup>th</sup> semester tutor not signed in last pages
3	Tutorial Register	Good. 2015-18 tutor not signed. 2013-16, 6 <sup>th</sup> sem internal and external marks not entered
4	Class Tutorial	Good. Agenda not seen(2014-15), keep one batch one record(MSc also), MSc(2014-16) not written
5	Department Council	Good. Secretary and President not signed
6	Teachers personal Files	Very Good.
7	Placement file	Good. Years of batch not mentioned for some students
8	Course content and syllabus	Very Good.
9	Academic plan	Very Good.
10	Internal Evaluation	Very Good.
11	Teachers Research and Projects	Very Good.
12	Student Projects	Very Good.
13	Extension activities	Very Good (Polychem, Chembuds), Open new files
14	Co curricular activities	Very Good.
15	Books and Periodicals	Good.
16	Remedial coaching	Good.
17	Association activities	Good.
18	Book Bank	Good. Need updation
19	Study Tour	2015-16 study tour report not seen
20	Alumni	2015-16 not seen
21	National/International Seminars	Good
22	Scholarships	Good. Completed.
23	Special events	Very Good.
24	Grievance redressal	Updated.
25	Teachers Self Appraisal (2015-16)	Good.
26	Teachers Monthly academic plan	Good
27	Admission file	Maintained

Name and Signature of Chairperson:

Member Coordinator:

Member:

*Haris AMP*  
*Muneera K*  
*Reji A.L*



## DEPARTMENT OF COMMERCE

Name of Department: COMMERCE

Sl No	File	
1	Department Diary	good
2	Class Diary	good
3	Tutorial Register	mark entry not complete
4	Class Tutorial	good
5	Department Council	good
6	Teachers personal Files	good
7	Placement file	good
8	Course content and syllabus	good
9	Academic plan	file to be opened
10	Internal Evaluation	good
11	Teachers Research and Projects	need updation
12	Student Projects	good
13	Extension activities	need updation
14	Co curricular activities	file to be opened
15	Books and Periodicals	need updation
16	Remedial coaching	need updation
17	Association activities	need updation
18	Book Bank	good
19	Study Tour	need updation
20	Alumni	good
21	National/International Seminars	good
22	Scholarships	Maintain a file for commerce
23	Special events	good
24	Grievance redressal	Maintain separate file for Grievance redressal and anti-ragging
25	Teachers Self Appraisal (2015-16)	need updation
26	Teachers Monthly academic plan	need updation

Name and Signature of Chairperson: Preethy Alen  
 Member Coordinator: Dr. Ummer V.M.  
 Member: SIVYA VASUDEVAN K.K. W

## DEPARTMENT OF ENGLISH

Name of Department: *Dept. of English.*

Sl No	File	
1	Department Diary	<i>Good</i>
2	Class Diary	<i>Good</i>
3	Tutorial Register	<i>Good</i>
4	Class Tutorial	<i>Good</i>
5	Department Council	<i>Good</i>
6	Teachers personal Files	<i>Good</i>
7	Placement file	<i>Attach the proof of Placement.</i>
8	Course content and syllabus	<i>Good</i>
9	Academic plan	<i>Attach Academic Plan.</i>
10	Internal Evaluation	<i>Good</i>
11	Teachers Research and Projects	<i>Attach all the details of MRP</i>
12	Student Projects	<i>Good</i>
13	Extension activities	<i>Good</i>
14	Co curricular activities	<i>Attach certificates of achievement</i>
15	Books and Periodicals	<i>List of books &amp; periodicals should be attached Existed in reading room documents</i>
16	Remedial coaching	<i>Attach remedial files</i>
17	Association activities	<i>Good</i>
18	Book Bank	.
19	Study Tour	<i>Good</i>
20	Alumni	<i>Good</i>
21	National/International Seminars	<i>nil</i>
22	Scholarships	<i>Good</i>
23	Special events	
24	Grievance redressal	<i>Good</i>
25	Teachers Self Appraisal (2015-16)	<i>Good</i>
26	Teachers Monthly academic plan	<i>Good</i>

Name and Signature of Chairperson: *Sau*

Member Coordinator: *[Signature]*

Member: *[Signature]*

**DEPARTMENT OF PHYSICS**



Sl.No.	File	Finding	Advice
1.	Department Diary	Dept Diary is not properly maintained. So far no teacher except HOD has recorded data in the diary.	All faculty members are advised to record daily, or on immediately succeeding days, the dept matters in the diary individually.
2.	Class Diary	All class diaries except class diary of VI Sem were produced for inspection.	HOD should sign the class diary.
3.	Tutorial Register	Internal Exams for IV and V Sem not conducted.	Perfection required and internal exam marks should be entered.
4.	Class Tutorial	Almost complete except Final Year Degree classes.	
5.	Dept Council	Dept Council is not constituted: Minutes of the Council is blank.	It is mandatory to constitute Dept Council and keep minutes. A faculty member other than HOD is to be appointed as the secretary of the Council.
6.	Teachers' Personal Files	Good	Newly joined faculty members should keep their profile in a better and clear format.
7.	Placement File	No update made after 2014-15.	Names of students who have been employed should be collected and a file should be maintained.
8.	Course Content and Syllabus	Good.	But filing in loose leaf should be changed to book form or spiral-bound.
9.	Academic Plan	Only 70% percent of the entries are made in the file.	Need to complete.
10.	Internal Evaluation	Good	Mark sheets should be filed properly.



