

CRITERION 6: GOVERNANCE, LEADERSHIP & MANAGEMENT
AQAR-2020-2021

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1.Monthly Report of Departments

MES ASMABI COLLEGE, P.VEMBALLUR MONTHLY REPORT

Department: English

Month: November

Year: 2020

1. Hours of teaching by the Faculty members:

Sl.No	Name	No of hours allotted	No of hours engaged
1	Dr. Murali Krishnan T. R(HoD)		
2	Reena Mohamed	38	38
3	Jameelathu K. A	40	40
4	Sabitha M. M	38	38
5	Reshmi .S	38	38
6	Mona V.M	56	56
7	Amitha P. Mani	40	40
8	Dr. Reshmi Ravindran P	38	38
9	Swapna N.R.	38	38
10	Veenalekshmi U. R	36	36

2. Details of **Portions** completed:

Sl. No	Name of the Teacher	Portions covered this month Indicate course and module as per action plan	Percentage of work pending for this semester
1	Dr. Murali Krishnan T. R (HoD)		
2	Reena Mohamed PM	III English-V SEM portions completed	Nil
		II MA-II SEM portions completed	Nil
		I BA -Sonnet 29	90%
		I MA-Coolie	90%
3	Jameelathu K. A	III Eng-5th sem portions completed	100%
		I MA -John Milton Intro	10%
		II MA -III Sem completed	100%
		I B.Com- Vowel sounds	10%
4	Sabitha M. M	III Eng-	Nil
		Informatics- MS Office and Open Office Tools	10%
		II MA- New Historicism & Cultural Materialism	95%
		I BA- A01- 1st Module	
5	Reshmi .S	I Eng- Introduction to Module 1: Language and its Literary Nuances	97%
		II BA- Module 1: Literature and Media	
		'Divided Times' by Amanda	95%
		III Eng- Fifth sem portions completed	Nil
		I MA- Introduction to Ages in Literature	98%
		II MA- Introduction to Fourth semester portions	98%
6	Mona V.M	III BA- Fifth Sem Portions Completed (Including Open Course)	Nil

7	Amitha P. Mani	<p>II BA- Active and Passive Voice</p> <p>II BSc- Fifth Sem Portions Completed</p> <p>II MA-Third Sem Portions Completed</p> <p>I MA- Discrepancy between Grammar and Spelling</p>	<p>5%</p> <p>Nil</p> <p>Nil</p> <p>90%</p>
8	Dr. Reshmi Ravindran P	<p>I BSc Aquaculture- Syllabus discussion, Question pattern discussion, Ways with Words- Sonnet 29</p> <p>I BSc - Syllabus discussion, Question pattern discussion, Ways with Words- Sonnet 29</p> <p>III Eng-5th sem portions completed</p> <p>I MA -Introduction, discussion of syllabus</p> <p>II MA -III Sem completed</p>	
9	Swapna N.R.	<p>I BSc Aquaculture- Syllabus discussion, Question pattern discussion, Transactions Module -2 started</p> <p>I BSc - Syllabus discussion, Question pattern discussion Transactions Module -2 started</p> <p>III Eng-5th sem portions completed</p> <p>I MA -Introduction, discussion of syllabus,Introducing William Blake</p> <p>II MA -III Sem completed</p>	
		<p>III Eng-5th sem portions completed</p> <p>II English: I sem completed</p> <p>I MA - Introducing Syllabus</p> <p>II MA -III Sem completed</p>	

10	Veenalekshmi U. R	I B.Com- Transactions Module III	95%	
		II MA - Mother of 1084 and Phenomenal Woman		
		III Eng - Portions Completed		
		II Eng - Prose (Bible Translations), Rearranging jumbled sentences		90%
		I Bsc - Appointment in Samarra		10%
		I Aqua - Speaking SKills	10%	

3. **Extra classes & Tutorial** hours engaged:

Sl. No	Dates	Name of the Teacher	Subjects	No. of students present
1	28 Nov	Reena Mohamed PM	II MA English Postcolonialism	15
2	29 Nov	Reena Mohamed PM	II MA English Postcolonialism	12

4. **Remedial classes** arranged/engaged by the Department/teachers. (Indicate the duration if it is a bridge course)

Sl. No	Dates	Name of the Teacher	Subjects	No. of students present

5. **Class P.T.A** Conducted

Sl. No	Programme, batch, date	Agenda	No. of parents present

6. **Academic Mentoring** given to slow and advanced learners

Programme BA/BSc/BCom	Slow learners (Names)	Advanced learners (Names)	Faculty member with date
	1.	1.	
	2.	2	
	3	3	
	4	4	

7. Use of **ICT/E-learning** technology.

Sl.No	Name of the Teacher	ICT Resources Used
1	Sabitha M M	Podcasts, Youtube Videos, Materials and notes shared in Google Classroom & Moodle.
2	Reena Mohamed PM	Podcasts, Youtube Videos, Materials and notes shared in Google Classroom & Moodle.
3.	Reshmi S	Youtube Videos, Materials and notes shared in Google Classroom & Moodle.
4.	Mona V M	Self prepared YouTube Videos ,Podcasts and Materials shared,Other YouTube videos for reference
5.	Jameelathu.KA	Podcasts, Youtube Videos, Materials and notes shared in Google Classroom & Moodle.
6.	Amitha P Mani	Podcasts, Prepared Youtube Videos, Materials and notes shared in Google Classroom & Moodle.
7	Muralikrishnan T.R.	
8	Dr Reshmi Ravindran P	Self prepared materials and notes shared in Moodle.
9	Swapna N R	Podcasts, Prepared Video content, Materials and notes shared in Moodle, telegram and whatsapp group
10	Veenalekshmi U R	Podcasts, Self Prepared Videos, PPT, Moodle.

