M.E.S. COLLEGE MARAMPALLY

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Annual Quality Assurance Report

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
BANGALORE

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

Year of Report: 2007-08

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 Career guidance programmes, Industrial visits, Technical talks, Workshops, Seminars, Social out-reach programmes Medical camps, Association work, Certificate courses (UGC funded and college-initiated), Inter-collegiate programmes, blood donation camps etc. A review of the student performance in University exams was also proposed. 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. All the core departments offer P.G programmes and the emphasis is on total professional development of the student. The departments conduct seminars, industrial visits, debates, and interactive sessions with reputed industrialists etc. The National Commission for Minority Education has granted *minority status* to M.E.S College Marampally.

2. This year the college got approval from the University to start BSc Physics (with Computer Applications), BSc Microbiology, BSc Mathematics (with Computer Applications), B.A. Communicative English, and B.A Arabic (with translation and Computer Application) at the UG level and MSc Microbiology, MSc Biochemistry at the PG level. All these courses come under the Self financing category. Based on the proposals for add-on programmes submitted to UGC, we got an add-on course on Advanced Computer Programming and Software Training.

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 are part of the committee constituted for updating the syllabus.

4. Initiatives have been taken for identifying areas/ topics for conducting inter-disciplinary studies. 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. A few departments have begun internal evaluation through problem solving, open book tests and case study.

6. One student has qualified CSIR/NET.

7. Details of the staff & departments who have attended seminars, conferences, orientation/ refresher course

   ? Muralikrishnan.T.R. (presented one paper) (English)

   ? Mini.K. Paul, Manzurali P.P.   (Biotechnology)

   ? Ajims.P.Muhammed, Sinosh.P.K. (Business Administration)

   ? Sheena.P.A (Physics)

   ? Raphika.P.M., Sam Kollannoore, (Electronics)

   ? Praveen E.P. (Commerce)

? Sabu. M.K. (presented one paper), Leena.C.Shekar, Murugan. R, Joseph Deril, Ibrahim Salim (Computer Applications)

8. Seminars and workshops conducted:

The chief highlight

? The Department of Business Administration conducted a UGC Sponsored National Seminar on Human Rights on 11th and 12th of September 2007.

? We conducted an orientation programme for freshers for three days during the last week of July 2007 for all batches. (UG first year students)

Other dept-level seminars / projects:

BSc / MSc Electronics

The department conducted nine programmes, which include seminars, workshops and technical sessions. They conducted a three day training programme on Computer hardware and Networking for BSc students of neighbouring colleges on 28th, 29th and 30th June 2007. They arranged one day seminar on Optics and Nanotechnology. The department's programme "Fast a day Feast a Friend" (which shall enable the deserving families in the

neighbourhood to purchase provisions form the amount collected through this noble activity) continued this year also. A Career Guidance and Personality Development programme was conducted on 20 Nov 2007. The department conducted its add-on programme on Embedded Systems. An intercollegiate quiz competition was held on 27 Nov 2007. The department conducted a value based education programme on 16th January 2008. A two-day workshop on Garment making and Fabric painting for MSc students on 26th and 27th February 2008. *Santhwanam* (the dept initiative with diversified social activities) distributed uniform clothes worth Rs.5000/- to the underprivileged students of Govt UP School Marampally. Provisions chiefly as essential food commodities were given to three needy families during the Onam festival.

BBA / MBA Dept

The BBA department conducted four programmes, which include Orientation programme, seminars, workshops and industrial visits. The Orientation programme was conducted on 23rd and 24th July 2007. A seminar on soft skills conducted on 24th October 2007. A programme on Logistics conducted on 23 January 2008. The BBA association conducted a one-day career oriented workshop on 20th February 2008. The MBA department conducted 11 external

seminars during 2007-08 which included sessions on entrepreneurship training, crisis management, information systems, motivation, stress management, and HR practices. 'Pantheon 2007', an intercollegiate festival (a management skill competition), was conducted by the department.

BCA / MCA Dept

The department conducted six programmes, which included seminars, workshops and technical sessions. A free computer literacy programme for the students of the neighbouring schools, "Navabhodhini" was conducted during the first week of April 2008 as an extension work. Similarly women members of 'Kudumbashree' were given free training titled "Vanithabhodhini" in the same period. The department conducted various seminars on VB6, .net, J2EE, interview preparation, personality development, winning skills, value-based education.