11.	Teachers' Research and Project	Very Poor. No teacher has undertaken any research after 2014-15.	
12.	Student Project	Good	
13.	Extension Activities	Excellent. But documentation not clear.	A proper report should be filed.
14.	Co-curricular Activities	File maintained.	
15.	Books and Periodicals	No Book, no periodical.	Advised to maintain a reading room in the Dept and subscribe to Newspapers, journals or periodicals.
16.	Remedial Coaching	File kept.	
17.	Association Activities	File kept	
18.	Book Bank	Very poor.	A book bank should be opened and maintained to support the poor students with the support of Alumni.
19.	Study Tour	File kept.	
20.	Alumni	No programme conducted, though nominal role is maintained.	
21.	National/International Seminar	Failed to conduct seminars.	Conduct Department Seminars on Emerging Trends in Physics.
22.	Special Events	No	
23.	Scholarship	File kept	
24.	Grievance Redressal Cell	Not organized, no nodal officer.	
25.	Teachers' Self-Appraisal	Need to be updated	
26.	Teachers' Monthly Academic Plan	All files except on faculty member completed.	

Recommendation: Re-visit within a period of one month is recommended.


Chairperson: C. K. Hassan


Member Coordinator: Najila T.Y.

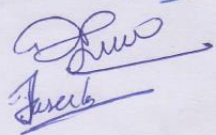
Member : Saifunneesa T.K.

## DEPARTMENT OF ZOOLOGY

Sl No	File	
1	Department Diary	Good
2	Class Diary	1st sem not completed, PG class-diaries not found
3	Tutorial Register	Good, PG register to be kept
4	Class Tutorial	Good
5	Department Council	Good
6	Teachers personal Files	(Good) - PG staff files to be kept
7	Placement file	Good
8	Course content and syllabus	Good
9	Academic plan	Good
10	Internal Evaluation	Very Good
11	Teachers Research and Projects	-
12	Student Projects	Good
13	Extension activities	Good
14	Co curricular activities	Good
15	Books and Periodicals	To be updated
16	Remedial coaching	Good.
17	Association activities	Good.
18	Book Bank	Good.
19	Study Tour	Very Good
20	Alumni	Meeting minutes for 2015, (2016) not found
21	National/International Seminars	Proceedings to be prepared
22	Scholarships	Good
23	Special events	-
24	Grievance redressal	Good
25	Teachers Self Appraisal (2015-16)	Incomplete
26	Teachers Monthly academic plan	To be completed

Name and Signature of Chairperson: 

Member Coordinator: 

Member: 

## DEPARTMENT OF PSYCHOLOGY



Name of Department: *Psychology*

Sl No	File	
1	Department Diary	Signature of HoD to be put
2	Class Diary	Signature of HoD missing, 2015-16 1st year
3	Tutorial Register	legibility of class diary Factor not signed
4	Class Tutorial	Internal marks entry not complete minutes book of tutorial meetings to be kept
5	Department Council	Good
6	Teachers personal Files	Separate files for each teachers
7	Placement file	—
8	Course content and syllabus	Good
9	Academic plan	Need modification
10	Internal Evaluation	Good
11	Teachers Research and Projects	—
12	Student Projects	—
13	Extension activities	Extension may be started in the next year
14	Co curricular activities	Good
15	Books and Periodicals	—
16	Remedial coaching	Good
17	Association activities	Good
18	Book Bank	—
19	Study Tour	—
20	Alumni	—
21	National/International Seminars	—
22	Scholarships	—
23	Special events	—
24	Grievance redressal	File not opened
25	Teachers Self Appraisal (2015-16)	—
26	Teachers Monthly academic plan	Good

Name and Signature of Chairperson:

*Dr. Abdul Hammed*

Member Coordinator: *Dr. C. Rajesh*

Member: *Sreejilakshmi*

**DEPARTMENT OF COMPUTER APPLICATION**

Name of Department: Computer Application

Sl No	File	
1	Department Diary	good -
2	Class Diary	good
3	Tutorial Register	Internal marks of IV sem to be included
4	Class Tutorial	good
5	Department Council	good
6	Teachers personal Files	good
7	Placement file	students undergoing higher studies to be included in the list
8	Course content and syllabus	good
9	Academic plan	good
10	Internal Evaluation	good
11	Teachers Research and Projects	Keep separate file for teacher and students
12	Student Projects	-
13	Extension activities	good
14	Co curricular activities	good
15	Books and Periodicals	Keep separate file for book bank and periodicals
16	Remedial coaching	good
17	Association activities	good
18	Book Bank	-
19	Study Tour	Detailed report
20	Alumni	file needs improvement
21	National/International Seminars	- To be started
22	Scholarships	file to be improved
23	Special events	to be started
24	Grievance redressal	separate files to be kept for grievance redressal & anti-ragging
25	Teachers Self Appraisal (2015-16)	not issued
26	Teachers Monthly academic plan	good

Name and Signature of Chairperson:  
Member Coordinator:  
Member:

Preethy Allen Preethy Allen  
Nisab T 