8. Details of **Examination duties** taken

Sl.	Dates	Name of the	Name of the	Invigilation	Valuation	Practical
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No		Teacher	Examination (Internal/University)	duty	duty (CV, CMV)	Exam duty
1	03, 06, 16, 19 & 23 Nov 2020	Sabitha M M	University	Invigilation IV Sem UG		
2	11 Nov to 17 Nov and 19 Nov	Veenalekshmi U R	University	IV Sem UG		
3.	1,3,6,16 and 19th Nov	Jameelathu.Ka	University	IV SemUG AND III SEM PG		
4.	02, 06, 16, 18 & 22 Nov 2020	Dr Amitha P Mani	University	IV Sem UG		
5	05, 09, 18 & 25 Nov 2020	Reena Mohamed PM	University	IV Sem UG		
6	09,11,18, 25 Nov 2020	Dr Reshmi Ravindran P	University	IV Sem UG		
	09,11,18, 25 Nov 2020	Swapna N R	University	IV Sem UG		

9. **Involvement** of department teachers in the Post accreditation work, IQAC, AQAR, Criteria monitoring & documentation. (NIRF, AISHE, ISO etc. can also be included)

Sl. No	Name of the Teacher	Contribution to Quality Sustenance
1.	Sabitha M M	AQAR – Criterion 1
2	Reshmi S	criterion 2

3.	JAMEELATHU.KA	criterion IV
4.	Dr Amitha P Mani	AQAR
5.	Reena Mohamed PM	AQAR
6.	Mona V M	Criterion 5
7.	Veenalekshmi U R	Criterion 7
8.		

10. Details of **publication** and/or **presentation** by faculty members:

Sl. No	Name of the Teacher	Title of the paper published/presented	Conference organizer/Journal & publisher	ISSN/Care list index number/IF	Month date if any
1.	Reena Mohamed PM	At the periphery:A Close Reading of the Nugatory existence of Parsis in Mistry's Such a Long Journey	Kala:The Journal of Indian Art History Congress UGC Care Group I Journal	ISSN0975-7945	
2.					
3.					

11. Refresher course/ Workshops/ FDP/ STC / Seminars etc. **participated** by the teachers. (Title of seminar, Agency, Place and dates (duration) conducted may be indicated)

- Sabitha M M attended 3 webinars.
- Dr Amitha P Mani attended 5 webinars

12. Details of Seminars/conferences, Webinars, Workshops, FDP, Training Programmes, Skill enrichment programmes, Fests, invited talks, Association activities **organised** by the dept. (with date & Invited Guest's name, indicate whether it was intra-college or inter-college, state, national or international and indicate the participation details.)

13. Cultural fests/Sports conducted, number of students **participated & achievement** of the Department (from College level onwards)

14. Additional Information if any:

- First year UG and PG classes commenced on 02 November and 23 November 2020 respectively. Students and parents attended a general orientation program conducted by the college via G-Meet and YouTube live streaming.

- First & Fourth Semester UG students participated in a 3 day Webinar Series organised by the Department of Politics in association with IQAC, MES Asmabi College on 18, 19 and 20 November 2020.
- ASAP sessions for Batch 2019-20 resumed online on 23 November 2020.
- Sabitha M M attended Election Rehearsal class on 30 November 2020 at Kaipamangalam Gramapanchayath Hall at 10am.
- Dr Reshmi Ravindran attended Election Rehearsal class on 30 November 2020 at Mathilakam Gramapanchayath Hall at 10am.
- Swapna N R attended Election Rehearsal class on 30 November 2020 at Perinjanam Gramapanchayath Hall at 10am

Date : 30.11.2020

Signature of the HOD

Countersigned by Principal

2.Performance Appraisal- Teaching Faculty API

ANNEXURE - II

ANNEXURE -II

UNIVERSITY OF CALICUT

Annual Performance Assessment Reports (APAR)

(As per UGC Regulation 2018, No.F. 1-2/2017 (EC/PS) dated 18th July 2018)

Appendix II, Table 1

Session/Year 21-02-2020 to 20-02-2021

(To be completed and submitted at the end of each assessment year)

PART A: GENERAL INFORMATION

1.	Name of College/University	MES Asmabi College, P.Vemballur
2.	Name of Incumbent (In Block letters)	SHAHEEDHA T.M
3.	Name of Father/ Mother	T.A Mohamed Ashraf
4.	Sex	Female
5.	Date of Birth	28-05-1985
6.	Nationality	Indian
7.	Current designation	Assistant Professor (Level 11)
8.	Department	Botany
9.	Date of entry to Service	21-02-2011
10.	Date of last promotion if any	21-02-2017
11.	Date of eligibility for promotion	21-02-2022
12.	Address for Correspondence (with pin code)	ASSISTANT PROFESSOR DEPT. OF BOTANY M E S ASMABI COLLEGE P.VEMBALLUR (PO), THRISSUR DT. KERALA, PIN:680 671
13.	Telephone No.	9895993276
14.	Email	shaheedashahir@gmail.com



(Signature)
Dr. A. ROU
PRINCIPAL
M.E.S. ASMABI COLLEGE
P. VEMBALLUR P.O.,
KODUNGALLUR- 680 671

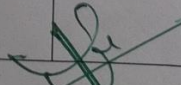
PART B:
Annual Performance Assessment Reports (APAR)
Session/Year:21-02-2019 to 20-02-2020

(To be completed and submitted at the end of each assessment year)

