



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		MES ASMABI COLLEGE, P. VEMBALLUR
Name of the head of the Institution		Dr. AJIMS P MOHAMMED
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0480-2851171
Mobile no.		9446194905
Registered Email		principal.mesasmabi@gmail.com
Alternate Email		ajimspm@gmail.com
Address		Principal MES Asmabi College, P. Vemballur - 680671
City/Town		Kodungallur
State/UT		Kerala
Pincode		680671

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Rural</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>Dr. Shafeer P S</b>
Phone no/Alternate Phone no.	<b>04802859032</b>
Mobile no.	<b>9847250464</b>
Registered Email	<b>iqac.asmabi@gmail.com</b>
Alternate Email	<b>shafeerkappil@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://mesasmabi.com/wp-content/uploads/2018/07/AQAR-17-18-.pdf">http://mesasmabi.com/wp-content/uploads/2018/07/AQAR-17-18-.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://mesasmabi.com/wp-content/uploads/2018/10/COLLEGE-DIARY-AND-HANDBOOK-1.pdf">http://mesasmabi.com/wp-content/uploads/2018/10/COLLEGE-DIARY-AND-HANDBOOK-1.pdf</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>3</b>	<b>B++</b>	<b>3.00</b>	<b>2019</b>	<b>01-Apr-2019</b>	<b>31-Mar-2024</b>

<b>6. Date of Establishment of IQAC</b>	<b>15-Sep-2004</b>
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>Intellectual Property</b>	<b>12-Jul-2018</b>	<b>94</b>

Rights: Needs and Opportunities in Academic Scenario	1	
FDP on Professional Development Opportuinies for colleg teachers	20-Aug-2018 1	94
FDP on How to write best research papers	26-Sep-2018 1	80
FDP on introduction to MOOC Platform	15-Sep-2018 1	94
FDP on how to make effective class	19-Nov-2019 1	94
FDP on teaching competencies	09-Jun-2018 2	94
Advanced options in Spark Software	13-Feb-2019 2	25
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Faculty	FIP	UGC	2018 365	75940
Faculty	Minor Research Project	UGC	2018 730	19137
Institution	B.Voc courses	UGC	2018 1095	7037600
Institution	ASAP	Department of HigherEducation Department ,Govt of Kerala	2018 365	67360
Institution	KSHEC Erudite Programme	The Kerala State Higher Education Council	2018 3	18900
Faculty	KSBB Project	The Kerala State Biodiversity Board	2018 365	485760
Institution	WWS	The Departments of Collegiate Education and Higher Education, Govt. of Kerala.	2018 365	196600
Institution	KSCSTE	Department of Higher	2018 1	20000

		Education, Govt of Kerala		
Faculty	Minor Research Project	Central University of Kerala	2019 365	135000
Institution	Premarital Counseling	Directorate of Minority Welfare Govt of Kerala,	2018 16	80000
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>
Updation and spreading of ICT facilities in classrooms. Introduction of four B. Voc. programmes Initiation and completion of ISO certification. SSR preparation, submission and reaccreditation. Enhancement of library resources Sports facility enhancement

[View File](#)

<b>13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year</b>
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Plan of Action	Achivements/Outcomes
Updation and spreading of ICT facilities in classrooms.	WiFi speed boosted to > 50 MB, 3 additional hot spots added. All second year UG and I year PG classes were provided with LCD projectors
Introduction of four B. Voc. programmes	4 B. Voc. Programmes 1. Fish Processing Technology, 2. Logistics Management 3. Tourism and Hospitality Management and

	4. Digital Film Production were started
Initiation and completion of ISO certification.	ISO certified in March 2019
SSR preparation, submission and re-accreditation.	NAAC 3rd Cycle - Re-accredited in April 2019
Enhancement of library resources	1600 resources were added.
Enhancement of library resources	Play ground renovated with tracks and gallery
Upgradation of Library	Library upgraded with new infrastructures, furnitures, computer centre, new reference books etc
Auditorium upgradation	Auditorium upgraded with new infrastructures, furnitures and speakers
<a href="#">View File</a>	

<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
COLLEGE COUNCIL	06-Aug-2019

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
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Date of Visit	31-Mar-2019
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2019
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Date of Submission	22-Feb-2019
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The whole College is connected through software in which separate login ids are provided to the teachers, Heads of the Departments and the Principal. • The Principal has access to all the departments regarding attendance, feedback etc. • Staff salary and related service matters are operated through the SPARK online system. • Issue and return of books in the library are recorded using barcode</p>
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scanners and the period of retention is specified. The issues and returns of books are recorded using scanners. The entry to the library is recorded using a biometric scanner. Visitors can renew books and check the availability of books. • All the activities and achievements are updated on the College website. • Submission of AQAR online format, DCF format for the All India Survey on Higher Education etc are also done through the online mode.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Our institution, MES Asmabi College is affiliated to the University of Calicut and hence strictly adheres to the curriculum implemented by the university. We have adopted different methods to implement and communicate the curriculum and syllabi effectively to various stakeholders. Our college emphasizes on the institution's vision and mission and they are communicated to the students, teachers and community through proper channels. Our vision is "To enlighten the students with quality of education and latest knowledge, to thrive and empower the downtrodden and backward classes" and we have relentlessly offered our help to all beneficiaries irrespective of caste, creed and community and tirelessly worked for building a better world. Moreover curriculum and syllabus outlines are clearly stated in our College Diary and the same is distributed among students and teachers. The institution offers academic programmes which are well in tune with the institution's goals and objectives as clearly mentioned in the vision and mission statements. Judicious selection of curricular and co-curricular activities are designed to foster the all round development of the students. Departments are also involved in the process of effective implementation of curriculum through their action plans for the academic year. They tried to complement the curriculum by conducting various national and international seminars, invited lecture series, and providing assignments, projects and co-curricular activities which are socially relevant. We are proud to have a good number of faculty members as the members in Boards of Studies of the affiliating university as well as of other universities in Kerala and other states. They have done significant contribution towards the curriculum designing and syllabus construction in their respective areas. At the university level, for the effective translation of curriculum, students are provided with detailed syllabi along with the lists of reference books and question paper models. University also conducts various workshops related to the effective implementation of curriculum. Numerous training programmes, orientation and refresher courses are organised by the university for the teaching faculty so as to improve the quality of faculty members and their teaching and learning experiences. Students are offered several platforms at the institution level to perform and transform themselves into socially reliable and responsible citizens, working towards the integrity of the community and wellbeing of the society and thereby fostering inter-connectedness, kinship and eco-justice among the people. The NSS unit of the college contributes immensely, reaching out to the varied sections of society and those in need, with a plethora of activities. The NCC unit of the college, through their vibrant activities, aim

at creating a human resource of organised, trained and motivated youth to provide leadership in all walks of life and for the service of the nation. The involvement of industry, research bodies and the university is key to improve curriculum to make it demand oriented, and for the development of skill based education. To fulfil such a demand our college takes effort to keep up the latest trends in different fields of study and emerging opportunities that should be inculcated among other learners.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	Professional Diploma in Shipping and Logistics (PDSL)	09/07/2018	120	Logistic manager	exposure in purchasing and supplier management , distribution and transport , customer service etc
Certificate course in Tally Ace ERP 9	NA	13/08/2018	40	Expert in Computerised accounting	The promotion and enhancement of practical experience in Computerised Accounting
NA	Diploma in Goods and Services Tax	27/06/2018	120	Expert in GST practices	The skill in GST practice
Certificate Course in Spoken English	NA	16/10/2018	30	Exposure to communicative English	Practical exposure in speaking English fluently
Certificate Course in Fish Hatchery Management	NA	03/09/2018	45	Hatchery Manager/ Management	Skill development in different methods of fish breeding techniques
Certificate Course in non-conventional energy	NA	22/10/2018	30	Alternative sources of energy production	Sustainable sources of energy production like solar, wind, wave etc.
Certificate Course in Horticulture	NA	20/10/2018	30	Self employment and entrepreneur	Sustainable vegetable production

