

**M.E.S. COLLEGE MARAMPALLY**  
ALUVA. Pin-683107



**Annual Quality Assurance Report**

*SUBMITTED TO*

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
BANGALORE**

**November 2007**

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

Year of Report: 2006-07

**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, Medical camps, Association work, Certificate courses (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 departments now 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. Recently 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 last year, we have got an add-on course on *Computerized Accounting and Taxation*. We also were also granted a certificate course on *Human rights*. A few self-financing courses are under the consideration of M.G. University, which might hopefully be sanctioned next year.
3. The board of studies of M.G. University of prepares the curriculum. However suggestions have been put forward by each department to the university for revising it according to the present needs.
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 and case study. The system is to be centrally computerized in the coming year.
6. Two students have qualified NET.
7. Details of the staff & departments who have attended seminars, conferences, orientation/ refresher course

- ? Muralikrishnan.T.R (presented one paper) (English)
- ? Dr.Lakshmi.B, Mini.K. Paul, Manzurali P.P. (Biotechnology)
- ? Jasmi.P.M, Ajims.P.Muhammed, Sinosh.P.K.. Sunil Varghese  
(Business Administration)
- ? Sheena.P.A (Physics)
- ? Raphika.P.M., Sam Kollannoore, Rajeena.K.A.(Electronics)
- ? Prof. K.S.Antony, Praveen E.P. (Commerce)
- ? Sabu. M.K., Leena.C.Shekar, Murugan. R, Joseph Deril,  
Ibrahim Salim (Computer Applications)

#### **8. Seminars and workshops conducted:**

##### ***The chief highlight***

- ? Two day Seminar: the college for the teaching staff on 19th and 20th January 2007 conducted an ***academic retreat***. The programme was arranged to infuse a sense of belonging among the staff members to the college and recharge them to strengthen their attitude towards academic work. The resource person was Dr. Thomas Abraham, Professor, Department of Adult and Continuing Education, Mahatma Gandhi University.
- ? We conducted orientation programme for freshers for three days 10<sup>th</sup> to 12<sup>th</sup> June 2006. (UG first year students)

##### **Other dept-level seminars / projects:**

###### *BSc / MSc Electronics*

The department conducted six programmes, which include seminars, workshops and technical sessions. They conducted a short-term

course in software based PCB designing for 22 students and some members of the faculty and a Diploma course in Embedded System Design. They also arranged a Ham Radio Club seminar on 27 November 2006. Technical Hobby Club members implemented projects. The department as started a 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.

*BBA / MBA Dept*

The department conducted five programmes, which include Orientation programme, seminars, quiz, workshops and industrial visits. The BBA association conducted a two-day workshop on 26<sup>th</sup> and 27<sup>th</sup> February 2007 titled “Personal Growth Lab”. A free eye check-up camp was conducted for the natives of Vazhakulam Grama Panchayath on 21<sup>st</sup> March 2007 with the help of Vasan Eye Care Hospital, Ernakulam. The MBA department conducted *Pantheon* 2006, an intercollegiate festival, which was purely a management skill competition.

*BCA / MCA Dept*

The department conducted six programmes, which include seminars, workshops and technical sessions. The MCA department conducted training programmes on .NET, Linux, MySql, PHP etc. A free computer literacy programme for the students of the neighbouring schools, “Navabhodhini” was conducted during the first week of April as an extension work. Similarly women members of Kudumbashree were given free training titled “Vanithabhodhini” at the same period.

*B.Com / M.Com Dept*

The department conducted four programmes, which includes seminars and workshops. The association of Commerce students conducted a two-day Cultural festival *Tentanz* during November 2006. The department also conducted a theatre workshop on 19<sup>th</sup> and 20<sup>th</sup> January 2007.

*BSc / MSc Biotechnology*

The department conducted four programmes, which includes seminars, workshops and technical sessions. As part of community service, social projects like testing of water samples, providing training in artificial pollination in vanilla, budding, grafting etc, which were introduced the previous year, continued in the present year also. The department in association with IMA on 14th March 2007 conducted a medical exhibition with an emphasis on Cancer, AIDS, Abortion and also on the hazards of Pan Masala.

9. Dr. Lakshmi.B of Biotechnology department has got a minor research project grant from UGC (2006-07).

Sri. Ajims. P. Mohammed of Business Administration department has got a minor research project grant from UGC (2006-07).

10. NIL

11. NIL

12. As indicated earlier Dr. Lakshmi has got Rs. 95,000/- as research grant from UGC. Ajims P. Mohammed has got Rs.32,500/- as research grant from UGC.

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). One faculty is pursuing her research in Stanford University, Georgia, USA.

14. A few scholars have started contributing to journals, and in many cases they have till date received only their acceptance letter. Many have presented papers and some of their papers are brought out by the organizers as 'Proceedings'

15.

? The Director of SOCSAMS, offering MBA / MCA programmes, Dr. K.C. Sankaranarayanan is included in the "*Who is Who in the World*" published from the U.S. He got an award from Penguin International Publications, titled "Rising Personalities of India".

