



Centre for Academic Leadership and Education Management (CALEM)
(Under the Scheme of PMMMNMTT HRD Ministry, Govt. of India, New Delhi)
Aligarh Muslim University, Aligarh – 202002 UP (India), Phone No. 0571-2400991

Time Table

THEME OF THE COURSE: 04 DAYS TRAINING PROGRAMME ON ACADEMIC LEADERSHIP
(Vice-Chancellors/ Pro Vice Chancellors/ Directors/Deans/Chairpersons and Heads of the Department)
(16th – 19th July, 2018)

Project Coordinator : Professor A.R. Kidwai, Director, UGC HRDC, AMU
Assistant Project Coordinator: Dr. Faiza Abbasi, Assistant Professor, UGC HRDC, AMU
Course Coordinator : Dr. C. Rajesh
Venue : MES Keveeyam College, Valanchery, Malappuram (Kerala)

Day No.	Date	Session I (09:30 – 11:00 a.m.)	Session II (11:30 a.m. – 1:00 p.m.)		Session III (2:00-3:30 pm)	Session IV (3:30-5:00 pm)
	16.07.2018 Monday	Registration & Inaugural Session By Mr. E.T. Mohammed Basheer MP	Ice Breaking By Dr. C. Rajesh Coordinator	Lunch Break	Financial management and resource mobilization-I By Prof. Khwaja Shahid, IAS Former VC, MANUU, Hyderabad	Financial management and resource mobilization-II By Prof. Khwaja Shahid, IAS Former VC, MANUU, Hyd
	17.07.2018 Tuesday	Effective Leadership By Dr. T.O. Poulse Former Professor Dept. of Social Work Rajagiri College of Social Sciences, Kalamassery, Cochin	Building Teams and Strengthening Relations By Dr. T.O. Poulse Former Professor Dept. of Social Work Rajagiri College of Social Sciences, Kalamassery, Cochin		Internationalisation & collaborations By Dr. T.O. Poulse Former Professor Dept. of Social Work Rajagiri College of Social Sciences, Kalamassery, Cochin (MS)	Student support services and placement, grievance redressal and handling student issues By Dr. T.O. Poulse Former Professor Dept. of Social Work Rajagiri College of Social Sciences, Kalamassery, Cochin
	18.07.2018 Wednesday	Curriculum, Curricular development and Pedagogy/improved teaching & learning & promoting research By Dr. R. Ganesan Director Allana Institute of M, Pune	Conflict resolution and management/Distributed leadership and diffusion of authority/Effective decision making (parallel sessions or combined theme) By Dr. R. Ganesan Director Allana Institute of Man, Pune		Handling student diversity and coping with stress: using emotional intelligence By Dr. Sushma Ganesan Visiting Faculty National Insurance Academy, Pune (MS)	Communication Skills for Effective leadership and strategic planning By Dr. Sushma Ganesan Visiting Faculty National Insurance Academy, Pune (MS)
	19.07.2018 Thursday	Curriculum, Curricular Development and Pedagogy By Dr. Suresh Kutty Associate Professor Dept. of Physical Education, Kannur University	Handling with student diversity and coping with stress By Dr. Suresh Kutty Associate Professor Dept. of Physical Education, Kannur University		Experience sharing, Group work and Take aways/key learnings/implementation ideas By Dr. C. Rajesh Coordinator	Valedictory



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List of Participants

THEME OF THE COURSE: 04 DAYS TRAINING PROGRAMME ON ACADEMIC LEADERSHIP

(Vice-Chancellors/Pro Vice Chancellors/ Directors/Deans/Chairpersons and Heads of the Department)
(16.07.2018 to 19.07.2018)

Project Coordinator	: Professor A.R. Kidwai, Director, UGC HRDC, AMU, Aligarh
Assistant Project Coordinator	: Dr. Faiza Abbasi, Assistant Professor, UGC HRDC, AMU, Aligarh
Course Coordinator (Kerala)	: Dr. C. Rajesh, MES Keveeyam College, Valanchery
Venue	: MES Keveeyam College, Valanchery (Kerala)

S. No.	Name of the Participant	Designation	Institutional Address	Mobile No.	PAN No.	M/F SC/ST/OBC/M/G
1.	Dr. N M Mujeeb Rahman	Director	MES Keveeyam College, Valanchery Malappuram (Kerala)	9895037324	ADLPM2063K	M/OBC
2.	Prof. K P Hassan	Jt. Director	MES Keveeyam College, Valanchery Malappuram (Kerala)	99955946382	AAOPH4526C	M/OBC
3.	Dr. C Abdul Hameed	Principal	MES Keveeyam College, Valanchery Malappuram (Kerala)	9447177624	AAPPH535Q	M/OBC
4.	Prof. Abdul Razak	Director	Self Finance Programmes MES Keveeyam College, Valanchery Malappuram (Kerala)	9946023225	ACRPR7750H	M/OBC
5.	Mr. M N Mohamed Koya	Principal	MES Ponnani College Ponnani, Malappuram (Kerala)	9846722453	AFEPPK3711R	M/OBC
6.	Mr. Ajay VA	Principal	KR SN College Thozhuvanur, Valanchery Malappuram (Kerala)	8129496530	BOKPA9542N	M/G
7.	Mr. Mohammed Suhaib M	Head	Dept. of Economics KR SN College Thozhuvanur, Valanchery Malappuram (Kerala)	8907023070	881032125836321	M/OBC
8.	Ms. P M Ameera Mol	Head	Department of Computer Science, MES Ponnani	9744827732	BUGPP6156F	F/OBC