Certificate Course in National International Financial Management	NA	10/09/2018	40	Financial Manager in Corporate sectors	mainly by organic farming Fiscal Management
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## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Digital Film Production	14/11/2018
BVoc	Fish Processing Technology	14/11/2018
BVoc	Logistics Management	14/11/2018
BVoc	Tourism and Hospitality Management	14/11/2018
<a href="#">View File</a>		

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BBA	Marketing Management	01/06/2018
BCA	Computer Science	01/06/2018
BSc	Aquaculture	01/06/2018
BA	Economics	01/06/2018
BCom	Cooperation	01/06/2018
BCom	Finance	01/06/2018
BCom	Computer Application	01/06/2018
BSc	Botany	01/06/2018
BSc	Physics	01/06/2018
BSc	Mathematics	01/06/2018
BA	Mass Communication	01/06/2018
MA	English Language and Literature	01/06/2018
BA	English	01/06/2018
BVoc	Digital Film Production	14/11/2018
BVoc	Fish Processing Technology	14/11/2018
BVoc	Logistics Management	14/11/2018
BVoc	Tourism and Hospitality Management	14/11/2018
BSc	Psychology	01/06/2018



MCom	Marketing	01/06/2018
MCom	Finance	01/06/2018
MA	Economics	01/06/2018
MSc	Botany	01/06/2018

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	192	51

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Additional Skills Acquisition Programme	03/11/2019	32
Moral Upliftment Professional Ethics	07/08/2018	40
Business Ethics	09/10/2018	68
Upliftment of Women Human Rights	13/08/2018	26
Public Speaking	22/07/2018	43
Communicative Skills in English	10/05/2018	36
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Economics	41
BA	English	29
BA	Mass Communication	17
BA	Aquaculture	30
BSc	Botany	29
BSc	Physics	35
BSc	Mathematics	29
BSc	Psychology	23
BCom	Cooperation	64
BCom	Computer Application	55
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes

Parents

Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

#### Feedback Obtained

Our college strives to protect the interest of all its stakeholders. The feedback has collected through Google form and structured questionnaires. Feedback on curriculum is collected for all courses during the mid and end of each semester. Periodical staff meetings and staff council serve as the forum for obtaining the feedback from the staffs. Feedback on curriculum by students is analyzed by the tutors and they submitted to HOD and collective feedback is taken from faculty members of all departments. The feedbacks of students are positively responded by the principal with immediate action. The student feedback regards syllabus is reported to the members of board of studies to incorporate and implement it in the syllabus. The different areas of improvements that required are discussed in respective committees. The feedback of alumni is formally taken during alumni meetings and through online. Their suggestions are also taken into consideration for the overall development of the institution. General and class wise PTA meetings held regularly to facilitate interaction with parents and provide the forum for collect the parent feedback on the curriculum. In these meetings suggestions were given about the need for inculcation of certain skill and they are enthusiastically implemented. Suggestion and comment given by the parents are also taken into account for future development. The proposals regarding the analysis given by different committees and departments are discussed in council meet of the college and necessary actions are taken. For the purpose of student's survey, college created a new structured Google form and shared it to each student. Majority of the students were satisfied with the curriculum and other category. It had been discussed in the department meetings and each department came with their own suggestions on dissatisfaction. In the same way college conducted a survey of teachers regarding the curriculum. And all of the teachers were very much satisfied. The results of the feedback as follows: # Syllabus is suitable to the course. # Syllabus is need based. # Aim and objective of the syllabi are well defined and clear. # Syllabus generates interest in the subject area. # Syllabus can be covered on time. # The curriculum has a scope for internship/ training/ research. From the alumni and parents, we have collected the feedback by Google form as well as structured printed questionnaires. The feedback regarding the same is as follows. # Syllabus is suitable to the programme. # Syllabus generates interest in the subject area. # Curriculum ensures overall development of the students. # The curriculum has prospects for higher education/employment. # The syllabus has good balance between theory and application. Conclusion: The stakeholders feedback (except employers) on programme offered is collected by the IQAC, analyzed systematically and the consolidated report is sent to respective departments for appropriate action including curriculum design and updation. The measures taken include: 1. Improving Lab 2. Improve class room infrastructure. 3. Improve the quality of curriculum offered.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Finance	66	940	60
BCom	Computer	66	598	59

	Application			
BSc	Physics	48	1274	37
BSc	Aquaculture	41	938	29
BSc	Mathematics	48	979	35
BSc	Botany	36	1481	25
BCom	Cooperation	66	2966	63
BA	Mass Communication	28	296	28
BA	English	41	1614	38
BA	Economics	60	1836	58

[View File](#)

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1700	167	53	0	41

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
94	94	9	43	2	13

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

MES Asmabi College is committed to provide support mechanisms for learners to meet their academic needs. Student mentoring is an essential aspect which provides equitable service to all students having a varied background. It is a student-centric practice which is helpful for the complete development of a student. The major aims of student-mentorship are to enhance teacher-student contact hours, to enhance students' academic performance and attendance, to minimise student drop-out rates, to identify and understand the status of slow learners and encourage advanced learners and to render equitable service to all students. With a wide variation in the student population with regard to educational and economic background, the institution promises to offer a better understanding of individual students to bring out their highest potential. Moreover, it appears to be the most effective method for mitigating cases of those students who are vulnerable to drop-out from studies. The college has taken the initiative of implementing the mentoring of students. Students are categorised based on the streams of studies and also according to their core subjects. They are divided into groups of 25-30 depending on the number of students. At the first class itself, each group is assigned a teacher-mentor who would perform mentoring duties. Department faculties continue to be mentors for the same group of students till their graduation. Mentors maintain and update the particulars and performance of students (class tests, monthly attendance records, etc). After collecting all necessary information, mentors offer guidance and counselling, as and when required and the mentors are advised to meet students individually or in groups. In unique cases, parents are called for counselling/special meetings with the Principal at the suggestion of the mentor. If a student is identified as having weakness in a particular subject, it is the duty of the mentor to apprise the concerned

subject teacher. The system has been useful in identifying slow learners and advanced learners. Based on the requirement deduced through a careful examination of each mentor's report, the college has organised several Remedial Classes in the identified topics/subjects for slow learners. The college is regularly reviewing the learning mentoring policies adopted by mentors and reports on which is collected by a team of academicians and takes follow-ups if needed. Mentors also help the students in their higher studies. This is a continuous process until the end of the academic career of the student. During the last semester of study, students are advised for higher studies along with proper career guidance. Reasonable numbers of students have secured admissions for their higher studies and they, in turn, guide their juniors for their prospective admissions. Mentor keeps contact with the students even after their graduation. The major outcomes of the mentoring system are: ? The attendance percentage of the students has increased to a greater extent. ? The number of detainment of students decreased consistently. ? There was a good improvement in the teacher-student relationship. ? The mentees attain better academic performance. ? They turn out to be good alumni of the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1867	94	19.86

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
94	94	0	1	14

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. K H Amitha Bachan	Assistant Professor	Certificate of appreciation for the rescue operations during Kerala flood by the University of Calicut
2018	Dr. K H Amitha Bachan	Assistant Professor	Member of IUCN species specialist group for Hornbills for
2018	Dhanya K	Assistant Professor	FAU United Nations grants to participate and present a paper in ECCWO Symposium at Washington DC

