

M.E.S. COLLEGE MARAMPALLY

ALUVA. Pin-683107



Annual Quality Assurance Report

SUBMITTED TO

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
BANGALORE**

December 2009

Name of the Institution: M.E.S College Marampally

Year of Report: 2008-09

PART A:

The IQAC of the college and the Heads of various departments had convened a meeting at the beginning of the academic year and it was generally decided to prepare a plan of action for the given academic year and the Principal invited proposals from each department for action to be taken.

All the departments submitted a general outline of objectives for implementation accordingly. They include Seminars, Social out-reach programmes, Medical camps, Association work, Certificate courses (UGC funded and college-initiated), Inter-collegiate programmes, blood donation camps Career guidance programmes, Industrial visits, Technical talks, Workshops, News Letter etc. It is a matter of immense happiness that most of these were realized without much difficulty.

The college council held at regular intervals did a review of these programmes and suggestions for further improvement were given.

PART B:

1. Institution plans to develop according to the mission and objectives stated by the Muslim Educational Society. The mission of the society is *to promote higher education and improve the standard and quality of education among the people in general and minorities and backward classes in*

particular. Our college has a clear vision as far as its goals are concerned. It desires to promote quality education and impart human values among the students. The college also is committed to impart the latest in technology, instill human values, develop the total personality, and encourage the practice of self-learning and entrepreneurial skills of our students. Every year our institution conducts programmes for the benefit of the society at large and that is achieved in 08-09 also. All the core departments offer P.G programmes and the emphasis is on total professional development of the student. The National Commission for Minority Education has granted *minority status* to M.E.S College Marampally.

2. Based on the proposals for add-on programmes submitted to UGC, we got an add-on course on *Electrical and Electrical Equipment Maintenance* (Under the Electronics dept) and Rs. 100, 00, 00 has been sanctioned by the UGC.
3. The board of studies of M.G. University of prepares the curriculum. However suggestions have been put forward by each department to the M.G.University for revising it according to the present needs. A few faculty of our college have started participating in the newly constituted UG Programme restructuring process for updating the syllabus. Two of our faculties have become part of the Board of Studies

in the University. Our teaching /learning process gives emphasis to group work and group study.

4. Initiatives have been taken for identifying areas/ topics for conducting inter-disciplinary studies. This aspect is taken into consideration for launching add-on/short term programmes. Seminars on subjects of inter-disciplinary nature to be conducted.
5. With the present affiliated / aided structure the college can only bring reforms in internal assessment system. Parents are taken into confidence by informing them about the test performance. The departments have begun innovations in internal evaluation through problem solving, open book tests and case study.
6. Two students have qualified CSIR/NET.
7. Details of the staff & departments who have attended seminars, conferences, orientation/ refresher course
 - ? Dr. Muralikrishnan.T.R. (attended two seminars and presented two papers) (English)
 - ? Mr. Sabu. M.K. (presented two papers, one paper is published as proceedings, published by Springer in the volume on *Lecture Notes in Artificial Intelligence*), Mrs. Leena. C. Shekar (presented one paper) Mr. Murugan. R, (attended one seminar and attended one Orientation Course) Mr.

Ibrahim Salim (attended one seminar) Mrs. Julie David presented a paper at ICAC 09 (Computer Applications)

- ? Mr. Manzurali attended refresher course. (Biotechnology)
- ? Mr. Ajims.P.Muhammed. (presented two papers, published as part of proceedings) (Business Administration); attended refresher course.
- ? Mrs. Sopna. V. Mohammed (Business Administration); attended refresher course.
- ? Mr. Praveen E.P, Mrs. Neemat Sherin, Mrs. Nishamol Shiyas, attended seminars. (Commerce)

8. Seminars and workshops conducted:

The chief highlight

- ? The Department of Computer Application conducted a UGC Sponsored National Seminar on E-learning on 20th and 21st of March 2009.
- ? We conducted an orientation programme for freshers for three days during the last week of July 2008 for all batches. (UG first year students)

Other dept-level seminars / projects:

BSc / MSc Electronics

The department conducted eight seminars and five workshops which include technical sessions. Some of them are cited below:

- ? Seminar on Advances in Computer Networking by Mr. Roni of HCL Career Development Centre on July 8 for final year students.
- ? Seminar on IAS Preparation & Coaching for final year students on 9th July by Mr. Abdul Rasheed of CIGI.
- ? Seminar on Yoga and Meditation for the first year UG students on 13 August 2008 by Mr. Joy M.T.
- ? Session on Personality Development for final year UG students on 14th August by Mr. Sudevan, NIIT Ernakulam.
- ? Session on Communicative English for the final year UG students on 6th November by Mrs. Roshni D' Souza.
- ? Session on Career Opportunities for the final year students in November 20, 2008 by Jetking group Ernakulam.
- ? Seminar on Cyber Crime and Legal Implications by Mr. Aliyar M.E. (office of the Judicial first class magistrate) on 4th February 2009.