			College, Ponnani, Malappuram (Kerala)			
9.	Mr. C Abdu Salam	Principal	Jamiya Nadviya Training College, Edavanna Malappuram (Kerala)	7907347456	ACUPA1605P	M/OBC
10.	Dr. Sakeer Hussain VP	Director	Physical Education University of Calicut Calicut (Kerala)	9447383611	AUZPS5289G	M/OBC
11.	Dr. Dhinu MR	Joint Director	Department of Physical Education, Sri Sankara Sanskrit University, Kaladi Ernakulam (Kerala)	9446905243	AIHPD1168M	M/G
12.	Dr. Haseena VA	Head	Dept. of Economics MES Kalladi College Mannarkkad, Palakkad (Kerala)	6282573361	AETPH7132P	F/OBC
13.	Dr. Hussain Randathani	Principal	MES Arts and Science College, Perinthalmanna Malappuram (Kerala)		AAQPH1029N	M/OBC
14.	Ms. Nabilah Haniph	Jt. Director	IQAC, MES Kalladi College Mannarkkad, Palakkad (Kerala)	8606845368	AFSPH9718P	F/OBC
15.	Dr. Sunil Kumar AS	Director	IQAC, NSS Training College, Ottappalam Palakkad (Kerala)	9496360138	BNUPS1812C	M/G
16.	Mr. Moideen C	Head	Department of History St. Mary's College Kottayam (Kerala)	8089297456	BADPM0907Q	M/OBC
17.	Ms. Bushara M V	Head	Department of Economics MES Ponnani College Ponnani, Malappuram (Kerala)	9947170327	AQIPV9667J	F/OBC
18.	Mr. Ganesh R	Director	UGC Cell St. Mary's College Sulthan Bathery, Wayanad (Kerala)	9496341026	AZVPG9543J	M/G
19.	Mr. Nissamuddeen Kunnath	Director	IQAC PSMO College Tirurangadi, Malappuram (Kerala)	9961356889	DNHPK8592N	M/OBC
20.	Dr. George Mathew	Director	Centre for Continuing Education, St. Mary's College, Sulthan Bathery, Wayanad (Kerala)	9645429046	AREPM7376G	M/G
21.	Dr. Jackson Paul V	Head	Department of Physical Education, CMS College, Kottayam (Kerala)	9447254680	AEBPV1031P	M/G

22.	Dr. Johney G Vadakel	Head	Department of English Govt. Arts and Science College, Kozhikode (Kerala)	9495306469	ADDPV4281E	M/OBC
23.	Dr. C A Jawahar	Principal	Farook Training College, Calicut (Kerala)	9744944588	ACPPJ3095A	M/OBC
24.	Mr. Prasanth P	Director	ORICE, Department of Psychology, Brennen College Thalassery, Kannur (Kerala)	7907077129	BGXNPP1342J	M/G
25.	Mr. Muhammed Salih C	Director	Department of Commerce Sir Syed College Talipparamba, Kannur (Kerala)	9496167869	BOCPM9535B	M/OBC
26.	Mr. Muneer CP	Director	Department of Physics Sir Syed College Talipparamba, Kannur (Kerala)	9497293689	BJSPM0439D	M/OBC
27.	Dr. Ajims P Mohammed	Principal	MES Asmabi College Kodungallur, Thrissur (Kerala)	9446194905	AJBPM9629H	M/OBC
28.	Dr. O P Salahudheen	Principal	MES Kalladi College Mannarkkad, Palakkad (Kerala)	9447835936	AAZPO9285A	M/OBC
29.	Dr. C Anees Mohammed	Director	UGC Remedial Coaching Centre, Farook Training College, Calicut (Kerala)	9946197560	ATPPA1049R	M/OBC
30.	Dr. K Shaik Mohammed	Head	Department of Physical Education, MUA College Pulikkal, Malappuram (Kerala)	9496172174	AEJPM6447A	M/OBC
31.	Mr. Sadeep K	Head	Department of Physical Education, Sreekrishnapuram VTB College, Mannampatta, Palakkad (Kerala)	9745273882	CSMPS6426E	M/OBC
32.	Ms. Saleema K	Head	Department of Computer Science, MES Ponnani College, Ponnani, Malappuram (Kerala)	8281963292	DWSPK2104Q	F/OBC
33.	Ms. Shahina Mol K	Head	Department of English KAHM Unity Womens College, Manjeri, Malappuram (Kerala)	9744230791	BBWPA5494A	F/G
34.	Ms. Abida T	Head	Department of Computer Science, KR SN College Thozhuvanur, Malappuram (Kerala)	9539582343	BKCPT6466N	F/OBC

35.	Dr. Arya Viswam	Head	Department of Geology KR SN College Thozhuvanur, Malappuram (Kerala)	9962673233	BFJPV3752H	F/OBC
36.	Ms. Jesni PV	Head	Department of Commerce KR SN College Thozhuvanur, Malappuram (Kerala)	9745702299	AWYPJ4761D	F/OBC
37.	Mr. Tryson K Joseph	Head	Department of Physical Education, KR SN College Thozhuvanur, Malappuram (Kerala)	9747035350	BCAPT2031F	M/OBC
38.	Dr. Abubakker KK	Head	Department of English Govt. Victoria College Palakkad (Kerala)	9747215482	AMFPK78642F	M/OBC
39.	Ms. Sandhya P.D	Head	Department of Malayalam KR SN College Thozhuvanur, Malappuram (Kerala)	9961347877	HEEPS4526E	F/G
40.	Mr. Mathew Issac	Head	Department of Physical Education, MD College Pazhanji, Thrissur (Kerala)	9847027626	ASTPM6981H	M/G
41.	Dr. Dhanya KA	Head	Dept. of Commerce and Management Studies, Amal College of Advanced Studies, Nilambur Malappuram (Kerala)	9447991520	AQEPK1390D	F/G
42.	Dr. Yoosaph AK	Head	Dept. of English Govt. College, Mokeri Kozhikode (Kerala)	8086627385	AHTPY6224E	M/OBC
43.	Mr. Lirar Pulikkalakath	Director	IQAC, School of International Relations MG University, Kottayam (Kerala)	9947308305	CNSPP9057R	M/OBC
44.	Mr. Jayaram	Head	Department of Physics MES College, Ponnani Malappuram (Kerala)	9496859738	AYVPP4032C	M/G
45.	Mr. Mohammed Abdul Khayyoom M	Head	Department of Mathematics Govt. College, Mokeri Kozhikode (Kerala)	7025666630	BNGPM6066C	M/OBC
46.	Dr. Mustafaanand	Head	Department of Botany PSMO College Tirurangadi, Malappuram (Kerala)	9847218576	AGWP4215D	M/OBC
47.	Mr. Abdurahiman Karuthedath	Head	Dept. of Management Studies, MCAS, Vengara Malappuram (Kerala)	9895350123	AIUPA7668L	M/OBC
48.	Mr. Noushad MP	Head	Dept. of Commerce School of Distance Education, University of Calicut	8594054893	AGSPN4656P	M/OBC