[View File](#)

## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

BA	ENG	3	11/12/2018	16/08/2019
BA	ENG	4	28/06/2018	12/02/2019
BA	ENG	5	26/11/2018	18/06/2019
BA	ENG	6	28/03/2019	09/06/2019
BA	ECO	1	15/02/2019	09/10/2019
BA	ECO	2	26/09/2018	08/05/2019
BA	ECO	3	11/12/2018	16/08/2019
BA	ECO	4	28/06/2018	12/02/2019
BA	ECO	5	26/11/2018	18/06/2019
BA	ECO	6	28/03/2019	09/06/2019
<a href="#">View File</a>				

#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

There is a continuous internal evaluation for UG and PG students as a part of their curriculum. At the college level, a tutorial system has been organized with a view to make the relationship between the teachers and the students better. The main aim is to promote effective teaching and advertent attention on the student and thus to improve the general discipline of the college. As a part of this, the students are divided in to various batches and placed under group tutors. The group tutor keeps regular watch over the progress and conduct of the students under them and helps them in their studies in a general way. Every student consults his/her tutor on all matters pertaining to academic life and studies. The progress and conduct of the students are regularly intimated to the parent by the Principal on the report of the group tutor. Concerned tutors conduct class wise parent-teacher meetings once or twice a year. It is conducted to provide effective co-ordination between parents, teachers and students of the particular class. Another reform introduced by the college during the academic year is exam review. All the concerned departments prepared a consolidated list of internal marks of the students after conducting the internal exams. The students were categorised as A, B and C on the basis of marks secured by them in their examination. Those who attained 80 percentage and above came under Category A, the students who secured 60 percentage to 79 percentage were categorised as B and the students who attained 40 percentage to 59 percentage mark categorised as C. Remedial coaching was given to the students who fall under the Category C. During the year 2016-17, for ensuring the transparency in attendance marking, software named mye-collegeweb.com was implemented. The attendance of the students were entered daily and the messages were sent to their parents of the students who were absent on that day. A monthly attendance report was published at the end of every month. Assignments were given to the students based on their subject which are to be submitted within a time period. The teachers evaluate the assignments and assign grades or marks based on their framework. The students prepare their assignments on various subjects by using library, online sources like INFLIBNET, NPTEL, Shodhgangothri, Shodhganga, Dyuthi etc. As per the instruction provided in college calendar, internal examinations are being conducted. A separate wing of teachers administers the process of internal examination in the college. Separate mail id like co.internalmesac@gmail.com is used for collecting internal question papers. After conducting the internal examinations, the respective class tutor conducted the class PTA along with other subject teachers. The academic activities of each student were evaluated by the teachers along with their parents. This process enables the students to have a review about their past performances and to have an outlook to the future performance. Moreover, the teachers have an opportunity to upload their

teaching write ups and PPTs to the college websites. The students can access the

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The university publishes an academic calendar every year for ensuring the proper functioning of all programmes offered by the university. The calendar gives a detailed description about conducting the internal examination and a probable date of conducting university semester examination. In accordance with university academic calendar the college also prepares an academic calendar for every year. A detailed academic calendar in the name of "Calendar and handbook" is published and circulated to every student and teacher in the institution. The academic calendar gives a detailed view about the date of conducting the internal examination, beginning and the end of each semester and probable date of university semester exams. With the reference to the college academic calendar, internal examinations are being conducted as per the date. After examination, the internal assessment (consolidated) marks obtained by the students are published. Other criterion of internal evaluation is also ensured with regard to the directions given by the university. The working day is divided into two sessions: Three hours in the forenoon session and two hours in the afternoon session. Attendance is marked at the beginning of each period. If a student is absent for one hour in a session heshe is treated as absent for half day. The student should submit leave letter to the tutor after the day of absence without fail. Attendance and progress certificate required by the University for the Eligibility to write the examination is granted unless (a) a student has attended not less than 75 of the working days during the academic year and (b) the principal is satisfied with the students' progress and conduct. The student who failed to earn 75 of attendance is permitted to appear for the university examination only after producing a condonation of shortage for attendance which is restricted for 13 days of absence in normal case and in special cases the maximum of 20 days, without any further exemptions. Condonation is allowed only twice during the period of a programme. A student is removed from rolls if heshe is absent from the college for more than 15 consecutive working days without satisfactory explanation. Sick leave, union activities of the college union members, cultural and fine arts activities of NSS CSS and NCC should be limited to 25 of attendance and the leave applied should be submitted to the principal counter signed by the teacher who is in charge of these activities. An Academic monitoring cell is efficiently functioning in the college to ensure the transparency of the system. The APC (attendance progress and conduct) score of every student in the college is prepared at the end of each semester and uploaded to the university as per the university guidelines. It ensures the minimum attendance required for appearing in the university semester exams. The internal assessment of the students is uploaded in the website link provided by the university within a period of fifteen days. The scanned copy of the same is there after forwarded to the university.

**2.6 – Student Performance and Learning Outcomes**

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://mesasmabi.com/wp-content/uploads/2018/07/Learning-outcomes-of-programmes-MES-Asmabi-College.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the	Number of students passed in final year	Pass Percentage

			final year examination	examination	
BB	BBA	Marketing	30	17	57
BCM	BCom	Finance	48	29	60
BCM	BCom	Computer Application	56	30	54
PH	BSc	Physics	32	24	75
AQ	BSc	Aquaculture	30	22	73
MAT	BSc	Mathematics	29	18	62
BOT	BSc	Botany	29	21	72
BCM	BCom	Cooperatiopn	63	51	81
ENG	BA	English	29	26	90
ECO	BA	Economics	41	23	56
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://mesasmabi.com/wp-content/uploads/2018/07/2.7.1-STUDENT-SATISFACTION-SURVEY-converted.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	7	Food Agricultural Organization - United Nations	102000	102000
Students Research Projects (Other than compulsory by the University)	365	MES Asmabi college P Vemballur	75000	75000
Minor Projects	730	Forest Development Agency, Vazhachal Forest Division, Govt. of Kerala	235000	67500
Major Projects	365	Kerala State Biodiversity Board	607200	485760

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
"Intellectual Property Rights - needs and opportunities in academic scenario"	IQAC	12/07/2018
IPR in Science and Technology	Dept of Physics	17/01/2019
Intellectual Property Rights for Start Ups and Entrepreneurship	PG Dept of Commerce	06/02/2019
Intellectual Property as a tool for Economic Development	PG Dept of Economics	22/11/2018
IPR Provision in Forest Right Act, 2006	PG Dept of Botany Research Centre	19/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Paper: PG Category	Sethulakshmi C B	Nature, Society and Suatrainability: Changing Contours ( National Seminar)	20/03/2019	First Position in Theme: Flood Imapct in Vegetation
Best Paper: PG Category	Krishna raj T R	Nature, Society and Suatrainability: Changing Contours ( National Seminar)	19/03/2019	First Position in Theme: Flood Imapct in Vegetation
Best Paper: Research Scholar Category	Sreehari S Nair	Nature, Society and Suatrainability: Changing Contours ( National Seminar)	19/03/2019	First Position in Theme: Biodiversity of Western Ghats
Best Paper: Research Scholar Category	Gouthami V	Nature, Society and Suatrainability: Changing Contours ( National Seminar)	19/03/2019	First Position in Theme: Communities and Conservation
Best Paper: Research Scholar Category	Pooja Suresh	Nature, Society and Suatrainability: Changing Contours (	20/03/2019	First Position in Theme: Biodiversity of Western Ghats