BBA / MBA Dept

The BBA department conducted many programmes, which include Orientation programme, seminars, workshops and industrial visits.

A few programmes are cited below:

- ? 12/6/08 CAT MAT Preparation TIME Entrance Coaching Centre
- ? 9/7/08 Business News paper The Hindu Business Line group
- ? 7/8/08 Skill Development SMARTEC Ernakulam
- ? 13/8/08 Introducing Tally LCC, Aluva
- ? 14/8/08 Financial Aptitude FFA School of Financial studies
- ? 22/8/08 Japanese Management Infovision & Nihogbashi Singapore
- ? 26/8/08 Aviation, Travel, Hospitality Team Academy, Ernakulam
- ? 18/9/08 Logistics Indian Institute of Logistics, Chennai.
- ? 6/1/09 Techniques in Accounting TIA, The Institute of Accountants
- ? 8/1/09 Logistics SCM Hub

The MBA department conducted several internal and external seminars. A few external programmes are given below:

- ? 14/10/08 & 15/10/08 *Improving Communicative and Interpersonal Skills* Mr. Chenthil Kumar, CK Consultancy
- ? 4/11/08 to 7/11/08 Finishing School Programme (Mock Interview) Mr. Prakash Nair

BCA / MCA Dept

The department conducted six programmes, which included seminars, workshops and technical sessions. The department conducted various seminars in the topics given below:

- ? Advanced Computer Networking
- ? Civil Service Awareness
- ? Soft Skill & Interview Techniques
- ? Animation Techniques, Game programming
- ? Employment Opportunities in IT industry
- ? Session on .NET
- ? Hardware awareness

B.Com / M.Com Dept

The department conducted many programmes, which includes seminars and workshops on practical banking, legal literacy, value based education, computer hardware, communication skills, career guidance, etc. A few programmes are cited below:

- ? 16/7/08 Air hostess training Frank Finn Institute of Airhostess training

- ? 30/7/08 Personality Development Dr. Venkitachalam,
Adi Sankara Institute of Management, Kalady, Ernakulam.
- ? 14/08/08 Capital Market FF Schol of Financial
Studies, Kochi.
- ? 18/10/08 Legal Literacy Programme Legal Awareness
Cell, Aluva
- ? 20/10/08 Practical Banking
- ? 12/11/08 Value based education Mr. Varkichan, Amala
Medical Centre, Thrissur.
- ? 14/1/09 Career Guidance Dr. Samson Thomas, BMC
MS, Faculty
- ? 6/2/09 Communication Skills Prof. Valson, MES
Training College, Edathala.

BSc / MSc Biotechnology

The department conducted a few programmes, which includes seminars, workshops industrial visit and technical sessions. Dr. Mohammed Hatha, CUSAT, presented a seminar on *Microbial Biotechnology: An Introduction* as part of Bioscience Association Inauguration. Many programmes conducted by Bioscience Dept are cited in the entry related to community services.

9. Four faculty members have got UGC minor projects: Dr. P.A. Fathima (Principal) Dr. MuraliKrishnan T.R., Dept of English, Dr. Umesh B.T.,

Dept of Biotechnology, Mr. Joy M.T. Dept of Physical Education this year. As indicated in the earlier report, four faculty members have already received Minor research project grants from UGC last year and year before last.

10. NIL

11. NIL

12. NIL (Grants from UGC only)

13. Since the college is not presently a recognized research center, not much initiative is possible. However, a few faculty members have completed their research work and have secured M.Phil. Mr. Umesh B.T. has been awarded PhD by the University of Calicut. One faculty is pursuing her research in Stanford University, Georgia, USA. The Director of SOCSAMS, Dr. K. C. Sankaranarayanan, has 8 students under his guidance. Three of them have submitted their thesis and one of the candidates has been awarded PhD last year. Dr. C.A. Antony has five research scholars under his guidance.