			Calicut (Kerala)			
49.	Mr. Jayadev	Head	Department of Psychology Syed Panakad Shihabthangal Memorial Womens College, Katilangadi, Malappuram (Kerala)	9633693839	VLSPJ2476D	M/SC
50.	Ms. Jisha Krishnan E K	Joint Director	Green Campus Initiative MES Keveeyam College Valanchery, Malappuram (Kerala)	9037400068	BMHPJ0208H	F/OBC
51.	Mr. Jamshad Kalodi	Joint Director	Dept. of Commerce (Self Finance Programme) MES Keveeyam College Valanchery, Malappuram (Kerala)	9747318386	BURPK4111N	M/OBC
52.	Ms. Rasheeda M	Head	Dept. of Zoology (Self Finance Programme) MES Keveeyam College Valanchery, Malappuram (Kerala)	9946072360	CPLPR0285Q	F/OBC
53.	Mr. Jishnu K	Joint Director	Green Campus Initiative, MES Keveeyam College Valanchery, Malappuram (Kerala)	9656931387	GPAPK2038K	M/OBC
54.	Mr. Abdul Basith	Joint Director	Entrepreneurship Development Cell MES Keveeyam College Valanchery, Malappuram (Kerala)	9645499120	BRSPA9994D	M/OBC
55.	Mr. Shameem M T	Head	Cheeni FM, Department of English, MES Keveeyam College Valanchery, Malappuram (Kerala)	9495342481	HEVPS2428A	M/OBC
56.	Ms. Jisha K	Head	Department of English (Self Finance Programme) MES Keveeyam College Valanchery, Malappuram (Kerala)	9895888275	GLBPK0321JNA	F/G
57.	Ms. Sivya Vasudhevan	Joint Director	Publication Division, Department of English MES Keveeyam College Valanchery, Malappuram (Kerala)	9037381583	CSAPK7819K	F/OBC
58.	Mr. Muhammed Riyas K	Head	Department of Arabic MES Keveeyam College Valanchery, Malappuram (Kerala)	9895233278	GNCPK2923R	M/OBC

59.	Ms. K M Rukkiya	Head	Department of Chemistry MES Keveeyam College Valanchery, Malappuram (Kerala)	9447336822	ACSPR8530Q	F/OBC
60.	Ms. Dhanya Balachandran	Head	Department of Physics (Self Finance Programme) MES Keveeyam College Valanchery, Malappuram (Kerala)	9945403913	AYBPP7468A	F/G
61.	Dr. Santhosh Babu PC	Head	Department of Commerce MES Keveeyam College Valanchery, Malappuram (Kerala)	9895040129	EMGPS9530F	M/SC
62.	Mr. Nisab T	Jt. Director	IQAC Department of Commerce MES Keveeyam College Valanchery, Malappuram (Kerala)	9995845437	AXPPN6124L	M/OBC
63.	Ms. Najiya KV	Head	Department of Computer Science, MES Keveeyam College, Valanchery Malappuram (Kerala)	9605510675	AMGPV7936C	F/OBC
64.	Mr. Abdul Muhaimin	Head	Department of Computer Application, MES Keveeyam College Valanchery, Malappuram (Kerala)	9895053034	CISPA8051R	M/OBC
65.	Ms. Najila TY	Head	Department of English, MES Keveeyam College Valanchery, Malappuram (Kerala)	9495971122	AGYPN3097J	F/OBC
66.	Dr. Preetha SR	Head	Department of Hindi, MES Keveeyam College Valanchery, Malappuram (Kerala)	9447017221	AUAPP9044M	F/G
67.	Ms. Muneera K	Head	Dept. of Mathematics MES Keveeyam College Valanchery, Malappuram (Kerala)	9961819658	BNRPM3927P	F/OBC
68.	Mr. AMP Hamza	Head	Department of Physics MES Keveeyam College Valanchery, Malappuram (Kerala)	9496344660	AAPPH1565C	M/OBC
69.	Dr. Sailaja U	Director	Research Promotion Council, MES Keveeyam College, Valanchery Malappuram (Kerala)	9400846070	AKSPS4674C	F/G
70.	Dr. Nabeel Rashin	Director	Scholarship Cell MES Keveeyam College Valanchery, Malappuram (Kerala)	9744687530	EFWPM4693N	M/OBC