		National Seminar)		
Best Paper: Young Scientist Category	Fasila P K	Nature, Society and Sustainability: Changing Contours ( National Seminar)	19/03/2019	First Position in Theme: Biodiversity of Western Ghats
Biodiversity Conservation Awareness Stall	Dept of Botany and Hornbill Foundation	Kerala State Biodiversity Board	28/01/2019	Runnerup Consolation Prize
Innovative idea for cloth bag making from old clothes	Dr Princy Francis	MES Asmabi College	04/03/2019	Best Co-ordinator
Outstanding and selfless service rendered in the rescue operation initiated under his leadership during the Kerala Flood 2018	Dr Amitha Bachan K H	MES Asmabi College	04/03/2019	Best Co-ordinator
Outstanding and selfless service rendered in the rescue operation initiated under his leadership during the Kerala Flood 2018	Dr Amitha Bachan K H	University of Calicut	28/09/2018	Best Co-ordinator

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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
LED Bulb making unit initiated by Dept of Physics	Astron Bulb	Technical support by Energy Conservation Society, Thiruvananthapuram	MES LED Bulbs	Making of LED Bulbs	12/07/2018
Cloth bag making from old clothes to eradicate	Cloth bag Making and Sewing Centre	College Management PTA	MES old cloth making Units	Cloth bag making from old clothes to eradicate	12/07/2018

plastic from the campus				plastic from the campus	
Centre for Local and Regional Biodiversity information and supply of seedlings of native and endangered plant species for eco-restoration purpose	Biodiversity Museum and Seedling Centre	Western Ghats Hornbill Foundation Kerala State Biodiversity Board	Biodiversity Museum	Centre for Local and Regional Biodiversity information and supply of seedlings of native and endangered plant species for eco-restoration purpose	12/07/2018

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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
24750	22000	10000

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Commerce	1
B.Voc Fish Processing Technology	1

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	3	0
National	Commerce	2	0
National	Aquaculture	2	3.14
National	B.Voc FPT	1	5.25
National	Botony	2	0
International	Economics	1	0
International	Physics	3	1.41
International	Botany	2	3.1
International	Englsh	2	3.79
International	Chemistry	3	4.79

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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Aquaculture	8

Economics	3
Botany	8
Arabic	6
English	1
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NA	NA	2018	0	NA	0
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Seed Hydro priming Enhances Osmotic Stress Tolerance Potential in Vigna radiata	Jisha K C and Jos T. Puthur	Agricultural research	2018	6	2	University of Calicut
<a href="#">View File</a>						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	23	93	18	4
Presented papers	22	27	2	1
Resource persons	7	10	5	5
<a href="#">View File</a>				

**3.4 – Extension Activities**

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Observation Of 'International Day Against Drug Abuse' on 26-6-2018.The	NSS	5	600

programme was inaugurated by Sri. Unnikrishnan Nambodiri, Excise Inspector, Kodungallur by 9.30 am in front of the college and conveyed the message against drug abuse and illic			
Awareness class on 'Plastic pollution and Waste Management' in the Eriyad Panchayat Ward No :1 Gramasabha on 25-6-2018 Sreenandhana and Swathy led the class to nearly 100 Gramasabha members. Ward member Sri. Kunjukuttan, block member Smt. Fathima	NSS	2	30
Rehabilitation camp for pain and palliative patients on 23-6-2018. Training on paper pen making and dish wash and floor cleaner making for palliative patients by District coordinator Sri.Vijesh. The programme was conducted under the leadership of NS	NSS	2	25
World Wetland day celebration was held on 4th February 2019	Bhoomithra club	10	200
Two students of our college selected for Republic Day Parade.	NCC	0	1
Students visited an organic farm of Sri Safar at Kothaparambu and take over a project	Bhoomithra club	2	18

to give botanical name to all plants present there on 28th January 2019.			
Conducted Algal collection trip for the I Sem PG students on 5th January 2019 to Thikkodi	Bhoomithra club	4	20
Organized 10 days CATC at College from 21 Dec to 30 Dec 2018. 600 NCC cadets from various districts participated.	NCC	6	20
The NCC Cadets performed Yoga in connection with International Yoga Day on 21st June 2018.	NCC	8	55
World Environmental Day by planting trees in the campus on 5th June 2018	NCC	10	90
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Dr Amitha Bachan K H, Assistant Professor, PG Dept of Botany and Research Centre who won the award for Outstanding and selfless service rendered in the rescue operation initiated under his leadership during the Kerala Flood 2018	Best Co-ordinator	University of Calicut	220
Member of the IUCN/SSC Hornbill Specialist Group (HSG)	Certificate of Appreciation	IUCN Hornbill Specialist Group	220
Excellent services rendered as volunteers of Rescue	Certificate of Appreciation	DIC, Thrissur	1

Relief Mission- Thrissur				
Participation in Republic Day Parade and Prime Ministers Rally at New Delhi	Certificate of Appreciation	NCC		1
The College conducted a social extension programme Gramika 2018-19 at Edavilangu Grama Panchayat on 5th September 2018.	Certificate of Appreciation	Edavilangu Grama Panchayat		100
The College conducted a social extension programme Gramika 2018-19 at Eriyad Grama Panchayat on 5th September 2018.	Certificate of Appreciation	Eriyad Grama Panchayat		120
The College conducted a social extension programme Gramika 2018-19 at Kaipamangalam Grama Panchayat on 5th September 2018.	Certificate of Appreciation	Kaipamangalam Grama Panchayat		125
The College conducted a social extension programme Gramika 2018-19 at Mathilakam Grama Panchayath on 5th September 2018.	Certificate of Appreciation	Mathilakam Grama Panchayat		200
The College conducted a social extension programme Gramika 2018-19 at SN Puram Grama Panchayat on 5th September 2018.	Certificate of Appreciation	SN Puram Grama Panchayat		250
The College conducted a social extension programme Gramika 2018-19 at Puthenvelikkara Grama Panchayat on 5th September 2018	Certificate of Appreciation	Puthenvelikara Grama Panchayat		220
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating	Name of the activity	Number of teachers participated in such	Number of students participated in such
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	agency		activites	activites
Swachh Baharath	CSS	Collected plastic waste from Eloor Panchayat, Ernakulam Dist.	1	90
National Importance	University of Calicut	The PG Department of Economics organised Live Kerala budget presentation on 31st January 2019, sessions handled by Dr D Shayjan, Head of the department, Department of Economics, Dr John Mathai Centre, University of Calicut	4	200
Days of International Importance	Research Department of Arabic, MES Mampad College, Calicut	The Dept of Arabic conducted International Arabic day Celebrations on 18th December 2018 and Sri Hamzath Ali A P, Assistant Professor, Research Department of Arabic, MES Mampad College delivered Keynote address.	2	50
Student Empowerment	Odessa Film Club, Dept of Mass Communication	Organised and conducted Media Fest, Sanskrithi -2009	4	150
Days of National Importance	Circle Co-operative Union, Kodungallur	Co-operative fest Zavodilaco nduted on 22nd November 2018.	10	600
Days of National Importance	Circle Co-operative Union, Kodungallur	As part of Co-operative week celebration, conducted Inter departmental Collage Competition on	4	30

		21st November 2018		
Days of National Importance	Circle Co-operative Union ,Kodungallur	As part of Co-operative week celebration, conducted Intercollegiate PowerPoint Presentation Competition on 19th November 2019	4	40
Days of National Importance	Circle Co-operative Union ,Kodungallur	As part of Co-operative week celebration, conducted Inter School Quiz Competition on 19th November 2018	4	75
Days of National Importance	SEBI	National Co-operative Week observed .Seminar on Stock market awareness held on 16th November 2018 ,session handled by Mr Venugopal Rayirath, Senior Associate of Lotus Knowl Wealth, Andheri, Mumbai	5	200
Days of International Importance	IQAC	World Intellectual Property Day observed on 26th April 2019 to raise awareness of how patents, copyright, trademarks and designs impact on daily life	47	650
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Aquaculture :	15 students from	MES Asmabi College	4