14. A few scholars have started contributing to journals. Many have presented papers and some of their papers are brought out by the organizers as 'Proceedings'. A few faculties have published papers in national and international journals this year. Dr. Muralikrishnan T.R. and Mr. Sanjayan T.S. have jointly published a paper titled Is there a teacher in this class? Information Processing, Multimedia and

Education in **Acta Didactica Napocensia** (Journal of the Didactics of Exact Sciences Chair of the Babes-Bolyai University Romania) Volume 2, Number 2, 2009,89-94. ISSN 2065-1430

(<http://www.adn.teaching.ro/v2n2.htm>). Dr. Muralikrishan T.R. has published a paper titled **King Richard II: Analyzing the Political**

Discourse of Power in Language in India Volume 9: 1 January 2009, 360-371. ISSN 1930-2940 (www.languageinindia.com)

15. The college has constituted an award for the Best Performing Teacher since 2003-04. Five teachers have been given the award; 1. Muralikrishnan.T.R. (03-04); 2. Ajims.P. Mohammed (04-05); 3. Dr. Abdul Sathar (05-06) 4. Sam Kollannore (06-07) 5. Sabu.M.K. (07-08) 6. Smt . Sheena P.A. (08-09).

16. Resource depends on two major criteria, viz., UGC funding and Self-financing courses. Teacher salary of aided courses is met by the government. No other major internal resource.

17. NIL

18. Our college conducted a major extension community service programme last year titled MES Kshemasamooham. The M.E.S *Kshemasamooham* was new venture into the field of social extension work by the college. The programme was conceived and orchestrated by the IQAC of the college for taking the student community into social service in a big way. The programme also intended to project the

expertise of our college in various fields of knowledge which could be used for the benefit for the public at large. The programme was organized with the liberal financial assistance of the College Management and the college sought the active participation of the Vazhakkulam Block Panchayath as well as the six Grama Panchayaths viz., Choornikkara, Edathala, Kizhakkambalam, Vazhakulam, Keezhmadu, and Vengola. All the major departments formed themselves separate groups and the newly started departments grouped together to form one 'allied department'. The programme was formally inaugurated at the Vazhakkulam Block Panchayath on 21st November 2008 by the MLA of Aluva Sri. A.M. Yusuff. The programme was from 24th to 26th November, 2008. The Department of Electronics conducted a workshop on circuit assembling & computer hardware. The cleaning of MES Edathala special school premises, Kizhakkambalam Govt. L.P School premises, socio-economic survey of ward 5 of Edathala, ward 18 of Vengola, and ward 13 of Kizhakkambalam, Homoeopathic camp at Chooracode were the main activities of the Electronics department. The Department of Computer Applications conducted computer awareness programmes at Choornikkara, Keezhmadu, and Edathala for socially underprivileged groups. Yoga sessions were held in all these panchayaths supported by self-help groups. A homeopathy camp was conducted at

Choornikkara. Cleaning of library and school premises of the visited areas was also done everyday. The Department of Biotechnology conducted various programmes at locations like Kizhakkambalam, Vazhakkulam and Vengola panchayaths. Blood group identification and water sample analysis were conducted in all panchayaths. Sessions on 'biofertilizers and their uses' were conducted. An Eye-check up camp was conducted at Perumani, with the help of the doctors from Vasan Eye Care Hospital, Ernakulam. Over 150 patients attended the camp. Moreover, the cleaning task was also taken in a big way in these areas. The Department of Business Administration conducted Medical camp (dental), seed distribution, and social survey at the Vazhakkulam Panchayath. Road cleaning, and Legal awareness class were organized at the Choornikkara Panchayath, The department also organized Legal awareness class for the Kudumbasree unit ladies at the Keezhmadu Panchayath. The Department of Commerce conducted a dental camp in Noorul Islam Madrassa hall, in Keezhmadu Panchayath. Training was given for soap powder manufacture to Kudumbasree unit women. Value-based education session was provided to Govt. L.P. School students in the Kizhakkambalam Panchayath. Extensive cleaning programme was done at Palakkattuthazham in Vazhakkulam Panchayath. The Allied departments consisting of English, Physics, Mathematics, Arabic and

Physical Education conducted an Ayurvedic medical camp in the PHC, Edathala. More than 100 patients came to the camp. The allied department conducted an Energy conservation class for Kudumbasree women by inviting a resource person from KSEB at Choornikkara. Seed distribution was held at Chembarucky and Choornikkara.