I. TEACHING

Sl. No.	Course/ Paper	Level	Mode of teaching*	No. of classes/ Hours per week allotted	No. of classes conducted per Week	% of Classes/ Pract. taken
1.	THEORY- 1. CORE COURSE 3: PHYCOLOGY, BRYOLOGY & PTERIDOLOGY PRACTICAL- CORE COURSE 3	III sem B.Sc	L, P, S	3 (Odd Sem)	3 (Odd Sem)	100 %
2.	CORE COURSE 4: METHODOLOGY AND PERSPECTIVES IN PLANT SCIENCE PRACTICAL- CORE COURSE 4	IV sem B.Sc	L, P, S	3 (Even Sem)	3 (Even Sem)	100 %
3.	THEORY- 1.OPEN COURSE: APPLIED BOTANY PRACTICAL- CORE COURSE 8	V Sem B.Sc	L, P, S	3 (Odd Sem)	3 (Odd Sem)	100 %
4.	THEORY- ELECTIVE COURSE II: GENETICS AND CR OP IMPROVEMENT PRACTICAL- CORE COURSE10	VI Sem B.Sc	L, P, S	3 (Even Sem)	3 (Even Sem)	100 %
5.	THEORY- 1.BOT1C01 PHYCOLOGY, BRYOLOGY, PTERIDOLOGY AND GYMNOSPERMS 2.BOT1CT03 ANGIOSPERM ANATOMY, ANGIOSPERM	I Sem. MSc	L, P, S	5 (Odd Sem)	5 (Odd Sem)	100 %




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	EMBRYOLOGY, PALYNOLOGY AND LAB TECHNIQUES PRACTICAL- BO01L01					
6.	THEORY- BOT2C05GENETICS, CYTOGENETICS, PLANT BREEDING, BIOSTATISTICS, EVOLUTION PRACTIC AL- BO02L04	II Sem M.Sc	L, P, S	5 (Even Sem)	5(Even Sem)	100 %
7.	THEORY- BOT3C09 BIOTECHNOLOGY AND BIOINFORMATICS PRACTICAL - BO03L06	III Sem. M.Sc	L, P, S	5 (Odd Sem)	5 (Odd Sem)	100 %
8.	THEORY- BOT4E01-2. ENVIRONMENTAL BIOLOGY AND BIODIVERSITY CONSERVATION PRACTICAL - BOT04L07 PROJECT	IV Sem M.Sc	L, P, S	5 (Even Sem)	5 (Even Sem)	100 %
				16 (Odd/ Even)	16 (Odd/ Even)	100%
80% and above : "Good" 70% to 80% : "Satisfactory" Less than 70% : "Not Satisfactory"				Grade		Good
(Classes taught includes sessions on tutorials, lab and other teaching related activities) *Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)						

2. Involvement in the University/College students related activities/research activities:

2(a). Administrative responsibilities such as Head, Chairperson / Dean/ Director/ Coordinator, Warden etc

Sl. No.	Types of responsibility/duty	Role performed
1.	Internal Marks	Coordinator
2.	Women's Forum	Member
3.	ICC/CASH	Member
4.	Admission committee	Member
5.	NAAC Criteria IV	Head
Total number of activities involved		5



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2(b). Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

Sl. No.	Type of Responsibility/Duty	Role performed
1.	University theory examinations	Invigilation duties
2.	University C.V. camp	Paper valuation
3.	University Practical Examination/Project Viva	External Examiner
4.	College Internal Examinations	Invigilation & question paper setting duties
Total number of activities involved		4

2(c). Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services

Sl. No.	Type of Responsibility/Duty	Role Performed
1.	World Environment day celebrations - FRUITERA	Co-ordinator
2.	Algal Collection visit	Co-ordinator
3.	Annual ACBAA meeting	Joint Co-ordinator
4.	Tutorial hours/Mentoring/ Counselling/etc.	Tutor
5.	Student seminar	Mentor
Total number of activities involved		4

2(d). Organizing seminars/ conferences/ workshops, other college/university activities.

Sl. No.	Type of Responsibility/Duty	Role performed
1.	Webinar on Importance of Medicinal plants	Joint Co-ordinator
2.	Gramika 2020	Joint Co-ordinator
3.	Botany Association day seminar	Joint Co-ordinator
Total number of activities involved		3

2(e). Evidence of actively involved in guiding Ph.D. students.

Sl. No.	Name of Student	Date of Registration	U.O granting Registration
Total number of activities involved			

2(f). Conducting minor or major research project sponsored by national or international agencies.

Sl. No.	Name of the project	Funding agency	Amount sanctioned/Utilized
Total number of projects			

2(g). At least one single or joint publication in peer reviewed or UGC list of Journals.

Sl. No.	Title with page Nos.	Journal	ISSN/ISBN No	Peer reviewed/ UGC listed	No. of Coauthors	Whether you are the main Author
Total number of publications						GOOD
Overall Grade for 2 (a+b+c+d+e+f+g)						



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(Good - Involved in at least 3 activities, Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities) *Number of activities can be within or across the broad categories of activities	
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Summary of overall Grade in APAR

Activity	Grade
1. Teaching	Good
2. Involvement in the University/College student related activities/research activities.	Good
Overall Grade for the Assessment Year	Good

I certify that the information provided is correct as per records available and /or documents enclosed along with the duly filled APAR proforma.

Sign & Name of Applicant: **Shaheedha T.M**
Designation: Assistant Professor

Place: P.Vemballur
Date: 03.07.2023

CERTIFICATE

This is to certify that **SHAHEEDHA T.M.**, has successfully carried out all the duties in respect to APAR SI Number 1 & 2 assigned to her, which are claimed by her in the APAR Proforma for the assessment year 21-02-2020 to 20-02-2021.