71.	Ms. Athira Radhakrishnan	Jt. Director	Publication Division, Department of English MES Keveeyam College Valanchery, Malappuram (Kerala)	9846526032	BJQPR8511K	F/G
72.	Mr. Dinil S	Head	Department of Physical Education, MES Keveeyam College, Valanchery, Malappuram (Kerala)	9447213574	BGOPD1641K	M/G
73.	Ms. K S Krishna Prabha	Head	Department of Zoology MES Keveeyam College Valanchery, Malappuram (Kerala)	9495452585	CDFPK0512F	F/G
74.	Mr. Sebin Madhav	Head	Department of Psychology MES Keveeyam College Valanchery, Malappuram (Kerala)	9061965690	KFSPS0950G	M/G
75.	Mr. Muhamed Afsal. A	Jt. Director	Entrepreneurship Development Centre, Dept. of Commerce MES Keveeyam College Valanchery, Malappuram (Kerala)	9633376465	BZPPA0172L	M/OBC
76.	Ms. Sini V T	Jt. Director	Internal Evaluation Cell Dept of Commerce MES Keveeyam College Valanchery, Malappuram (Kerala)	9539078855	BCHPV0465Q	F/OBC
77.	Ms. Lijitha Raju	Jt. Director	ICT Cell, MES Keveeyam College, Valanchery Malappuram (Kerala)	9446145096	AWZPL6630N	F/GEN
78.	Ms. Renuka Jyothi KS	Head	Department of Malayalam (Self Finance Programme) MES Keveeyam College Valanchery, Malappuram (Kerala)	8086040107	EYBPK7389R	F/OBC
79.	Ms. Thushara C	Joint Director	Green Campus Initiative MES Keveeyam College Valanchery, Malappuram (Kerala)	8547579609	BOXPC5553E	F/OBC
80.	Dr. Yusufali C	Jt. Director	Polychem Department of Chemistry MES Keveeyam College Valanchery, Malappuram (Kerala)	9605534955	AYHPC8509R	M/OBC
81.	Ms. Minshiya P	Director	Polychem Department of Chemistry MES Keveeyam College Valanchery, Malappuram (Kerala)	9745517334	CPDPP2049Q	F/OBC
82.	Ms. Sumayya Mohammedali	Jt. Director	Women Development Cell, MES Keveeyam	9745332769	CJZPA6133N	F/OBC

			College, Valanchery Malappuram (Kerala)			
83.	Mr. Mohammed Salim KN	Head	Department of Economics Safa College Valanchery, Malappuram (Kerala)	9539254288	88105212674192 0	M/OBC

SC		ST		OBC		Minorities		General		Local	Outstation	Total		Total Participants
M	F	M	F	M	F	M	F	M	F			M	F	
02	00	00	00	03	07	37	13	11	10	83	00	53	30	83

ACADEMIC REPORT

UGC Human Resource Development Centre

Aligarh Muslim University, Aligarh

Centre for Academic Leadership and Education Management

Under the Scheme of

Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT)
(MHRD, Govt. of India)



04 DAYS TRAINING PROGRAMME ON ACADEMIC LEADERSHIP

(Vice-Chancellors/Pro Vice Chancellors/ Directors/Deans/Chairpersons and Heads of the Department)

(From 16-07-2018 to 19-07-2018)

Organised by



M E S KEVEEYAM COLLEGE VALANCHERY

Malappuram-Kerala

(NAAC Accredited with A Grade)

Phone: 0494 – 2644380, 2642670, 2641347(Fax)

www.meskvmcollege.org

FOREWORD

MES Keveeyam College, Valanchery in collaboration with UGC HRDC of Aligarh Muslim University has brought the academic administrators of higher education institutions an incomparable experience of leadership training.

Organised by the Centre of Academic Leadership and Education Management (CALEM) under the scheme of Pandit Madan Mohan Malaviya National Mission on Teachers And Teaching, this short term course in Academic Leadership was designed to equip higher education leaders and administrators to competently and efficiently handle the complex problems and leadership challenges that arise in the academic, financial, and administrative aspects of the functioning of their respective institutions of higher learning.

We are extremely grateful to **Prof. Tariq Mansoor**, Honourable Vice Chancellor of Aligarh Muslim University for sanctioning the short term course to our institution. We are also thankful to **Prof. A R Kidwai**, Director, HRDC of AMU for taking special interest in giving this opportunity for our institution. We are thankful to **Mr. E T Mohammed Basheer**, Member of parliament who inaugurated the short term course and enlightened the participants with his motivating words. We are thankful to Dr P Mohan, Pro Vice Chancellor, University of Calicut for delivering the keynote address in the inaugural function. We are grateful to all the resource persons who gave instructive lectures on different topics in the short term course. We extend our thanks to **Prof. K P Hassan**, Secretary and Correspondent, College Management Committee for the assurance of support from management.

We also express our sincere thanks to all the members of Internal Quality Assurance Cell who worked as a team to make this programme a grand success.

Dr. C AbdulHameed (Principal)

Dr. C. Rajesh (Course Coordinator)

ABOUT OUR INSTITUTION

MES Keveeyam College Valanchery, under the aegis of Muslim Educational Society, has learned and shaped the future of students belonging to the rural areas of Malappuram and nearby districts for nearly 36 years. The college is affiliated to University of Calicut. The college has been conferred an 'A' grade in the NAAC accreditation with CGPA 3.28, marking a felicitous recognition of its striving for excellence. The institution is placed among the top 150 colleges in the National Ranking of Colleges by MHRD in 2018.

ABOUT THE IQAC

The Internal Quality Assurance Cell (IQAC) is the cell that is formulated for monitoring the quality parameters in colleges and universities. It was formulated based on the recommendations given by National Assessment Accreditation Council. Tasks of the cell include developing a system for conscious, consistent and catalytic improvement in the performance of institution, making significant and meaningful contribution to its development and channelizing the efforts and measures of the institution towards academic excellence. IQAC has been constantly involved in organizing faculty and student development programme

Souvenir Editorial Team

Chief Editor : Capt (Dr) C Abdul Hameed
(Principal) Executive Editor : Dr. C Rajesh
(IQAC Coordinator)

Associate Editors : Ms. Jisha K, Mr.Shameem (Department of English)

EXECUTIVE SUMMARY

CALEM (Centre for Academic Leadership and Education Management) is a programme *under the scheme of Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT)* of MHRD, Govt. of India. The vision of the programme is to ensure the professional development of the teachers and academic administrators, to broaden their mental horizon and to sensitize them to the mission of quality education and nation building. The mission of CALEM is to motivate administrators of colleges to gain life skills and to discharge their meaningful role in society.