STUDENT EXCHANGE to MES College,Ponnani	III BSc Aquaculture		
Aquaculture : STUDENT EXCHANGE to MES College,Ponnani	15 students from III BSc Aquaculture	MES Asmabi College	4
Commerce : FACULTY EXCHANGE to Ansar Womens College	Faculties from English - 2,Commerce - 4	MES Asmabi College	4
Commerce and Management : STUDENT FACULTY EXCHANGE to Nehru Institute of Information Technology and Mana gement,Coimbatore (NIITM),Coimbatore, Tamil Nadu	5 Faculties and 10 students from Commerce	MES Asmabi College	4
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
A one day industrial visit to Ollur Industrial Estate was organised on 28th February 2018 by the Entrepreneurial Development Club to promote entrepreneurial aptitude among college students.	Internship	Ollur Industrial Estate	28/02/2018	28/02/2018	24
Bhoomithrasena club of Botany conducted a field trip to "Nandanam Garden"at Ed	Field Trip	Nandanam Garden"at Edavanakkadu,Chennai	21/02/2019	21/02/2019	32

avanakkadu, Cherai on 21/02/2019. Mrs. Nejuma Majeed, owner of Nandanam garden, she introduced about Terrarium and Tabletop garden					
Dr. Asma V.M and Dr. Jisha K.C along with MSc botany students visited an organic farm of Sri Safar at Kothaparambu and take over a project to give botanical name to all plants present there on 28th January 2019.	Field Trip	An organic farm of Sri Safar at Kothaparambu	28/01/2019	28/01/2019	2
Fishery Survey of India (FSI) as part of the open house of FIS. (Dept of Aqua)	Internship	Fishery Survey of India (FSI)	13/11/2018	13/11/2018	64
Global Foundation, Government of Kerala (Dept English)	ASAP	Keral State Government	01/06/2018	29/03/2019	32
Industrial visit ( Dept of BCA )	Internship	Kannan Devan Hills Company Pvt Ltd	01/03/2019	01/03/2019	25
Destination visit (Dept of	Internship	Legislative assembly	03/01/2019	04/01/2019	32

Economics)					
The Dept of Aquaculture conducted an Industrial Visit to CMFRI, Mandapam from 19th to 21st January 2019. Dr Kesavan K, HoD and Assistant Professor, Ms. Hitha P V, Assistant Professor along with 29 students attended the programme.	Internship	CMFRI	19/01/2019	21/01/2019	31
Industrial Visit of I M Com Students ,Munnar	Internship	Kannan Devan Hills Company Pvt Ltd	31/01/2019	31/01/2019	24
Industrial Visit of II B Com Students ,Vagamon	Internship	MASCO TEA,Vagamon	13/02/2019	13/02/2019	52
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Western Ghats Horn Bill Foundation ,Mathilakam	02/04/2018	Collaboration in research projects	127
The Secretary, Hindi Prachaar Kendra, Kodungallur, Thrissur, Kerala	02/04/2018	Mutual Sharing of Resources in the field of Hindi	55
JCI ,kodungallur Asmabi GEN NEXT, JCI India	02/04/2018	TRAINING PROGRAMME	94
Guideline Softnet Technologies-Tally Education (P) Ltd ,Hongasandra,Hosur Main Road,Bangluru	02/04/2018	TRAINING PROGRAMME	150

General Education Department ,Govt of Kerala ,(ASAP)	02/04/2018	SKILL DEVELOPMENT PROGRAMME	36
Minority Welfare Department, Govt of Kerala,	18/07/2018	Premarital Counselling	120
Center for Continuing Education, Kerala (CCEK) NSDC Training Partner	02/04/2018	Competancy Based Skill Development programme.	30
HRDC Kumaon University, Nainital ( Party 1) and WESTERN GHATS HORN BILL FOUNDATION, MATHILAKAM (Party 2)	02/04/2018	Collaboration in conducting Seminars, workshops ,training programmes, student exchange Programmes and conferences	30
JCI ,kodungallur Asmabi GEN NEXT, JCI India	02/04/2018	15 TRAINING PROGRAMME	531
<a href="#">View File</a>			

#### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

##### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
12000000	12062000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing

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##### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS	Nature of automation (fully	Version	Year of automation
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software	or partially)		
Book Magic	Fully	5	2007
Koha	Partially	19.11.02.000	2019

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	30231	5105200	1621	769600	31852	5874800
Reference Books	2203	801200	151	94900	2354	896100
e-Books	273	0	3135809	5900	3136082	5900
Journals	66	80000	0	0	66	80000
e-Journals	40	0	6237	5900	6277	5900
Digital Database	36	0	8747	0	8783	0
CD & Video	371	6150	71	540	442	6690
Library Automation	1	40000	1	15000	2	55000
Weeding (hard & soft)	810	14900	14	3150	824	18050
Others (specify)	15	20300	0	0	15	20300

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NA	NA	29/03/2019

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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	102	42	12	0	0	10	29	100	20
Added	14	8	5	0	0	0	6	100	0
Total	116	50	17	0	0	10	35	200	20

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and
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	recording facility
lecture capturing system ( media lab)	<a href="http://mesasmabi.com/index.php/studio-floor/">http://mesasmabi.com/index.php/studio-floor/</a>
dubbing studio	<a href="http://mesasmabi.com/index.php/dubbing-studio/">http://mesasmabi.com/index.php/dubbing-studio/</a>
video	<a href="https://www.youtube.com/watch?v=sLAZIr08muI">https://www.youtube.com/watch?v=sLAZIr08muI</a>
video	<a href="https://www.youtube.com/watch?v=bXggajuT_Eog&amp;t=167s">https://www.youtube.com/watch?v=bXggajuT_Eog&amp;t=167s</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
7200000	7255997	4800000	4805819

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The management of MES Asmabi college continuously strives to meet the growing needs of the institution the twenty-first-century academic world and makes available adequate physical infrastructure and constantly upgrading facilities in order to provide a good teaching-learning environment. The high degree of excellence is the marked objective of the institution. The entire academic and support facilities are systematically repaired and maintained, and special care is taken to ensure the proper functioning of all these. The purchase committee headed by a senior faculty takes a yearly review of the facilities and services. The report is analysed by a meeting of the purchase committee with the Principal. Problems and priorities are discussed, and solutions were immediately sought. Purchase and maintenance expenses are properly utilised as per the proper procedures. Local management committee and college development committee monitors the overall functioning of facilities and services. The reports and reviews received from the purchase committee are considered during these meetings. The absolute and essential requirements of minor expenses of maintenance, replacements or construction are immediately sanctioned in the meetings. The requirements of large expenses are sent to the parent institute for approval and funding. Every year renovation of the old is done in order to cope up with the need of the time. The following things are done without fail to ensure the same: -

- Maintenance of building and other infrastructure facilities is essential, and the college finds Government, UGC, management and PTA funds for it.
- The college has an effective mechanism for the maintenance and upkeep of infrastructure, other facilities and equipment.
- The college utilizes the available funds effectively with long term planning and is implemented in a time-bound manner.
- The college has entered into an Annual Maintenance Contract with various service providers for lab equipment, computers and other accessories.
- Service of one computer technician is utilized for the maintenance of computers and allied accessories.
- Costly equipment and other specialized equipment are serviced by service providers.
- Calibration of electronic equipment are done as per the pre-defined schedule.
- College has appointed staff for cleaning and upkeep of classrooms and campus. A register is maintained for cleaning works.
- Infrastructure and other facilities are checked, maintained and repaired if necessary by experts in respective fields like structure, electrical, plumbing etc.
- Departments and

office staff take care of the facilities provided to them. • Students carefully use main instruments and hazardous chemicals under the supervision of the teaching or non-teaching faculty. • For maintaining the aesthetic value of proper campus landscaping of available free land is carried out by extensive potting practices. • For drinking water supply the college has installed water purifiers which are maintained by the support staff. • Logbooks are maintained in laboratories, sports equipment and library. • The heads of the concerned departments/library scrutinizes the logbooks to ensure the correctness of entries.