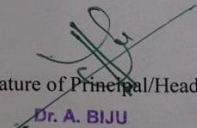
Countersigned by:


Dr. SHAFER P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

(Office Seal)



Name and Signature of Principal/Head of the Office


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3.Performance Appraisal- Teaching Faculty AAA

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THE MUSLIM EDUCATIONAL SOCIETY, CALICUT
ACADEMIC & ADMINISTRATIVE AUDIT
FOR ARTS & SCIENCE COLLEGES

AAA PROFORMA FOR TEACHERS

(FORM No. 1)

**ACADEMIC & ADMINISTRATIVE AUDIT FOR ARTS & SCIENCE COLLEGES
PROFORMA FOR TEACHERS – (FORM No. 1)**

(Fill carefully in the given MS Word format. Add more columns if needed)

Academic year 2020-2021

- 1) Name: Dr. Jisha KC
- 2) Designation: Assistant Professor
- 3) Teaching Experience in years: 6
- 4) Research Experience in years: 6

AAA Proforma for Faculty – Form 1

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- 5) Department: Botany
- 6) Qualifications: MSc, MPhil, PhD, NET
- 7) Fields of Specialization: Plant Stress Physiology, Phytochemistry
- 8) Details of Additional Qualifications achieved including SWAYAM, MOOC, NPTEL, NMEICT courses

Sl. No.	Programme	Awarded by	Grade Obtained	Date of degree/Award
1	SWAYAM 12 Week course- Biochemistry	NPTEL-AICTE	ELITE	NA

9) Details of Classes Engaged including Practical

a) Odd Semester

Sl.No.	Classes engaged (Semester and programme)	Course name	Total Number of hours allotted	Total Number of hours engaged	Extra Hours taken, if any	Syllabus Completed or Not	Remarks
1	BSc Botany I Sem	Angiosperm Anatomy, Reproductive Botany & Palynology (Theory)	18	18	Nil	Completed	
		Angiosperm Anatomy, Reproductive Botany & Palynology (Practical)	36	36	Nil	Completed	
2	BSc Botany V Sem	Open Course- Applied Botany (Theory)	18	18	Nil	Completed	
		Embryology, Palynology, Economic Botany,	18	18	Nil	Completed	

AAA Proforma for Faculty – Form 1

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		Ethanobotany & Horticulture (Theory)					
		General Bioinformatics, Introductory Biotechnology, Molecular Biology (Theory)	18	18	2	Completed	
		Morphology and Systematics (Practical)	36	36	4	Completed	
3	MSc Botany I Sem	Mycology, Lichenology Microbiology & Plant Pathology (Theory)	36	36	Nil	Completed	
		Mycology, Lichenology Microbiology & Plant Pathology (Practical)	18	18	Nil	Completed	
		Palynology, Embryology (Practical)	18	18	Nil	Completed	
4	MSc Botany III Sem	Physiology & Biotechnology (Theory)	54	54	Nil	Completed	
		Cell Biology (Practical)	18	18	Nil	Completed	

b) Even Semester

Sl.No.	Classes engaged (Semester and programme)	Course name	Total Number of hours allotted	Total Number of hours engaged	Extra Hours taken, if any	Syllabus Completed or Not	Remarks
1	BSc Botany II Sem	Microbiology, Mycology, Lichenology & Plant pathology (Theory)	18	9	Nil	Not Completed	

		Microbiology, Mycology, Lichenology & Plant pathology (Practical)	36	36	Nil	Completed	
2	BSc Botany VI Sem	Elective- Genetics & Crop improvement, Physiology & Metabolism (Theory)	54	54	Nil	Completed	
		Cell Biology & Biochemistry (Practical)	36	36	Nil	Completed	
3	MSc Botany II Sem	Cell Biology & Molecular Biology (Theory)	54	54	Nil	Completed	
		Cell biology, Molecular biology and Biophysics (Practical)	18	18	Nil	Completed	
4	MSc Botany IV Sem	Elective-Pathology (Theory)	54	54	Nil	Completed	
		Elective-Pathology (Practical)	18	18	Nil	Completed	

10) Remedial Classes taken:

Sl.No.	Class	Course	No. of Hours taken	Details of result improvement
1	V Sem BSc Botany	Biotechnology, Bioinformatics & Molecular Biology	4	Students showed improved marks in the unit test papers and internal exams
2	VI Sem BSc Botany	Physiology & Metabolism	4	Improvement in their overall class performance

		Ethanobotany & Horticulture (Theory)					
		General Bioinformatics, Introductory Biotechnology, Molecular Biology (Theory)	18	18	2	Completed	
		Morphology and Systematics (Practical)	36	36	4	Completed	
3	MSc Botany I Sem	Mycology, Lichenology Micrbiology & Plant Pathology (Theory)	36	36	Nil	Completed	
		Mycology, Lichenology Micrbiology & Plant Pathology (Practical)	18	18	Nil	Completed	
		Palynology, Embryology (Practical)	18	18	Nil	Completed	
4	MSc Botany III Sem	Physiology & Biotechnology (Theory)	54	54	Nil	Completed	
		Cell Biology (Practical)	18	18	Nil	Completed	

b) Even Semester

Sl.No.	Classes engaged (Semester and programme)	Course name	Total Number of hours allotted	Total Number of hours engaged	Extra Hours taken, if any	Syllabus Completed or Not	Remarks
1	BSc Botany II Sem	Microbiology, Mycology, Lichenology & Plant pathology (Theory)	18	9	Nil	Not Completed	

		Microbiology, Mycology, Lichenology & Plant pathology (Practical)	36	36	Nil	Completed	
2	BSc Botany VI Sem	Elective- Genetics & Crop improvement, Physiology & Metabolism (Theory)	54	54	Nil	Completed	
		Cell Biology & Biochemistry (Practical)	36	36	Nil	Completed	
3	MSc Botany II Sem	Cell Biology & Molecular Biology (Theory)	54	54	Nil	Completed	
		Cell biology, Molecular biology and Biophysics (Practical)	18	18	Nil	Completed	
4	MSc Botany IV Sem	Elective-Pathology (Theory)	54	54	Nil	Completed	
		Elective-Pathology (Practical)	18	18	Nil	Completed	