The higher education leaders and administrators are to be geared up to competently and efficiently handle the complex problems and leadership challenges that arise in the academic, financial, and administrative aspects of the functioning of their respective institutions. It is in this context that the CALEM of UGC-HRDC Aligarh Muslim University has organized a short term training programme on academic leadership for academic administrators at MES Keveeyam College, Valanchery from 16-07-2018 to 19-07--2018. The short term course was intended to give an exposure to various aspects of academic leadership to vice chancellors, pro vice chancellors, deans, directors, chairpersons and heads of departments in higher education institutions of Kerala.

The short term course was inaugurated by Mr. E T Mohammed Basheer (Member of Parliament) on 16-07-2018. Dr P A Fazal Gafoor (President, MES Kerala) Presided over the function. Dr P Mohan (Pro Vice Chancellor, University of Calicut) was the keynote speaker in the function. Prof. Khwaja Shahid IAS, Former VC, MANUU, Hyderabad gave introductory remarks about the training programme. Dr N M Mujeeb Rahman (Secretary, MES Kerala, Dr Hussain K (Former Principal) and Prof. K P Hassan (Secretary and Correspondent, College Management Committee) felicitated the function. Dr. C Abdul Hameed (Principal, MES Keveeyam College) welcomed the participants and Dr. C. Rajesh (Course Coordinator) expressed the vote of thanks.

On the first day of the programme, Prof. Khwaja Shahid IAS, Former VC, MANUU talked about *Finance management and resource mobilization*. The session was chaired by Dr Sakeer Hussain

In the morning session of the second day, Dr. T O Poulose (Former Professor, Rajagiri College of Social Sciences) conducted an interactive session on *Effective Leadership*. The session was chaired by Dr. P Abdul Salam (Principal, Jamiya Nadviya College Edavanna). In the afternoon of the day Dr T O Poulose deliberated on *Building Teams and Strengthening relations*.

On the third day Dr T Mohammed Saleem (Asst. Professor, Farook Training College Calicut) handled two topics in the morning session. The first part was on *Service rules as applicable to Universities and Colleges* and the second was on *Performance based self appraisal*. The session was chaired by Prof. AMP Hamza (Head, Department of Physics, MES Keveeyam College Valanchery). In the afternoon, Dr A I Yahya (Associate Professor, Department of Chemistry, University of Calicut) talked about the *Academic scenario in International institution*. The session was chaired by Dr George Mathew (Department of Chemistry, St. Mary's College, Sulthan Bathery, Wayanad).

On the fourth day Dr. Suresh Kutty (Associate Professor, School of Physical Education and Health Sciences, Kannur University) handled two topics. He first talked about *Curriculum, Curricular development and pedagogy*. Later he led discussion on handling with *Student diversity and coping with stress*. The session was chaired by Dr Dhinu MR (Deputy Director, School of Physical Education, Sri Sankara Sanskrit University, Kalady).

In the afternoon, feedback session was led by the course coordinator Dr C Rajesh. The participants gave impressive opinions about the content and the conduct of the programme.

The valedictory function was presided over by Dr. C Abdul Hameed (Principal). Prof. Abid Hussain Thangal MLA gave the valedictory address. Mr. P H Mohammed (Chairman, Central Colleges Committee, MES Kerala) distributed the certificates. Prof. T Y Najila (Joint Coordinator, IQAC) welcomed the audience and Prof. T Nisab (Joint Coordinator, IQAC) expressed the vote of thanks.

The workshop was conducted in the AV hall of the college and it was attended by 83 participants.

Prof. Khwaja Shahid



He was the registrar Jamia Milia Islamia (New Delhi) in the past. He is the alumni of Aligarh Muslim University and has been the court member of Aligarh and Jamia Milia Islamia University. Dr. Shahid served in different capacities, including Director Institute of Secretariat training and Management in Department of Personnel and Training and also as Joint Secretary in UPSC. Professor Shahid is an experienced administrator and educationist. During his tenure as Registrar with the Jamia Millia Islamia, Delhi, his management of transformation of the institution from a 'deemed university' status to a full-fledged central university was highly appreciated. He was responsible for the all-round educational and infrastructural development of the University during its initial phase as a Central government institution.

He has been associated with various educational institutions and associations that include Asian Institute of Technology, Bangkok; Asian Institute of Management, Manila; International Centre for Promotion of Entrepreneurship, Slovenia; Commonwealth Secretariat, London; and SAARC Secretariat.

Professor Shahid joined MANUU on May 9, 2013 as its pro vice chancellor. Besides serving as the Pro-VC, he was also the director, Academic Staff College, Maulana Azad National Urdu University.

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Topic

Finance management and resource mobilization

Prof. Kwaja Shahid IAS was the apt person to handle such this session in its full length and breadth. In the beginning of the session he primarily pointed towards the finance management of higher education institutions our country under various circumstances. Firstly, he introduced every source of financial aid to promote or assist higher education institutions of the state. Later he pointed how to utilize them effectively and manage them sensibly. There he quoted an example of house wives, who act as real home makers by spending every penny in the most appropriate way. He also said that they manage money very sensibly and deal with every household chore like shopping, grocery, schooling of children, bill payments, etc. In such a way we should allocate all the funds for the promotion of education and research provide by the government to get an effective output. He also reminded that every fund is subjected to audit at any time by the concerned authority. So we have to be very cautious of its utilization.