<http://mesasmabi.com/wp-content/uploads/2018/07/4.4.2-procedures-and-policies-for-maintenance-of-facilities.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial support from various institutional scholarships	103	698000
Financial Support from Other Sources			
a) National	Financial Support from Other Sources	851	3641075
b) International	NIL	0	0
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	01/06/2018	114	MES Asmabi College
Additional Skills Acquisition Programme	01/06/2018	32	Directorate of Collegiate Education, Govt. of Kerala
Bridge course	01/06/2018	167	MES Asmabi College
Mentoring	01/06/2018	482	Education Dept. Govt. of Kerala
Yoga	01/06/2018	1400	New Life Style Fitness and Yoga Centre
CPR Training	01/06/2018	12	New Life Style Fitness and Yoga Centre
Aptitude Test	01/06/2018	33	MES Asmabi College
Personal Counselling	01/06/2018	53	Psychology Dept., MES Asmabi College
WWS (Walk With Scholar)	01/06/2018	60	Education, Govt. of Kerala- General and

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Finishing School Programme to cater employ ability	485	125	85	46
2019	Career guidance programme	120	120	110	100

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	5	7

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	IQVIA	1	1

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.Com Finance	Commerce	KRUPANIDHI School Of Mgt Bengaluru	MBA
2019	2	B.Com Finance	Commerce	MES Asmabi College P Vemballur	M.Com
2019	2	B.Com Finance	Commerce	ICSI	Company Secretary
2019	4	B.Com Finance	Commerce	Bengaluru north	MBA



				university	
2019	1	B.Com Finance	Commerce	ACCA	ACCA
2019	3	B.Com Finance	Commerce	LEAD college of management	MBA
2019	1	B.Com Finance	Commerce	CHEMMANNUR ACADEMY, IRINJALAKUDA	MBA
2019	1	B.Com Finance	Commerce	Lovely professional university	MBA
2019	1	B.Com Finance	Commerce	Tamil nadu open university	MBA
2019	1	B.Com Cooperation	Commerce	University of northampton	MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year  
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	9
CAT	20
Any Other	5
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
MES Asmabi College -Fine arts club organised-Yaad na jaaye 2018	College	8
Chess	College	24
MES Fine arts club organised - Koode musical event	College	11
Fine arts club organised - Swaralayam 2018 musical feast	College	7
MES Fine arts club organised - Cultural gala	College	14
MES Fine arts club organised - Nangeli 2019-Fine arts fiesta	College	16
Softball	District	148
Football	College	80
Cricket	College	64

Kabbadi	College	48
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	0	0	NA	NA
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College follows the parliamentary mode of election in compliance with the University statutes and regulations in this regard. The dates of nomination and election are scheduled by the University. One of the faculty is appointed as Returning Officer for conducting the election process. Every student on the rolls of the college has the right to vote in the process of election of class representatives. The Students' Union actively involves in the smooth functioning of the College. The Staff Advisor to Students' Union gives proper guidelines in organizing its activities. All the elected class representatives together with the union members they elect constitute the student union or council. The Student Council consists of 1) Chairperson 2) Vice-Chairperson 3) General Secretary 4) Joint Secretary 5) Fine Arts Secretary 6) General Captain 7) Student Editor 8) Two University Union Councillors who function as the representatives of the students of this college in the University Union. The donations from the College Management, the faculty and generous public donors contribute towards the funding of the Students' Union. The union plays an active role in addressing various academic and co-curricular activities. They also bring to the attention of the Principal and other authorities concerned the grievances and needs of the students. They act as an intermediary body between management and the students. The union plays a vital role in resolving the general disciplinary issues among the students, and also in maintaining the culture and discipline in the campus. Members of the College Union identify the student volunteers from different classes to form an organizing committee to conduct programs like seminars, guest lectures, workshops, cultural fest and also take initiative in publishing college magazine which serves as a platform for Aspiring writers. They also play an active role in disseminating important information to all the students. They also associate themselves with various departmental as well as club activities. The student union in coordination with the Committee Heads organizes celebrations or events like Teachers Day, Fresher's Day, Farewell Day, College Day, IAS Training as well as PSC Coaching. A fine arts festival is also arranged by the Union to identify talented students, who can participate in zonal and inter-zonal championships and provides adequate support to students participating in D-Zone as well as Inter-Zone competitions. They also involve themselves in the activities of NCC and NSS. Most of the activities of the campus are student-centred to provide students opportunities to take up leadership roles, right from planning to organizing, getting sponsorships, publicity, handling media, stage management, discipline etc. Students under the guidance of faculty coordinator take active initiation in organizing field visits or industrial visits. Student representation in governance is seen in IQAC, Departmental Clubs, Sports Committee, Cultural Committee, Anti-Ragging Committee, Discipline Committee, Annual Day Committee, Film Festival Committee, etc.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

MES Asmabi College Alumni association was formed to foster and perpetuate friendship and cooperation among the old students. It aims to achieve this through small and informal meetings of old students, organizing a reunion in the college campus and by organizing central, regional and local alumni .The idea to constitute an Alumni Association was the vision of the former principal Prof. P K Noorudheen in the year 1996. A general body titled Poorvavidyarthi Sangamam was held on 14th May 2003 for the reconstitution of the Association Later the association was renamed as Alumni Association to suite its conventional pattern. Directory titled Ormakkai is published every year which consists of the address list of final year students and their immediate preceding and succeeding batches. It also includes the details of patron and life members of the association, list of retired and present staff of the college and a brief history and activities of the association during the year. Directory is distributed among the students free of cost. The practice of distributing gold medals to the top scorers was commenced twelve years back in 2007 by giving two gold medals to the toppers of B.Com and M.Com courses. Nine gold medals were distributed during the academic year on 5th October 2018. Family Meet, the annual mega event of the Association, was held on 2nd October 2018. As the date comes just after the massive flood that hit the normal life of Keralites, Association decided to avoid cultural programmes and honour the fishermen of P. Vemballur ,who were active in flood relief activities.67 such volunteers from P Vemballur area was located and out of which 52 were present during the event. They were honoured by distributing Certificates, "Ponnada" and Cash Awards. Dr. Amitabh Bachan, Assistant Professor, Dept. of Botany was also honoured in this function for his valuable contribution in locating the flood-affected people and other relief activities. Adv. Backer Ali, President of UAE Chapter of Alumni Association handed over a cheque worth Rs.1,50,000/- to the association as a contribution of the association to the relief fund for students .