10) Remedial Classes taken:

Sl.No.	Class	Course	No. of Hours taken	Details of result improvement
1	V Sem BSc Botany	Biotechnology, Bioinformatics & Molecular Biology	4	Students showed improved marks in the unit test papers and internal exams
2	VI Sem BSc Botany	Physiology & Metabolism	4	Improvement in their overall class performance

11) Results of Courses engaged (result published of previous batch)

Sl.No.	Batch	Course name	Number of students appeared in the University examination	Number of students passed	Percentage of pass	Result Analysis
1	2017-2020	BSc Botany (I Sem) Angiosperm Anatomy	33	33	100	A+-1, A-4, B-6, C-8, D-7, E-7
2	2017-2020	BSc Botany (II Sem) Research methodology & Microtechnique	34	33	97	A-3, B-5, C-8, D-6, E-11, F-1
3	2017-2020	BSc Botany (III Sem) Microbiology, Mycology, Lichenology & Plant Pathology	34	34	100	A+-1, A-3, B-8, C-12, D-5, E-5
4	2017-2020	BSc Botany (IV Sem) Phycology, bryology & Pteridology	34	31	91	A-2, B-5, C-2, D-7, E-15, F-3
5	2017-2020	BSc Botany Practical-I sem to IV sem	33	33	100	A+-5, A-17, B-11
6	2017-2020	BSc Botany (V Sem) Embryology, Palynology, Economic Botany, Ethnobotany & Horticulture	32	30	94	A-3, B-2, C-8, D-11, E-6, F-2
7	2017-2020	BSc Botany (V Sem) General & bioinformatics, Introductory Biotechnology and Molecular Biology	31	30	97	A-1, B-9, C-5, D-9, E-6, F-1
8	2017-2020	BSc Botany (V Sem)	32	32	100	A+-2, A-1, B-5, C-8,

		Gymnosperms, Paleobotany, Phytogeography & Evolution				D-8, E-8
9	2017-2020	Elective-Genetics & Crop Improvement	32	32	100	A+-1, A-4, B-7, C-5, D-8, E-7
10	2017-2020	BSc Botany V Sem Practical	31	31	100	A+-7, A-12, B-6, C-6,
11	2017-2020	BSc Botany VI Sem practical	31	31	100	A+-10, A-18, B-3
12	2018-2020	MSc Botany (I Sem) Mycology, Lichenology Microbiology & Plant Pathology	12	12	100%	B-9, C-3
13	2018-2020	MSc Botany (II Sem) Cell biology, Molecular biology and Biophysics	12	12	100%	A-2, B-8, C-2
14	2018-2020	MSc Botany (III Sem) Biotechnology & Bioinformatics	12	12	100%	B-8, 4-3
15	2018-2020	MSc Botany (IV Sem) Elective-Genetics and crop improvement	12	12	100%	B-5, C-7

12) Course Outcome

SLNo.	Course	Course Outcome	Analysis of Course Outcome
1	BSc Botany I	By the end of the course, students are expected to:	100% of students achieved the course

12) Course Outcome

Sl.No.	Course	Course Outcome	Analysis of Course Outcome
1	BSc Botany I	By the end of the course, students are expected to:	100% of students achieved the course

AAA Proforma for Faculty - Form 1

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	Semester Angiosperm Anatomy	1. Demonstrate the ability to differentiate plant organs by observing anatomical features 2. Understand the non-living inclusions of plants and their significance 3. Differentiate tissues and their functions 4. Illustrate primary and secondary (normal and anomalous) structures of plant organs	outcome
2	BSc Botany II Semester-Research methodology & Microtechnique	By the end of the course, students are expected to: 1. Understand the various research methods in science 2. Identify the various instruments used in scientific experiments 3. Familiarize with various staining procedures	97% of students achieved the course outcome
3	BSc Botany II Semester-Mycology, microbiology, Lichenology & Plant Pathology	By the end of the course, students are expected to: 1. Understand basics of microbial life and their economic importance 2. Develop general awareness on the diversity of microorganisms, fungi and lichens 3. Analyze the ecological role played by bacteria, fungi and lichens 4. Identify plant diseases and find out control measures 5. Realize the significance of plant diseases as far as crop production is concerned.	100% of students achieved the course outcome
4	BSc Botany (IV Sem) Phycology, bryology & Pteridology	By the end of the course, students are expected to: 1. Appreciate the diversity and evolutionary significance of lower plant groups. 2. Classify algae, bryophytes and pteridophytes. 3. Understand the economic and ecological importance of lower plant groups.	91% of students achieved the course outcome
5	BSc Botany (V Sem) General &	Students will be able to understand the basic techniques used in bioinformatics, biotechnology and molecular biology	97% of students achieved the course outcome