He also pointed that every manager must be a trusted financier. So we should use the finance as we spend our own money for our personal needs. Such an intensive care he should take while he utilizes these sorts of funds. We should also learn that every grants and scholar ships we receive from the government to promote education are given by the tax payers of the state. So the educational institutes are very much bound to the public while using these funds for educational purposes. In that sense, everyone must be responsible within an institution for the government financial aids such as grants and scholar ships. According to the statistics, 78% of the total funds given to an educational institution are from the revenue of government and the remaining percentage through donation, service fee and some other sources. He also added that every institution have a social responsibility while they manage these types of funds. In short we must know about all sorts of revenue, accounts, assets, grants, donation, scholar ships and fees we receive from several sources. Because in a democratic country or in such a system we are accountable to give clarified response to every question arises from the authority. During old days we weren't have much advanced technologies or computerised documentation and accounts auditing. So we did many things wrong without proper clarity. But at present scenario especially in higher education sector finance management and recourse mobilization is a responsible task, he concluded.

Dr T O Poulose



(Former Professor, Rajagiri College of Social sciences)

He is formerly Professor at Rajagiri College of Social Sciences, Kalamassery, Cochin. He was a visiting faculty in Western Michigan University, USA. He conducted lectures in several countries. He is a well known human resource trainer in and outside the country.

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Topics

- ***Effective Leadership***
- ***Building Teams and Strengthening relations***

The session commenced with a question on how to be an effective man in each level: personal, family and professional. For breaking the ice he began the class with his experience at Devagiri College in 1986. According to Dr. Poulose leadership means, “if you want to be an effective leader, you need to be very efficient, scholarly and capable person”.

Each aspect of leadership was taken from his own experience in Sree Sankara College. He also mentioned the teachers like Dr. Jayaraj, Dr. Jayadev and Prof. Jose as examples often specified by the students to the teachers. They were classified into different levels or the given names on the basis of their nature. Some teachers will fall under efficient level, impressive level and effective level. The eminent guest suggested that you shouldn't compare yourself with the “impressive people”, they are witty, jovial, and impress others, but students gain nothing from them. Impressiveness does not mean scholarly. In his book ‘Power of Silence’, he has interpreted the relevance of silence and how powerful silence truly is? In the last level, effective level the teacher are punctual, committed, though not that much impressive or efficient in their class. He added that if you were successful in your designated role, you become effective (and show willingness). Through a picture sir detailed these points. He explained that we can generally classify teachers into four categories - able willing, able unwilling, unable willing and unable unwilling. In able-willing, the teacher is able to do the work with willingness. The numbers of able-willing teachers are generally less. The principal can implement ‘delegate strategy’ on them. The next category was able-unwilling. They were looking for attention and recognition from authority. They have Ego problems and is attention seeking. ‘Participating strategy’ is preferable for them. Unable-willing people come under the next category. In their case, the principal should never have the assumption that she/he will do the work properly. Apart from this, they need to be provided with proper directions (in step-by-step form). ‘Direction strategy’ was enough for them to make the job better. Last category on the list was unable-unwilling. Such teachers were not able or willing to do the work assigned. The principal have to use ‘rough and tough strategy’ on them.

The class of Dr. T. O. Poullose was from another realm. The strategy that he preferred was from his experience. The oration was efficient and easy to understand. His simple way of speaking made it easy to grasp the focal points. He said that, while he was at Rajagiri college camps were conducted in the first week itself to analyse the first year students entering the college. He continued that we cannot identify the students' true nature in a formal situation but it occurs naturally in an informal situation. Likewise, the teachers have separate public life and private life. Students know only the public life of teachers. If you were a happy man, you have a transparent private life.

He also advised the audience to ensure that they didn't deviate from their objectives. To emphasise his point, he connected his speech with prong-horn and pork. We know the nature of both. But as part of problem creation, pork (ego) created problems on prong-horn. In such cases, criticisms can be negotiated by bearing in mind the main objective. We should always be a part of the solutions not be the problem ourselves.

The next topic Poullose sir was engaged in was the quality of a leader. The first point put forth by him was authenticity. In authenticity, there was no different between thought, speech and action. Thought is transformed into speech and then into action. He correlated tank and tap with teachers and students. A teacher is never supposed to mock his or her students on the basis of their studies or their grades as it is the duty of the teacher to provide the students with good knowledge, content and ability. Teacher is the tank. So whatever was in the tank is passed through the tap. So being enriched with knowledge was the ultimate goal for the teachers. Teacher should be a knowledge monger and be more a father and brother to students than a professional. Through their affectionate nature, the teacher can find the full potentiality of the students. He illustrated Dr. Johnson as an ideal educationalist.

Connectivity is another quality of a good leader. According Dr Poullose, connectivity means relationship with the followers. To emphasise this point, he conjured up a situation from his college. A teacher suggested the name 'tape recorder memory' for his memory power. Possibility was the next point he mentioned. He said that every student was like a seed. So one should never try to boil it; on the other hand it should be taken care of. Normally we can count the seeds in fruit but can't count the number of fruits on the tree. Productivity was the later point of discussion. It means potential minus block. The block may be intellectual or

mental. For productivity, teacher must amputate the fear factor and anxiety factor of the students while injecting happiness. Happiness was the fuel for better performance. He exemplifies this by using the example of an aquarium. Many fishes live within it and in their midst the aquarium had a segregated section. That part held food. According to the fish the food is beyond their reach. This belief creates a block to the fish. They go up to this block and returned back without reaching for the food. They kept repeating the procedure until they finally stopped. Once the separated part was opened, it was observed that fishes never reached for the boundary. So a teacher should expect a kind of miracle from each student in their productive level.