5.4.2 – No. of enrolled Alumni:

570

5.4.3 – Alumni contribution during the year (in Rupees) :

1722000

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting: 4, Activities: 5

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college practices decentralization and participative management in day to day governance. The decision-making process involves the participation of the Principal and Head of the departments. Different bodies are constituted in order to ensure the smooth functioning of the institution. A classic evidence of the practice of decentralization and participative management is manifested in the programmes like Koode and Gramika where each and every member of MES Asmabi family joined their hands together to save the lives of those who are affected by flood. Students, teachers and management Committee members

participated in the 'Cleaning Kuttanad Mission' as per the direction of Dr Fazal Ghafoor P A, President, MES Kerala. Supported by the college, two relief camps were opened at M.E.S.F.R UP School and MES Higher Secondary School. The college joined hands with CRPF Thiruchirapally and Maha Cements in flood relief activities. - GRAMIKA - The college extended their helping hand to rebuild their disordered lives through programmes like 'Gramika' (Group for Rural Appraisal , Mentoring and Intervention in Kodungallur Area) and enabled them to come out of the trauma through programs like 'Koodé'(A Song of Solace).

Teachers, Non Teaching staff and the staff club of the college contributed generously as part of helping the victims of Flood. All members of MES Asmabi college wholeheartedly initiated their role in rebuilding the lives of flood affected victims. An amount of Rs. 2,83,706 (Two Lakh Eighty Three Thousand Seven Hundred and Six Only) was collected among staff members, management and students and the same was handed over to the MES central management committee.

By ensuring their commitment towards society, 13 staff members contributed their one month salary to CMDRF. In order to create socially sensitive citizens, college initiates different programmes where through students, staff and management show their commitment towards society. The College, in collaboration with Western Ghats Hornbill Foundation, renovated 30 Anganavadis in Puthanvelikkara Grama Panchayath of which 24 were in the state of utter destruction. Management, staff members, Students, Alumni and PTA worked hand in hand with the natives of Puthanvelikkara Panchayath. The college actively engaged in the activities like the distribution of study materials for students, cleaning and documentation campaign of Nair Samajam (N.S.) Library, survey of flood affected victims, waste disposal, cleaning of public institutions, cleaning places of worship, distribution of kit for flood victims and library renovation. Alumni of the college honoured fishermen who became the heroes of the state by risking their own lives to protect the lives of many. - KOODE - In order to help flood affected students of the college, Pravda college union along with College Management conducted a musical event "koodé" ( A Song of Solace) on 27.09.2018 at Keybess Durbar hall, Pullut. Students, Playback singers, alumni and Staff members of the college actively participated in the programme and collected around Nine Lakh Rupees. Using this amount, college purchased 8.5 cent of land and built houses for three students of the college who lost their abode in flood.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission of students to different programmes is done on the basis of the lists published on the website of the Calicut university and procedures are handled by the Admission committee. The committee is composed of convenor and members from the faculties. The function of this committee is to facilitate and supervise the process of admission. Meetings of the committee are held before and after the process of admission. Admission is done on the basis of the lists issued by the university .General Category Candidates with at least 50 marks either in the

Higher secondary and or in the Bachelor's degree and/or in the Master's Degree or any other qualification declared equivalent thereto, are eligible for admission to the programme. The reservation for SC/ST/OBC and other categories is followed as per the rules of the state Govt.

Industry Interaction / Collaboration

The college has interactions with number of industries through which faculty and students get opportunities to know more about the working style of the industry. College has also collaborations with affiliating university (Calicut University), other fellow institutions in the region, various institutions of society etc. Following are the collaborations made during the year 2018-19 • IALM provides internship training to forty students of the College. • Tax study Center, Kaloor, Eranakulam conduct classes on Diploma in Goods and Service Tax to twenty three students of the college. • Hajee Karutha Rowther Howdia College, Uthamapalayam, Tamil Nadu sign an MoU for faculty and student exchange programme.

Human Resource Management

The College encourages the appointment of all faculty having research and teaching experience along with the minimum eligibility criteria set by statutory and regulatory bodies like UGC/ University. The College has a policy and standing provision for ensuring professional development of the faculty. The college enables its faculty to attend seminars, symposia and workshops organized by different organizations, associations and agencies. Faculty members are also encouraged to pursue higher degrees. The Grievance Redressal Committee settles the grievances of the students, teaching staffs and non-teaching staffs. The college analyses and appropriately uses the assessment and evaluation and the annual appraisal outcome of both teaching and non-teaching staff.

Library, ICT and Physical Infrastructure / Instrumentation

-Library:- Our college has a well-equipped computerised library which works from 9:00 am to 5:00 pm. Library staff include a librarian and three assistants. The institution's library committee decides on the matters

related to library like book purchase.

Book magic OPAC software is used in the library for book issue and return. All the books has been entered into the computer. Software is prepared to store Accession No. of Books, individual book ID, its location, author and title etc.

The location of the book hence is identified easily. Institution has access to inflibnet/delnet/IUC facilities. All the new arrivals are displayed on separate display racks for easy identification. - ICT as a learning resource:- Institution has computer Lab with internet Wi-Fi connectivity. Staff and students use the facilities of computer lab and audio visual lab to make teaching learning more effective. Students are encouraged to make use of Computers and audio visual aids for the preparation of Lesson plan for their examination. Institution provides Internet access to Faculty members and students during college working hours. Students are encouraged to present seminars with the support of power point presentations. As imparting of computer education has become a part of curriculum, these seminars helps to understand more about internet surfing to find out resources

#### -Physical

Infrastructure/Instrumentation:- To meet the need for augmenting the infrastructure to keep pace with the academic growth, an immediate need is prioritized. The optimal utilization of infrastructure is ensured by the college that facilitates smooth and regular functioning of the college. The infrastructural facilities available in the Institution are as follows: • Well equipped, spacious, airy and bright classrooms as well as laboratories. • College office is equipped with computer and printer, scanner and internet facility • Free internet facility is available. • Availability of photocopier machine in the library. • Hygienic drinking water is provided to students and staff. • Institution ensures a hygienic canteen which supplies healthy refreshments for the needy. • First aid facility is available for those who are in need • The college has a generator and also uses solar power for ensuring uninterrupted supply of electricity. •

Auditorium and Seminar hall are optimally used to conduct seminars association meetings, workshops, cultural programs etc. • Smart room is also used to conduct seminars, workshops and meetings. • Computer lab is maximally used for net access and other computer related jobs by both staff and students. • Psychology lab, well equipped language lab and media lab are optimally used. • Classrooms are equipped with multimedia projector.

- Equipped with sound system. •
- Separate hostel facilities are available for girls and boys. •
- As visual memory is more effective, Aquatic lab and museum help students to experience a different world •
- Exam hall of the college serves the purpose of smooth conduct of exams •
- Fitness centre arranged under Physical Education Department. As the institution is concerned about the physical fitness of each and every member, a fitness centre for the access of all members of the college is there under the Department of Physical Education

**Research and Development**

The College is committed to engage faculty members and students in research, innovation and extension activities. The College has research facility with modern equipment and adequate space to accommodate research scholars. PG Department of Botany which is upgraded as research centre adds laurels to the institution with its significant contributions to the world of research. The college provides financial assistance to research activities through funding and promotes publications of articles in various UGC approved journals. College has a Research promotion council for inculcating research aptitude among students and faculties. Every faculty of the college actively engage in research activities and ensure that they are equipped with innovative research methods in their respective discipline. The college's faculty contribute to research fields by active involvement in research activities like publication of books, book chapters and taking up major and minor research projects of various govt/non govt bodies.