B.Com / M.Com Dept

The department conducted ten programmes, which includes seminars and workshops on practical banking, legal literacy, value based education, computer hardware, communication skills, career guidance, etc. The Entrepreneurial Development Club affiliated to Commerce department conducted practical training course on soap powder manufacturing to 10 women of ward 1 of Vazhakkulam

Panchayath. The dept initiated training programme on TALLY to four non-teaching staff.

BSc / MSc Biotechnology

The department conducted four programmes, which includes seminars, workshops industrial visit and technical sessions. As part of community service, a blood group camp was organized for the local people of the Vazhakkulam panchayath on 1st March 2008. Financial aid was given to the needy students of Govt.U.P.School for purchasing school uniform.   Conducted workshops/seminars on 'Animal Inoculation' as well as 'Introduction to healthy living' for the MSc students. The department has sponsored one child of the SOS village financially.

9. Three faculty members have got UGC minor projects: Manzurali.P.P, Dept of Biotechnology (50,000/-) Mini.K.Paul, Dept of Biotechnology (50,000/-) and Ibrahim Salim, Dept of Computer Applications (40,000/-) this year. As indicated in the earlier report Ajims P. Mohammed got Rs.32,500/- as research grant from UGC last year.

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 are

almost completing their research work (M.Phil and PhD). Mr. Muralikrishnan.T.R., Dept of English has been awarded PhD by the University of Kerala. One faculty is pursuing her research in Stanford University, Georgia, USA.

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'. One paper by our faculty has been published as proceedings by the organizers based in the Republic of China.

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)

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. The details of community services are given above with dept profiles.

19. The following teachers were appointed in the following departments:

? Neelima Anoop, Murali Remya, Harsha Aziz, Ann Ruby (Dept of Biotechnology)

? Dr. C.A. Antony (Professor, MBA department)

- ? Adv. Nisha.K (Law Dept)

- ? Shereena.E.M, Shernasmol.A.A, Chika.K. Gangadharan (Dept of Electronics)

20. TS-NTS ratio - 3:1

21. A new block for the exclusive use of P.G. students such as MBA and MCA has been set up this year.

22. This year 1086 new copies of books were purchased; 3 new journals have been subscribed.

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. 17700/- per student excluding salary and 24200/- per student including salary. Infrastructural and maintenance needs are considered.

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

26. *Infrastructural development*: Last year we have;

- ? A new MBA block and library block (2000sqft) for the exclusive use of MBA, MCA programmes have been completed.

- ? Construction of auditorium in progress

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

27. We have purchased latest equipment and new software 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.

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.

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. The college annual athletic meet was conducted during the month of November 2007. The physical education department conducted a two week adventure sports programme at Neyyar valley near Thiruvananthapuram.

34. Additional weightage is given to students who have proved their excellence in sports and games.

35. In the University Examination (2005 admissions), we secured four ranks for BBA (1st rank), BSc Electronics (1st and 3rd rank), and BCA (3rd rank).

36. Guidance and Counseling are given primarily to the UG students. Several career related programmes were conducted last year by various departments.

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

    ? HCL

    ? IBM

    ? Metcon steel

    ? JRG Securities

    ? Mahindra finance

    ? AXIS Bank

    ? Kodak Mahindra

    ? Tata Indicom, Kochi

? Infosys, Bangalore

? Airtel, Bangalore

? Reliance Infocom

? Indus Motors

? ICICI Lombard

38. The office staffs of our college are encouraged to take up short-term programmes with our BCA department. A technical staff has completed his M.Tech successfully.

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.

(e) Introduction of library hour / Seminar hour for all batches for optimum use of library resource and skill development.

40. NIL

41. From last year, we started 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: **Muralikrishnan.T.R, Sheena.P.A, Joseph Deril. K.S.** and **Manzurali. P.P**.

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. The principal too played an active role in the evaluation process since it had been his duty to gather responses from the students as institutional evaluation. 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 Computer Application was given the award for the year 2007-08 for the second successive year.

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 at the Block Panchayath level such as Medical camp, cleaning, seed distribution, hardware training, yoga and fitness, computer literacy etc

- ? Career guidance/ placement initiatives

- ? Add-on programmes in other disciplines

- ? 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

- ? Intercollegiate debate and quiz competition; Best Manager competition

- ? Journal Club

- ? New departments to start operating their social programmes

- ? News letter

- ? Finishing school

- ? Exhibition of projects

- ? Ecological study camp

- ? Encouraging kundumbashree women to inculcate the habit of kitchen garden "adukkalathottam" to achieve self-reliance in vegetables.

- ? Distribution of uniforms and study materials to poor school children.

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