19. The following teachers (self-financing/contract category) were appointed in the following departments:

- ? Mrs. Shiji Chembarathy (Dept of Biotechnology)
- ? Dr. Rajan. M. (Professor, MBA department)
- ? Mr.Mohammed Iqubal P.S. (Dept of Mathematics)
- ? Mrs. Lakshmi Gangadharan (Dept of Physics)
- ? Roshni Alex (Dept of Electronics)
- ? Ms. Deepa Poulose, Ms. Indu, Mrs. Anitha Varghese, Mr. Sanjayan T.S, Ms. Manjula K.T, (Dept of English)

20. TS-NTS ratio - 4:1 (over all programmes)

21. A new library block for the exclusive use of P.G. students such as MBA and MCA has been set up last year. A new block exclusively for library will be set up for UG programmes this year.

22. This year 1520 new copies of books (UG & PG) were purchased; 8 new journals have been subscribed. Approximate value will be Rs. 114145/-

23. Student Feedback is compulsory for all courses and this will be discussed by the College Council for further action, if any. Twice every

year there is a result analysis meeting. The college also provides open house forums in each class in the middle of a semester.

24. Rs. 18700/- per student excluding salary and 27200/- per student including salary. Infrastructural and maintenance needs are also to be considered.

25. Most of the work related to administration has been computerized.

26. *Infrastructural development:* We have;

? A new auditorium for conducting programmes is nearing completion.

? Completed installation of a UGC sponsored language lab and a network resource centre and they have started functioning.

? Purchased LCD for major programmes

? Set up new Physics lab for UG course

27. We have purchased latest equipment and new software such as Linux and Oracle are made available for lab use.

28. We have a fully operational computer lab and access is given to all students and teachers. Each department has been provided with computers. Internet is accessible to students/ staff from library as well as computer lab.

29. There are many endowments and scholarships to meritorious students.

We have started disbursing KPCR- fee concession to financially weaker students. Certain internal arrangements are made to meet the

needs of the students. Fee concessions are given on means come merit basis.

30. Our Alumni Association is relatively new. Our first batch of students passed out in 1998. January 16th is the alumni day of the college. At an informal level our Alumni helps in placement and training, extension services, web designing etc.
31. We have a very active PTA. The meeting is held at least thrice a year for evaluating the performance of academic and extra curricular activities. Each department maintains records of all interaction with the PTA.
32. The college maintains the services of a doctor, which is available, free of cost to the students on fixed days at regular time schedule. The college has an informal arrangement with a hospital near Aluva.
33. Our Ball Badminton Girls' Team has been placed third in the Intercollegiate M.G. University Ball Badminton Championship last year. Our teams participate in M.G. University games and Athletic meet.
34. Additional weightage is given to students who have proved their excellence in sports and games.
35. In the University Examination (2006 admissions), we secured ranks for BSc Electronics (1st rank), MCA (1st rank) and BCA (1st rank).

36. Guidance and Counseling are given primarily to the UG students.

Several career related programmes were conducted last year by various departments. Guidance is provided to weak students at the departmental level.

37. Some of our students (both UG and PG) got placements in the following organizations;

- ? Satyam Computers
- ? Wipro
- ? i Gate
- ? Met life
- ? Cipla Ltd
- ? AXIS Bank
- ? Kodak Mahindra
- ? Tata AIG Life Insurance
- ? GIT PAC
- ? Joy Alukkas group

38. The office staffs of our college are encouraged to take up short-term programmes with our BCA department.

39. (a) Congenial Student-Teacher relationship exists in the college

(b) Communication skills sessions for the UG/PG students

(c) New methods of teaching such as role-play and group dynamics are utilized to enable the students for means of understanding.

(d) Campus continues to be apolitical.

40. NIL

41. For the last two years, we conduct an internal academic audit mechanism so as to identify and award recognition to the best performing department. A part of the report is given below:

The Core Monitoring Committee (CMC) was constituted specifically for the purpose of assessing the performance of each department based on common criteria. The CMC was constituted with certain objectives. The most important being preparing the institution for the next NAAC accreditation scheduled within two years.

All the criteria laid down by NAAC are considered for this process also.