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	bioinformatics, Introductory Biotechnology and Molecular Biology		
6	BSc Botany (V Sem) Gymnosperms, Paleobotany, Phytogeography & Evolution	Students will be able to understand the distribution of various plant groups, their history, fossil plants etc.	100% of students achieved the course outcome
7	BSc Botany (V Sem) Embryology, Palynology, Economic Botany, Ethanobotany & Horticulture	Students will be able to understand the various mechanism in plant reproduction, pollen morphology and also should be able to analyse the economic and medicinal importance of plants	94% of students achieved the course outcome
8	MSc Botany (I Sem) Mycology, Lichenology Microbiology & Plant Pathology	Students will be able to understand and identify the different groups of plants and will be able to understand the various diseases associated with plants	100% of the students achieved the course outcome
9	MSc Botany (II Sem) Cell biology, Molecular biology and Biophysics	Students will be able to understand the various biochemical pathways and molecular mechanisms in plants, they also able to identify various biophysical methods	100% of the students achieved the course outcome
10	MSc Botany (III Sem) Biotechnology & Bioinformatics	Students will be able to understand the various biotechnological and bioinformatics tools used in botany	100% of the students achieved the course outcome
11	MSc Botany (IV Sem) Elective- Genetics and Crop	Students will be able to identify different types of diseases in various crops and to familiarize various crop improvement methods	100% of the students achieved the course outcome

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improvement

a) Tutorial System

Class in charge	Total Hours engaged		Brief Report of Tutorial activities
	Odd	Even	
I Year MSc Botany	5hrs	5 hrs	- Personal counseling and tried to identify their problems - Planning the various co-curricular activities of the class - Discussion about algal collection trip - Discussion about evaluation of internal exam result to plan for better academic performance - Grievance redressal on certain matters - Discussion about corona virus to prevent it in a better way

b) Details of Slow Learners:

Sl. No	Name of Slow Learners	Special Programmes arranged	Outcome achieved
1	Akhil Raj-I MSc Botany	Personal counselling, Discussion with parents	Showed improvement in studies

c) Details of Advanced Learners

Sl. No	Name of Advanced Learners	Special Programmes arranged	Outcome achieved
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1	Raheema Febin Hassan E	Question paper discussion	Improved studies
2	Mufeeda Thasni AC	Question paper discussion	Improved studies
3	Ishrath Sabah C	Question paper discussion	Improved studies

d) Personal Mentoring/Counselling given

Sl.No.	Date	Whether Internal/External	Remarks
1	10-12-2020	Internal	Solved the problem
2	02-03-2021	Internal	Solved the problem

14) Usage of ICT/E-learning technology.

Sl No.	Course	ICT/E-resources prepared and used
1	Angiosperm anatomy, Reproductive Botany & Palynology	Power point presentation, Video tutorials
2	Microbiology, Mycology, Lichenology & Plant pathology	Power point presentation, Audio clips, Video tutorials
3	Open Course- Applied Botany	Power point presentation, Notes in PDF format
4	Embryology, Palynology, Economic Botany, Ethanobotany & Horticulture	Power point presentation
5	General Bioinformatics, Introductory Biotechnology, Molecular Biology	Power point presentation, Video tutorials
6	Plant Physiology & Metabolism	Power point presentation, Video tutorials
7	Elective-Genetics & Crop Improvement	Power point presentation, Notes in PDF format

8	Mycology, Lichenology, Microbiology & Plant Pathology (MSc)	Power point presentation, Notes in PDF format, Video tutorials
9	Cell Biology, Molecular Biology & Biophysics (MSc)	Power point presentation, Notes in PDF format, Video tutorials
10	Biotechnology & Bioinformatics (MSc)	Power point presentation, Notes in PDF format, Video tutorials
11	Elective (MSc)- Genetics & Crop improvement	Power point presentation, Notes in PDF format

15) Student centric teaching and innovations in teaching introduced, if any

Sl No.	Course	Student Centric methods introduced	Innovative Teaching methods introduced
1	BSc Botany	Group discussion, assignment, seminar	Test paper conduction after completion of each topics & surprise test papers, Previous question paper answering by the students etc.
2	MSc Botany	Group discussion, assignment, seminar, debates	Test paper conduction after completion of each topics & surprise test papers, Previous question paper answering by the students, Field study etc.

16) Involvement in Curriculum design and Restructuring of syllabi, if any: Nil

Sl No	Programme	Course	Curriculum design (For new programmes only)	Restructuring of syllabi

17) Research funds generated: Nil

18) Project Guidance (UG, PG, M.Phil. etc.)

Sl. No	Title of the Project	Name of the Students	UG	PG	MPhil	Duration	Any Fund Received	Funding Agency
1	Effects of soft drinks on seed germination and early seedling growth of <i>Vigna radiata</i> (L.) Wilczek.	Ameesha M.M. Arora Pradeep Anjana Suresh Akhil Krishna M.R.	UG			6 Months	Nil	NA
4	Structural and Functional Analysis of Tropical Homegardens: A case study of Avanoor Grama Aanchayath, Thrissur District, Kerala	Prabisha VS		PG		1 Year	Nil	NA
5	The Floristic and Functional Dynamics of Homegardens of Mulakunnathukavu Grama Panchayath, Thrissur District, Kerala	Surabhi Rajan M		PG		1 Year	Nil	NA

19) Research Guide ship details

Sl.No	Name of Scholar	Research Centre	Research Guide	FIP/JRF/Full time/Part time	Status
1	Sumitha Thomas	Department of Botany, MES Asmabi College, P. Vemballur	Dr. Jisha K.C.	JRF-Full time	Collection of Plant materials done, Standardization process ongoing.