? The college has constituted an award for the Best Performing Teacher since 2003-04. Four 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)

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:

? Ms. Chinju Babu, Ms. Shiji Chembarathy, Ms. Simi (Dept of Biotechnology)

? Mr. Akbersha, Smt Sebeena, Smt, Ruksana (Dept of Computer Applications)

- ? Mrs. Anuroofa.O.B. and Mrs. Shereena.P.H. (Dept of Electronics)
- ? Viji.V. Nair, Jacquilin Dominic, Dipu Varghese, T.S.Gopi, V.G. Vinu, K.T. Benny (Faculty, MBA Programme)

The following technical staff was also appointed:

- ? Shiraz Ammen.C.I.

20. TS-NTS ratio - 3:1

21. More than 600 books were purchased for various disciplines in the academic year 2006-07.

22. There are more than 10 international journals and 20 national journals newly subscribed with approximately Rs.7000/- for new journals.

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.

24. Rs. 16700/- per student excluding salary and 23600/- 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;

- ? Added 20 computer machines, CD Writer
- ? As noted above, a new library block (2000sqft) for the exclusive use of MBA, MCA programmes have already been completed.
- ? Construction of auditorium in progress
- ? Equipment for Biotechnology lab like microscope, micropipette, autoclave, flask culture haffkine, rotary shaker, deep freezer (20), precivac vacuum pump, anerobic culture jar, filtration assembly, vertex mixer, PCR.

? Installation of a UGC sponsored language lab and a network resource centre.

27. As cited above 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. Of late we have started disbursing KPCR- fee concession to financially weaker students. Certain internal arrangements are made to meet the needs of the students.
30. Our Alumni Association is relatively new. January 16<sup>th</sup> is the alumni day of the college. The association also helps in placement services.
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 services of a doctor, which is available free of cost to the students.
33. The college annual athletic meet was conducted during the month of November 2006. Two teams have been fielded in University level competition. Participation in swimming and water polo; Kho-kho
34. Additional weightage is given to students who have proved their excellence in sports and games.
35. In the University Examination, we secured ranks for BCA and BCom
36. Guidance and Counseling is given primarily to the UG students. Several career related programmes were conducted last year.

37. Some of our students got placements in the following organizations;

- ? Tata Indicom, Kochi
- ? Infosys, Bangalore
- ? Airtel, Bangalore
- ? AVIVA Insurance Company, Kochi
- ? Reliance
- ? Indus Motors
- ? ICICI Prudential
- ? Geojith Securities
- ? Satyam Computers
- ? BPL India
- ? Metlife
- ? Nrich Shipping Co.
- ? Agappe Diagnostics

The MCA department, along with seven institutions offering MCA courses has formed a Consortium of Institutions of Computer Applications (CICA) to achieve maximum number of placements.

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) Grievance redressal cell takes up issues raised by the 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 this year onwards we have started an internal academic audit mechanism so as to give an award to the best performing department. A part of the report is given below:

This report is prepared to assess the quality of academic activities of our institution over a period of one year 2006-2007 based on the parameters of assessment done by the National Assessment and Accreditation Council (NAAC). The focus is on each major department offering Undergraduate and Postgraduate courses. 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
- ✍ Organization and Management
- ✍ 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.

The significant date and details of the functioning of the CMC are given below:

- ✍ Constitution of the CMC: 23<sup>rd</sup> November 2006
- ✍ Notices: 31<sup>st</sup> January 2007 (regarding 5<sup>th</sup> February visit); 5<sup>th</sup> March 2007 (regarding CMC audit visit and basic files expected)
- ✍ General Meeting of the Faculty: 26<sup>th</sup> November 2006
- ✍ Visits: 5<sup>th</sup> February 2007(for clarification) (A report given to Principal); 12<sup>th</sup> to 16<sup>th</sup> March 2007 (for assessment)
- ✍ Members of the CMC: **Muralikrishnan.T.R, Sam Kollannoore, Joseph Deril. K.S.**

The Norms of evaluation of CMC have already been distributed. They 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.

### **Evaluation method**

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: 50 marks (innovation, evaluation, technology)
- ✍ Student support & Progression: 25 marks (academic & activities)
- ✍ Research Consultancy & Extension: 25 marks (research & industry linkage)
- ✍ Organization & Management: 5 marks (responsibilities)
- ✍ Infrastructure and Learning Resources: 25 marks (library, projects & lab)
- ✍ Healthy Practices: 25 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 2006-07.

### **PART C:**

The college plans to conduct the following programmes:

- ? Seminars/ Workshops at National, state level on various subjects, technical talks
- ? Community service programmes like Blood Donation and Medical camp

- ? Career guidance/ placement initiatives
- ? Personality development programmes, Industrial visits,
- ? Lectures and demonstrations by reputed academicians and industrialists
- ? Social projects
- ? MSc / MCA coaching class
- ? Microsoft / Cisco certification programmes
- ? Orientation programme for freshers
- ? Intercollegiate debate and quiz competition; Best Manager competition
- ? Journal Club
- ? 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.
- ? It has been proposed to develop the Management department into a research center in future and proposals are sent to the University.

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