- ✍ Curricular Aspects
- ✍ Teaching Learning and Evaluation
- ✍ Research Consultancy and Extension
- ✍ Infrastructure and Learning Resources
- ✍ Student support and progression
- ✍ Governance and Leadership
- ✍ Healthy Practices

Each of these is taken up for assessment and they are quantified in terms of the split up made under each section. The highest weightage is given to Teaching Learning and Evaluation. The details of assessment are circulated much ahead of the scheduled CMC visit in March to each department. A general staff meeting was held to explain the purpose and points and later the CMC made a personal visit to each department for clarifying doubts.

- ✍ Members of the CMC: **Dr. Muralikrishnan.T.R, Sheena.P.A, and Joseph Deril. K.S.**

The Norms of evaluation of CMC include the following:

- ✍ Steps taken by the department to ensure quality at all levels including reliability of documents maintained.
- ✍ Innovations and reforms made in TLE methods, curriculum, social extension work, student support activities, performance of faculty etc.
- ✍ Attempt to usher in add-on programmes with interdisciplinary nature.
- ✍ Evaluation of TLE methods- student, peer, and institutional.
- ✍ Academic growth of faculty: research, publication, and consultancy.
- ✍ Industry Linkage leading to exposure, career sessions, Advisory status, MoUs, Placement, collaboration etc.
- ✍ Monitoring each student: “Input-process-output” indicating qualitative growth rate, drop-out rate, failure rate, weaker students, parent involvement, changes visible in three years academically.
- ✍ Technology in TLE
- ✍ Alumni records
- ✍ Library and Lab utilization
- ✍ Division of responsibility
- ✍ Action taken on student feedback: academic as well as non-academic.

Method of Evaluation

As stated earlier the norms of evaluation and the criteria on which the assessment is made were circulated to all departments much earlier to the visit. The factors included for evaluation based on each criterion (as given by NAAC) and the marks for each were given to the departments.

- ⚡ Curricular Aspects: 20 marks (present system & add-on programmes)
- ⚡ Teaching Learning Evaluation: 60 marks (innovation, evaluation, technology)
- ⚡ Student support & Progression: 25 marks (academic & activities)
- ⚡ Research Consultancy & Extension: 20 marks (research & industry linkage)
- ⚡ Leadership and Governance: 5 marks (responsibilities)
- ⚡ Infrastructure and Learning Resources: 10 marks (library, projects & lab)
- ⚡ Healthy Practices: 10 marks (PTA, Alumni, Health awareness etc)

Total: 150 marks

Grading system: Grade A (131 to 150)

Grade B (101 to 130)

Grade C (071 to 100)

The peer team approached the departments with an open mind to ascertain the academic status. A list of possible files, which can be kept prepared, was circulated to all concerned departments. Before the CMC evaluation began in

each department, the Head was given a list of four questions confidentially for getting responses related to positive changes, strengths, weaknesses, student development, and the preparedness to seek accreditation within two years. The first step in assessment was the verification of the activity records, followed by interaction with students and with the HOD if necessary. Later the records related to institutional evaluation were also gathered.

The thrust was given to four points: TLE, Extension work, Industrial Linkage and personality development programmes. Innovations in TLE like student-teacher interaction opportunity in classroom situations, seminars, group discussions, team teaching, microteaching, peer evaluation, student feedback, institutional evaluation etc were given emphasis. Extension work/social work depending on the characteristic feature of the department was considered for evaluation. Industrial linkage is relevant in the present context. Attempts to forge any tie with industry in terms of training, short internship, placement etc add value to the scheme of things. To provide the students an opportunity for developing their personality is also a crucial factor. Assessment is based on these and other factors

Based on the assessment the **Department of Bioscience** was given the award for the year 2008-09.

PART C: Detail the plans of the institution for the next year

The college plans to conduct the following programmes:

- ? Seminars/ Workshops at National, state level on various subjects, technical talks
- ? Community service programmes
- ? Career guidance/ placement initiatives
- ? Add-on programmes
- ? Personality development programmes, Industrial visits
- ? Lectures and demonstrations by reputed academicians and industrialists
- ? Social projects for humanities courses
- ? MSc / MCA entrance coaching class
- ? Microsoft / Cisco certification programmes
- ? Orientation programme for freshers
- ? New departments to start operating their social programmes
- ? Finishing school
- ? Exhibition of projects
- ? Distribution of uniforms and study materials to poor school children.

Name & signature of Coordinator, IQAC Name & signature of Chairperson, IQAC