					Review paper submitted for publication
2	Athira T.R.	Department of Botany, MES Asmabi College, P. Vemballur	Dr. Jisha K.C.	NET-Full time	Collection of Plant materials done, Standardization process ongoing, Review paper work in progress
3	Raga R	Department of Botany, MES Asmabi College, P. Vemballur	Dr. Jisha K.C.	PART-TIME	RAC meeting approved PhD Synopsis and applied for registration
4	Mohammed Areej EM	Department of Botany, MES Asmabi College, P. Vemballur	Dr. Jisha K.C.	PART-TIME	RAC meeting approved PhD Synopsis and applied for registration

20) Revenue generated from Consultancy during the year: Nil

21) Revenue generated from corporate training during the year: Nil

22) a) Publication in Journals:

Sl No.	Title of the paper	Name of the Journal	CARE listed (YES/NO)	Impact Factor	ISSN	Issue, Volume, Page No, Year	Authorship
1	Physiological and Biochemical Responses of <i>Aerva lanata</i> (L.) Juss.	Journal of Stress & Physiology	YES	Nil	ISSN-1997-	Vol. 16, No. 3, 2020, pp. 67-	Neema P. and

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	ex Schult. under Heavy Metal Stress	Biochemistry			.0838	73	Jisha K.C.
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b) Publication of Books, Book Chapters, Seminar Proceedings, Popular Articles etc: Nil

23) Editorial ship of Journal/Books: Nil

24) Patent filed/Granted: Nil

25) Faculty as invited speaker/Resource person: Nil

26) Orientation/Refresher Programmes/Seminars/Workshops/Conferences/FDP/Training Programmes/Summer, Winter School Programmes etc. participated

Sl. No.	Program	International/National/State/Regional	Dates	Organised By	Paper/Poster Presented or not
1	FDP on 'Quality Science Education in India in the 21 st century'	National	9 th November 2020	GAD-TLC & Christ College, Irinjalakkuda	No
2	FDP on 'Skills for Next Generation Teachers'	National	7 th December 2020	GAD-TLC & Vimala College, Thrissur	No
3	Doctrina II- Plant Functional Biology	International	5/6/2020 to 7/06/2020	Sir Syed College, Taliparamba	No
4	Importance of medicinal plants in the month of Karkkidaka	State	29/7/2020	MES Asmabi College, P. Vemballur	No
5	National Level Five Days Online Training in Biological Sciences	National	3/8/2020 to 7/8/2020	SN College, Nattika	No
6	Molecular diagnostic platforms through	International	21/8/2020	Kerala University	No

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	Chemistry, Biology & Nanotechnology				
7	Recent Advances in Herbal Medicine	International	21/8/2020	SH College, Thevara	No
8	Impact of Dilution of EIA on Environment & People	National	25/8/2020	MES Asmabi College, P. Vemballur	No
9	Environmental concerns during Covid Era	International	25/8/2020 & 26/8/2020	Tarumitra, AADI, Attappadi	No
10	Covid 19: The Crisis of out Times: Past, Present & Future	State	7/9/2020	St. Joseph's College, Irinjalkkuda	No
11	Plant diseases of past, present & control measures	International	10/9/2020	Vivekananda College, Madurai	No
12	Herbal remedies in managing pandemics- scientific evaluation	National	14/9/2020	SD College, Alappuzha	No
13	Promotion under CAS-UGC guidelines	State	19/9/2020	Carmel College, Mala	No
14	Leverging nanotechnology to tackle cancer	National	24/9/2020	Bharat Mata College, Thrikkakara	No
15	Techniques for isolation & Identification of Active Ingredients from Medicinal Plants	State	3/10/2020	KKTM College, Pullut	No
16	Materials in medicine	International	3/10/2020 to 5/10/2020	MES Asmabi College, P. Vemballur	No

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17	Conservation & Right Debate Series	International	10/10/2020 12/10/2020 17/10/2020 19/10/2020	MES Asmabi College, P. Vemballur	No
18	Bioinformatics- Fundamentals to Advanced	State	12/10/2020	KKTM College, Pullut	No
19	Healthy Food Habits through Ayurveda	State	15/10/2020	KKTM College, Pullut	No
20	Traditional Foods of Kerala as immunity Boosters	State	1/11/2020	KKTM College, Pullut	No
21	The Trajectory of Conservation and Justice in the context of FRA 2006	National	12/11/2020	Sree Sankarachaarya University of Sanskrit, Kalady	No
22	Women & Covid	National	18/11/2020 19/11/2020 20/11/2020	MES Asmabi College, P. Vemballur	No
23	Scope & Significance of Ethnobotanical Research	National	19/11/2020	BAM College, Pathanamthitta	No
24	Women Entrepreneurship	International	19/11/2020	Mercy College, Palakkad	No
25	Glance of Bioinformatics	State	24/11/2020	Forum for Natural Studies & Conservation	No
26	Online tools for qualitative research & knowledge dissemination	National	28/12/2020	Carmel College, Mala	No

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27) Seminars/Workshops/Conferences/FDP/Training Programmes/Fests etc. co-ordinated: Nil

28) Details of Internships/Apprenticeship/OJT/Study Tours/ Field Trips/Industrial Visits/Project Work (done at outside) etc. co-ordinated

Sl. No.	Activity	Class	Number of Students	Dates	Remarks
1	Algal collection trip at Thikkodi, Calicut	I MSc Botany	17	26-03-2021	

29) Details of Extension, Out-reach programmes co-ordinated: Nil

30) Details of other duties engaged and Contribution to corporate life:

Sl No	Other duties in-charge, Contribution to corporate life	Activities Organized with dates
1	NAAC Criterion II Head	Collected the information and analyzed the information as per NAAC guidelines
2	In charge of Science Forum	<ul style="list-style-type: none"> ➤ As part of 'Karkkidakamasacharanam 2020', online Ramayana quiz for college students on 3/7/2020 ➤ As part of ozone day 2020, online intercollegiate collage competition for college students on 16th September 2020 ➤ As part of National Science day 2021, an online quiz competition for college students on 27th and 28th February 2021.