Dr Poulouse continued in the post noon session with the topic “how to be a good team leader”. He added that never hooked up by other person in emotion, behaviour and words. Never become panicked but survive the situation. Adverse quotient, intelligence quotient and spiritual quotient were the associated points that were later discussed. Learning adjusts the pace with the pace of the teacher. In classroom situation the teacher has to look into three concerns: ‘to teach’, ‘to please’ and ‘to influence’. ‘To teach’ was the first concern. It means to bring out the best from students. Second concern was ‘to please’. It means learning can take place only in a relaxed situation. Last concern was ‘to influence’. It means to move the students into higher knowledge level, by going beyond the syllabus. Availability and approachability of teachers helped achieve these concerns. ‘No machine can replace the role of a teacher’ was the pivotal note he conveyed to the class. The distinguished guest ended the session by the referring to Vaikom Mohammed Basheer’s work ‘Marapaava’.

Dr T Mohammed Saleem

(Asst.Professor, Farook Training College, Calicut)



- ☐ Asst. Professor of Education, Farook Training College, Calicut
- ☐ Research Guide in Education, Calicut university
- ☐ IQAC Coordinator Farook Training College
- ☐ Board of studies member, Calicut University

He has produced 1 Ph D and guiding 4 scholars. He is a consultant expert in service related matters of college and university teachers. He has published more than 20 research articles and one book.

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Topic

- ☐ ***Service rules as applicable to college and university teachers***
- ☐ ***Performance based self appraisal***

Dr Saleem discussed every service rules regarding probation, guest post and lien post in a college or university. He made the class really beneficial to all programme participants to learn their service rules, norms of UGC, formalities of service entry and income tax rules, etc. He also gave a clear picture of promotion tenure and additional grade pay system to college teachers on their every promotional level. First foremost he stated that our body language plays a crucial role while we face service issues. He also adds that we become more submissive in front of the concerned authority when we deal with our service related matters. He insisted that this attitude has to be changed with in no time. So the prime objective this session is to enhance the body language of the teaching community in a most appropriate way. The session progressed through many useful power point presentations by the resource person regarding service rules, entry to the service, qualification of the candidate, rights and privileges of an appointed faculty, total tenure of probation and promotion, deputation, service breaks, duty leave, extension programmes, income tax payment and its calculation, pay scales of assistant professors, associate professors and professors , especially grade pay and additional grade pay on each level of promotion, etc. To be precise, the entire session was highly interactive and concise presentation of the topic he was given in which he made fruitful deliverance of the subject. The session ended up after a short interactive session with the audience for the lunch break.

Dr Yahya A Ismail



Qualifications : M. Sc., M. Phil., Ph.D.

Post-Doctoral Fellowship: National Center for Bio-Artificial Muscles, Dept. of Biomedical Engineering, Hanyang University, Seoul, South Korea, 2008,2009.

POSITIONS HELD:

Chairperson, University Research Committee, A'Sharqiyah University, Oman, 2014 – 2016.

Associate Professor & Head, Dept. Of Basic Sciences, A'Sharqiyah University, Oman, 2013 –2016.

Focal Point, The Research Council (TRC), Oman at A'Sharqiyah University 2014-2016.

Member, University Council, A'Sharqiyah University

Member, Quality Audit Steering Committee, A'Sharqiyah University, Oman, 2014 – 2016.

Chairperson, QASC subcommittee on Staff Research and Consultancy 2014-2016.

Associate Professor & Head of Chemistry Section, University of Nizwa, 2008 Oct -2013 Jan. Member, College Board, College of Arts and Sciences, University of Nizwa, 2010 -2013 Jan.

Visiting Researcher Professor, Center for Electrochemistry and Intelligent Materials, Universidad Politecnica de Cartagena, Spain, since 2010.

Coordinator, BSc. (Industrial chemistry) course at Unity women's College, University of Calicut during 1999 -2004.

Research

1. Broad Area : Intelligent Polymers for Advanced Applications

2. Electro Active Polymers: Conducting polymer based artificial muscles (electrochemical actuators), sensors, super capacitors, and sensing actuators. Nano and micro fibers based on electroactive polymers and hydrogels, Carbon Nano Tubes etc. Reactive polymers working under non-equilibrium conditions – structural chemical kinetics, biomimetic properties and Brain –memory hypothesis.
3. Synthesis, Electrochemistry, Electrical, Electronic and Thermal properties of conducting polymers, Solid electrolytes and solid state reactions.

Several research publications and conference presentations

One patent

Membership in American Chemical Society (ACS), USA

Topic

Academic scenario in International institutions

Mr. Yahya started the session with Quality Audit, the Practice of Audit is different in Europe, America and India and added that UK has adopted QAA (Quality Assurance Authority). Each institution should mention their vision and mission on the strategic plan. Quality audits are typically performed at predefined time intervals and ensure that the institution has clearly defined internal system monitoring strategies link to perfect mode of action. He said that, in Standards- governance and management, mission, values, and vision are important.

The distinguished academician particularized that the Governance and Management as “The higher educational institution should describe and evaluate its governance system, including the Board of Directors and the Board of Council. This may include, for example, membership; terms of reference; clarity of roles and responsibilities; induction for new members; sample minutes of meetings; self evaluation; methods for recruiting and supervising the chief executive officer. It should also identify which ministry has supervisory responsibilities and summarise how these are exercised from the HEI’s perspective”. Mission and vision of standards –governance and management according to him was; ‘The HEI should provide the mission, vision and values statements. The HEI should describe and evaluate the statements, the processes whereby they were developed and are being implemented, and the progress towards their fulfilment’. He emphasised the standards assessment then after and provided a clear picture to the listeners.

