

Internal Academic Auditing 2016-17

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 14-17 of August 2017. 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 2016-17. 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 2016-17.

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 Team Member*
Commerce	14-8-17: 11.30 AM	Dr Preethy Alex
English	14-8-17: 1.30PM	Dr Sailaja U
Zoology	14-8-17: 2.30PM	Najila TY
Physics	16-8-17: 11.30AM	K M Rukkiya
Chemistry	16-8-17: 2.30PM	Prof. Hamsa AMP
Psychology	17-8-17 : 1.30PM	Krishnaprabha K S
Computer Application	17-8-17: 2.30PM	Dr Preetha SR

*Principal will be the chairperson and IQAC coordinator will be the member coordinator

General Recommendations

1. To enlarge student support activities and improve the functioning of existing programmes.
2. To take measures to increase the achievements of students in sports and cultural activities in university/state/national level.
3. Effective utilization of E-learning centre
4. Faculty members may be encouraged to register for PhD programme.
5. Encourage the publications of faculty members and students in reputed journals
6. In tune with institution's social responsibility undertake more outreach programmes
7. In most of the departments the Department diary, class diary, tutorial register, Teachers self appraisal etc. are not duly signed by the Principal, Head of the Department, Tutor, wherever necessary. All the documents should be properly signed by the respective officials.
8. In departments where both aided and self financing programmes are running simultaneously (Physics, Zoology, Commerce, English) documents like Department diary, Department council minutes should contains the records of all the faculty members.
9. All the Departments shall take serious steps to start some kind of extension activity this year itself
10. All the Departments shall take initiative to organize at least one novel activity this year
11. All the Departments shall take initiative to organize invited lectures or seminars this year
12. The following documents are to be kept by all the Departments if they do not have it now
 - a. Details of scholarships availed by students including the consolidated statement
 - b. Results of university examinations of all semesters including the consolidated result analysis proforma given by IQAC
 - c. Placement and Progression of students in the prescribed proforma
 - d. Notification register to make students alert about all the examinations for admissions to higher programmes
 - e. A file related to the attendance of students shall be opened in all departments
13. A file related to the details of admitted students shall be opened in all departments

VERIFICATION OF QUALITY OF DOCUMENTATION
DEPARTMENT OF CHEMISTRY

SI No	File	Remarks
1	Department Diary	Good
2	Class Diary	MSc (I Year) Class diary not found
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	Good
10	Internal Evaluation	Good
11	Teachers Research and Projects	Good
12	Student Projects	Good
13	Extension activities	Good
14	Co curricular activities	Photos may be added
15	Books and Periodicals	Good
16	Remedial coaching	Good
17	Association activities	Good
18	Book Bank	Good
19	Study Tour	Good
20	Alumni	Not updated
21	National/International Seminars	Good
22	Special events	Good
23	Scholarships	Consolidated statement not found
24	Grievance redressal, antiragging and anti sexual harassment cell	Good
25	Teachers self appraisal	Good

DEPARTMENT OF COMMERCE

SI No	File	Remarks
1	Department Diary	Good
2	Class Diary	I B Com Finance Class coordinator not signed
3	Tutorial Register	Mark entry not complete

4	Class Tutorial	III B Com Finance, II BCom CA not found
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 modification
10	Internal Evaluation	Need updation
11	Teachers Research and Projects	Details of MRP of Prof. C K Hassan (2015-17) not found
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
20	Alumni	Need updation
21	National/International Seminars	Good
22	Special events	Good
23	Scholarships	Need modification
24	Grievance redressal, antiragging and anti sexual harassment cell	Good
25	Teachers self appraisal	Good

DEPARTMENT OF ENGLISH

Sl No	File	Remarks
1	Department Diary	Good
2	Class Diary	Good
3	Tutorial Register	Mark entry not complete. Photo not pasted in BA 2016-19
4	Class Tutorial	Good
5	Department Council	Good
6	Teachers personal Files	Good
7	Placement file	Need modification and 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	Department may initiate some extension activities
14	Co curricular activities	Good

15	Books and Periodicals	Good
16	Remedial coaching	Need Updation
17	Association activities	Good
18	Book Bank	Good
19	Study Tour	Good
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	Need Modification
25	Teachers self appraisal	Good