3	In charge of Debate club/Parliamentary affairs	No activities were organized to covid issues
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31) Details of Examination duties taken

Duty	Name of Examination	University/Autonomous College	Dates
Valuation Duty	IV Sem MSc Botany 2020	University	9/9/2020 & 11/9/2020
	III Sem BSc Botany 2020	University	21/10/2020
	I Sem MSc Botany 2020	University	7/1/2020
	I Sem BSc Botany 2020	University	6/2/2021
	I Sem BVoc Agriculture 2020	University	15/3/2021, 12/4/2021, 13/4/2021
Invigilation Duty	UG/PG Exams 2020	University	9/11/2020
	UG/PG Exams 2020	University	10/11/2020
	UG/PG Exams 2020	University	8/1/2021
	UG/PG Exams 2020	University	25/1/2021
	UG/PG Exams 2020	University	9/2/2021
	UG/PG Exams 2020	University	15/3/2021
	UG/PG Exams 2020	University	18/3/2021
Practical Exam duty	IV Sem MSc Botany 2020	University	8/9/2020
	IV Sem MSc Botany 2020	University	17/9/2020
	IV Sem BSc Botany 2020	University	11/1/2021
	IV Sem BSc Botany 2020	University	12/1/2021
	II Sem MSc Botany 2020	University	30/1/2021

	I Sem MSc Botany 2020	University	11/2/2021
	II Sem MSc Botany 2020	University	12/2/2021
	IV Sem MSc Botany 2021	Autonomous	20/4/2021
Project Evaluation	IV Sem MSc Botany 2020	University	23/9/2020, 24/9/2020
	I Sem BVoc Agriculture 2020	University	27/4/2021
Viva Voce	IV Sem MSc Botany 2021	Autonomous	9/4/2021

32) Membership in Academic/Professional bodies (Existing only): Nil

33) Awards & Recognitions received: Nil

34) Library Visit/N list access

No of library visits as per Library record	No of books borrowed	No of reference books borrowed
2	Nil	Nil

35) Details of Leave (other than Casual Leave) and deputation availed:

Leave	LPL	CML	HPL	Maternity/Paternity Leave	Duty Leave	FIP	Deputations	Any Other Leave	Total
No of days	0	0	0	0	15	0	0	0	

36) Individual action plan reflecting opportunities and challenges in your domine.

Opportunities	1) Can continue research, since 4 PhD students are registered 2) Can get more time for the preparation in the current scenario of college time change 3) During the Lock down situation, familiarized the different online platforms, thus could be used effectively in the teaching
Challenges	1) Preparing students for offline examinations

	2) Semester system impose more stress to teachers and students
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37) Any Other relevant information: Nil

Name and Signature of Teacher

Name and signature of HoD

Name and Signature of Principal

Date: Dr. Jisha KC

4.Non-Teaching Staff - Sample and Appraisal Report


INTERNAL QUALITY ASSURANCE CELL
MES ASMABI COLLEGE, P. VEMBALLUR

Administration


Self-Appraisal

Academic year: 2020-21

Personal Data				
1	Name	Rajeeb P B		
2	Designation	Clerk		
3	Sex	Male	Date of birth	05-06-1990
4	Address	Ponakuzhi(H) P O Madavana, Abdulla Road Pin: 680666		
5	Religion & Caste	Islam	Muslim	
Departmental Qualifications			Experience in Administrative area	
1	MOP	1	Administrationyears
2	Attender Test	2	Accountsyears
3	Account Test Lower	3	Establishmentyears
4	Account Test Higher	4	Spark	4year 2 month
5	Library Certificate Course	5	E grantsyears
	Other activities/programmes	6	Gain PFyears
		7	Examyears
		8	EPFyears
		9	years
		10	years
Training programmes attended				
1	GAINF Training Class Contact by Department of Collegiate Education held at center for Training in Finance Management, Thiruvananthapuram			
2				
3				
4				
5				
1	Section in the office serviced in this year	Bill Section		
2	Works carried out in this section	Salary Bill TS & NTS, Arrear Bill TS&NTS, salary Particular TS & NTS, DA Arrear Bill TS&NTS, Pay Revision Fixation in Spark TS & NTS, Guest Lecture Bill ,Leave Travel Concession Bill, Medical Re-Imbursement Bill, Salary Certificate TS&NTS, Income TAX TS&NTS, Loans-Documents TS & NTS		
3	Pending works	TS=15, NTS =6		
4	Measures taken to clear pending works	3 Months		
5	Difficulties faced in this section	Nil		

Signature: 

Name: RAJEEB P B

Remarks of HA (supdt) 

Remarks of Principal

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P VEMBALLUR,
KODUNGALLUR 680 671



INTERNAL QUALITY ASSURANCE CELL

MES ASMABI COLLEGE, P. VEMBALLUR

Administration

Self-Appraisal

Academic year: 2020-2021

Personal Data					
1	Name	Naseeba - P. A			
2	Designation	Computer Assistant			
3	Sex	Female	Date of birth	28-05-1977	
4	Address	Pakothi parambpl (H) P. Vemballur, Pin - 680671 Thrissur (Dt)			
5	Religion & Caste	Islam	Mappila		
Departmental Qualifications			Experience in Administrative area		
1	MOP		1	Administrationyears
2	Attender Test		2	Accountsyears
3	Account Test Lower		3	Establishmentyears
4	Account Test Higher		4	Sparkyears
5	Library Certificate Course		5	E grantsyears
	Other activities/programmes		6	Gain PFyears
			7	Examyears
			8	EPFyears
			9	years
			10	years
Training programmes attended					
1					
2					
3					
4					
5					
1	Section in the office serviced in this year	Computer work			
2	Works carried out in this section				
3	Pending works	No			
4	Measures taken to clear pending works	No			
5	Difficulties faced in this section	No			

Signature:

Name:

Naseeba
Naseeba - P. A

Remarks of HA (supdt)

Remarks of Principal

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P. O. P. VEMBALLUR,
KORUNGALLUR - 680 671