Standards Assessment involves a Self Assessment against the standards, and also a summary of whether or not the HEI has satisfactorily attended to the Affirmations and Recommendation in its previous Quality Audit Report. The results are presented as an HEI Assessment Application and should be submitted, no later than four years after the publication of the Quality Audit Report. He enumerated that Assessment can be divided into two stages. One is Quality Audit, which was giving the space for self study, pass or fail doesn’t matter. Public can view was the problem to the audit. Commendation, Recommendation and Affirmation were the other center of attractions from him on Audit. On the topic ‘Standard themes and scope of Quality Audit’ he acknowledged each points like – Governance of management, teaching and learning, research, students, facility system and

industry and community management in deep. Mr.Yahya sir was so much obliged to the teaching community and said that, in course coding, there was no role for teachers in coding the course, but it was done by non teaching faculties. Program Learning Outcome (PLO) was the other point for discussion. In PLO, he said that it happens through ADRY cycle and have varieties of requirements in University, college and departmental wise. Knowledge, Aim and Attitude were the intended learning outcome for students. Condition+ SWIBAL+Bloom Word What =Learning outcome. Yahya sir responded very genuine to teachers and replied to the doubts of the academicians. Finally, as an appreciation for Mr.Yahya sir for the time and valuable input he has shared with all today, Dr. Hameed Sir,Principal MESKVM College offered a small memento as an effort of appreciation.

Dr Suresh Kutscty



He is Associate professor at the School of Physical Education and Health Sciences, Kannur University. He has plenty of experience in handling classes to teachers at various human resources development centres.

Topic

Handling with student diversity and coping with stress

He shared his experience with audience on various student related issues and how to manage them effectively. He opined that defining student diversity is the prime objective of this session and it should be the prime concern of every academician of a higher education sector. He prompted a question to the audience that what is the role of a teacher in a classroom of students from diverse circumstances and different taste. Once he was faced a question by one of his students that every students are different from each other in every aspect. Then why they learn the same subject in the same class room. These questions provoked his thoughts and he began to think seriously about the students' diversity in class rooms, he said. Dealing with the diversity of students is obviously a herculean task to the teachers where he or she should be like a team coach who accommodates every type of students in a college from different background under one roof to build a strength of athletic or games team. This is similar to the duty of a team coach of national and international clubs or associations. So a teacher should be like a coach and enjoy the diversity of students. To prove his statements he made a live experiment with one of the group members of the workshop. He gave a three pieces of neatly trimmed papers to join them like a puzzle representing diverse students of a class room. He also pointed that old generation of students had no option but their counterpart

in new generation have nothing but opportunities. So in the present scenario these diverse students facing an issue on setting their goals where they need our assistance and sincere support to make it possible. He also pointed out the significance of physical education in colleges. Physical education with psychology has an immense scope in colleges, he said. While dealing with students our tone is important and biggest communication problem is we do not listen to understand but we listen to reply. In his 25 years of experience he met with many challenges regarding the students' related matters especially in creating a team of diversity and resolving conflicts among students in a class room and members of a team. Maintaining a team of diversity was clarified by him another activity done by the group of male and female participants through a game where they gave few envelopes containing geometrical patterned paper cards to create a full square out of those triangle pieces. Each team of 5 members worked hard to win the game and finally the team of male members created 3 full squares out of it faster than the opposite team. He also stated that conflict resolution is always a fresh topic in every circumstances of like whether it's in our family, society, work place and class rooms as well. So a teacher or instructor should have the ability to manage all sorts of conflicts among students of diverse background and taste, he concluded. To teach the crisis management for team members he made another situation where he called a participant to catch a raw egg thrown by him from three various distance. This session was at the same time interesting and created thrill in each member. In short the entire session he handled was really outstanding among all other session of the workshop. Later the programme was paused for the valedictory session of the workshop inaugurated by the honourable M.L.A of the state assembly of Kerala, Prof.K.K.Abid Hussain Thangal. Later the valedictory session and lunch break till the evening he made an interactive session with the audience. The entire session winded up for the tea break and all the participants expressed their feedback and course analysis in few words.

Photo gallery



Inaugural Session

Welcome Address

Capt (Dr) C Abdul Hameed

Principal



Presidential Address
Dr P A Fazal Gafoor
President, MES Kerala



Inaugural Address

E T Mohammed Basheer

Member of Parliament





**Presenting the Outstanding Educationist Award to Prof. Khwaja Shahid IAS
(Former Vice Chancellor, MANUU, Hyderabad)**



Felicitation

Prof. Khwaja Shahid IAS

(Former Vice Chancellor, MANUU, Hyderabad)



Felicitation

Dr Hussain Randathani

(Vice Chairman, College Managing Committee)



Vote of Thanks

Dr C Rajesh

(IQAC Coordinator)

Academic Sessions



Prof. Khwaja Shahid IAS



Dr. T O Poullose



Dr T Mohammed Saleem





Participants feedback



Valedictory Address by Prof. K K Abid Hussain Thangal MLA



Distribution of certificates
Mr. PH Muhammed
(Chairman, Central Colleges Committee, MES)



Group Photo



Organizing Committee of the Workshop

Patrons	Dr. N M Mujeeb Rahman (Secretary, MES Kerala) Dr Hussain Randathani (Chairman, Academic Committee) Prof. K P Hassan (Secretary, College Managing Committee)
Chairman	Capt(Dr) C Abdul Hameed (Principal)
General Convenor	Dr C Rajesh (IQAC Coordinator)
Joint Convenor	T Nisab (IQAC Joint Coordinator)
Executive Committee	Mohammed Afsal A Dhanya Balachandran Dr Yusafali Rasheeda M Jishnu K Abdul Basith Thushara C Dr Renuka Jyothi Sini VT Jisha K Jamshad Kalodi Sebin P Shameem MT Abdul Muhaimin Jisha Krishnan Lijitha Raju