DEPARTMENT OF PHYSICS

SI No	File	Remarks
1	Department Diary	Work of Lab attenders may be included. Special Classes shall be mentioned. Details of PG teachers not found
2	Class Diary	Sign of class tutor and HoD missing , Class diary of PG not found. The class diary of 5 th and 6 th semester was not filled from January onwards.
3	Tutorial Register	Mark entry (Both external and internal) 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	Need updation
8	Course content and syllabus	Good
9	Academic plan	Need modification
10	Internal Evaluation	Good
11	Teachers Research and Projects	Good
12	Student Projects	M Sc Project details not found
13	Extension activities	Department may initiate some extension activities
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.
20	Alumni	Good
21	National/International Seminars	Department may conduct a National seminar
22	Special events	Good
23	Scholarships	Need modification
24	Grievance redressal, antiragging and anti sexual harassment cell	Good
25	Teachers self appraisal	Good

DEPARTMENT OF ZOOLOGY

SI No	File	Remarks
1	Department Diary	Good. Work of PG faculty shall be entered in the same diary
2	Class Diary	2015-16 First semester class diary not found
3	Tutorial Register	Mark entry not complete
4	Class Tutorial	Good
5	Department Council	Good
6	Teachers personal Files	Separate files to be opened for each faculty member
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 start some extension activity
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
20	Alumni	Good
21	National/International Seminars	Good

22	Special events	Good
23	Scholarships	Good
24	Grievance redressal, antiragging and anti sexual harassment cell	Good
25	Teachers self appraisal	Good

DEPARTMENT OF PSYCHOLOGY

SI No	File	Remarks
1	Department Diary	Need modification, HoD not signed
2	Class Diary	Not signed by tutor and head, first year diary not found
3	Tutorial Register	Internal and external mark entry not complete
4	Class Tutorial	Not maintained
5	Department Council	Only five meetings held. Not signed by teachers
6	Teachers personal Files	Separate file not found. Website not updated
7	Placement file	NA
8	Course content and syllabus	Good
9	Academic plan	Need modification
10	Internal Evaluation	Not maintained
11	Teachers Research and Projects	NA
12	Student Projects	NA
13	Extension activities	File not maintained
14	Co curricular activities	File not maintained
15	Books and Periodicals	File not maintained
16	Remedial coaching	Need modification
17	Association activities	Good
18	Book Bank	File not maintained
19	Study Tour	File not maintained
20	Alumni	File not maintained
21	National/International Seminars	File not maintained
22	Special events	File not maintained
23	Scholarships	File not maintained
24	Grievance redressal, antiragging and anti sexual harassment cell	File not maintained
25	Teachers self appraisal	File not maintained

DEPARTMENT OF COMPUTER APPLICATION

SI No	File	Remarks
1	Department Diary	Good
2	Class Diary	Tutor not signed in some pages
3	Tutorial Register	Internal and external 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	Need modification
10	Internal Evaluation	Good
11	Teachers Research and Projects	Good
12	Student Projects	Consolidated statement may be kept
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
20	Alumni	Good
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

Recommendations for Letter of Appreciation to teachers

Sl No	Name of the Faculty members	Significant academic achievement
1	Dr. Santhoshbabu PC Head, Dept of Commerce	Awarded PhD from University of Calicut
2	Dr Jisha VS Asst. Professor Department of Chemistry	UGC-Raman Fellowship for Post Doctoral studies in Georgia Institute of Technology, USA
3	Dr Sailaja U Associate Professor Dept. of Physics	First author of a paper published in <i>European Journal of Pharmaceutical Sciences (Impact factor 3.75)</i>
4	Athira Radhakrishnan Asst. Professor Dept. of English	<ul style="list-style-type: none"> Single authored a paper published in Global English-Oriented Research Journal – International Quarterly Online Journal (Impact Factor 2.9)

		<ul style="list-style-type: none"> • Co-authored a book <i>Nuts and Bolts of English: Easy Practice Sheets to Improve Communication Skills</i>
5	Reji AL Asst. Professor Dept. of English	<ul style="list-style-type: none"> • Single authored two articles in International journals and one article in a National Journal
5	Jaseela M A Asst. Professor Department of Chemistry	<ul style="list-style-type: none"> • Co-authored a paper published in <i>Optical Materials</i> (Impact Factor 2.02) • First author of a chapter of book <i>Computational Chemistry Methodology in Structural Biology and Material Sciences</i> published by Apple Academic Press Inc.
6	Krishnaprabha KS Head, Dept. of Zoology	Authored a book named <i>Kanjeem Payarum</i> published by Kerala Sastra Sahithya Parishath
7	Fathima Rini F Asst. Professor (Adhoc) Department of Psychology	Awarded UGC-JRF
8	Swetha M Asst. Professor (Adhoc) Department of Zoology	Awarded UGC-JRF