<p>Examination and Evaluation</p>	<p>College examination committee is in charge of conducting and sorting out issues related to internal and external examinations. The committee meetings will be held often, especially before the commencement of an academic year and decide the distribution of duties among faculty members and prepare Internal Assessment. There are two semesters in each year. In each semester, there are two internal exams and one external exam. Forty percentage is fixed as the pass percentage of each exam.</p>
<p>Teaching and Learning</p>	<p>Departments ensure smooth conduct of classes during regular eroking hours and strictly ensure that no classes are left free. In case of any leave or absence, it is highly ensured that available faculty in the department engages the class. Traditional systems and modern e learning systems of disseminating knowledge are amalgamated to make teaching learning more fruitful and constructive. The institution encourages student centred approach in teaching learning process and ensures that adequate planning and pre planning procedures are followed before each learning process. • Faculty members of the college incorporate facilities of ICT in their teaching. Video classes, e-content development etc. from the part of faculty are entertained by the college as part of integrating students and faculty to the modern systems of knowledge dissemination. • Students are given opportunities of self- expression and expert lectures and seminars are conducted to equip them to spread their wings on manifold disciplines. Teacher educators identify slow and advance learners through certain test (Psychological tests, routine classroom tests-written as well as oral tests) and the advanced learners are given opportunities to lead various groups, organize institutional programs, perform special responsibilities, prepare lessons using ICT and are directed to assist weak students. Remedial classes are being arranged for weak students in which they are encouraged to submit assignments in the areas they need more support. • Teachers encourage the use of digital library of the institution and internet surfing to equip them as self-seekers</p>



	<p>of knowledge • Various co-curricular activities, cultural programmes etc. are organized in the College to provide holistic improvement of the students. Some individual and group projects are being entertained by teachers to inculcate feelings of tolerance, co-operation, brotherhood and socialization of the pupil-teacher.</p>
Curriculum Development	<ul style="list-style-type: none"> <li>• The design of the curriculum empowers scholastic adaptability in teaching learning i.e., student centric and enables the students to achieve an all-encompassing improvement. . • To cater the needs and demands of the student community in alliance with the regional and national emerging trends, Certificate, Diploma, Add-on Courses, Value added, Skill based courses, and Orientation programmes are being conducted. • The structuring and restructuring of the curriculum stand with the national necessities, following the rules of the UGC. • The curriculum which focuses on the enhancement of leadership skills, communicative skills, team building and team work capacity, is conducive for students to have a holistic growth, and the syllabi enables them to excel academically, instils social consciousness and fosters overall development.</li> </ul>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>The college has proposed complete office automation. Office automation includes student's database, faculty and staff database, feedback system, etc. MES DKATIA is used for this purpose. Library automation has been initiated using Book Magic OPAC software. The institution also provides INFLIBNET service for faculty and students.</p>
Administration	<ul style="list-style-type: none"> <li>• Faculty members have prepared their self-appraisal report (SAR) and it is forwarded to higher officials through the portal itself. • Notices and circulars are uploaded in the college website and communicated to different departments through e-mail from the office of the Principal. • Every IQAC notice is circulated by the coordinator himself through e-mail.</li> </ul>

<p>Finance and Accounts</p>	<ul style="list-style-type: none"> <li>• Receipt of admission fees is completely online. Also, examination fees are also paid through e payment to the University of Calicut.</li> <li>• Salary of faculty members and staff is transferred directly to the bank account. Salary bills of Aided Staffs are submitted to the treasury through SPARK software by Government of Kerala. Salary of Vocational Studies department staffs is given through PFMS portal. Self-financing staffs are receiving their salary through NEFT transfer from the college Management.</li> <li>• E-tender is notified as per the government guidelines for purchase of items through etenders.kerala.gov.in website</li> <li>• Payment for the work orders and purchase of goods with UGC and other agency funds are done through PFMS according to government guidelines.</li> </ul>
<p>Student Admission and Support</p>	<ul style="list-style-type: none"> <li>• Applications are submitted for admission to different courses through the online admission portal by University of Calicut.</li> <li>• Merit list is prepared and uploaded by fully computerized system and allotments are also done through the same portal.</li> <li>• Scholarships such as Egrantz, etc. are applied through online and students receive the amount to their bank accounts directly.</li> <li>• Online counselling is arranged for essential candidates.</li> <li>• Online classes are provided for students.</li> <li>• E-mail ids and contact numbers of all members of Anti Ragging Committee, Anti Ragging Squad and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members through e-mail.</li> </ul>
<p>Examination</p>	<ul style="list-style-type: none"> <li>• Online Internal Exams have been conducted for the students.</li> <li>• Teachers send the final internal marks to the University through the web portal.</li> <li>• Exam Timetable, seating arrangement of students for examinations are notified through college website.</li> </ul>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

2019	Dr.Jisha K C	Inernational Conference on people first ?Man,Machine,Mile u,organised by MES Mampad College	NA	1000
2019	Dr.Jisha K C	Workshop organised by Global Initiative for Academic Networks	NA	1500
2018	Dr.Princy Francis	Two Day National seminar on Contemporary practices in Social Science Research organised by PG Dept of Commerce, Govt.College Chalakudy	NA	1000
2018	Dr.Princy Francis	Workshop on Personal Entrepreneurial Characteristics organised by KIED	NA	2000
2018	Dr.Princy Francis	One Day National seminar on "IPR- Innovation and Competitiveness in Current Business Scenar io"orgnised by Naipunnya institute of Mgt Information Technology	NA	1500
2018	Sakeena M K	Two Day National workshop on "New undergraduate curriculam in Arabic under University of Calicut	NA	1500
2018	Nisha M D	NA	Governing body member DBHP Sabha Chennai	1500

2018	Dr.Muralikrishnan T R	NA	Dravidian Linguistic Association International Association Teachers of English English language Teachers Association of India.	3000
2018	Shahija V A	Workshop on Mendeley reference Management software organised by School of Behavioural science, M G University	NA	1000
2018	Dhanya K	4th International Symposium on the effects of Climate change on the Worlds Oceans in Wasington D.C. Organised by NOAA	NA	3000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	FDP on teaching competencies	NA	09/06/2018	10/06/2018	94	0
2018	Workshop on Consolidation of Financial statement	NA	26/06/2018	26/06/2018	50	0
2018	Intellectual Property Rights: Needs and	NA	12/07/2018	12/07/2018	94	0

	Opportunities in Academic Scenario					
2018	FDP on Professional Development Opportunities for college teachers	NA	20/08/2018	20/08/2018	94	0
2018	FDP on How to write best research papers	NA	26/09/2018	26/09/2018	80	0
2018	FDP on introduction to MOOC Platform	NA	15/09/2018	15/09/2018	94	0
2018	FDP on how to make effective class	NA	19/11/2018	19/11/2018	94	0
2019	NA	Advanced options in Spark Software	13/02/2019	14/02/2019	0	25

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Three day workshop on Structural Equation modeling conducted by school of business studies, University of Calicut	1	03/10/2018	05/10/2018	3
Workshop for revision of B.Sc Physics	1	05/01/2019	05/01/2019	1
Training programme , NSS, SEUF	1	28/11/2018	29/11/2018	2

Training for NSS program, KILA and Suchitwa Mission	1	19/06/2018	19/06/2018	1
refresher course in women studies- gender sensitization	1	23/11/2018	13/12/2018	21
Refresher course in GANDHIAN STUDIES, UGC, HRDC	1	15/02/2019	07/03/2019	21
refresher Course in English Literature, HRDC, University of Calicut	1	08/03/2019	28/03/2019	21
Five day national workshop on Multivariate analysis using SPSS and Amos organised by Kongu Engineering College, Erode	1	19/09/2018	23/09/2018	5
Refresher Course in Life Sciences, HRDC	2	15/02/2019	07/03/2019	21
UGC Sponsored Refresher course, Kerala University	1	26/06/2018	16/07/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	45	0	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Aided teachers • To ensure physical fitness of teachers, college has a fitness centre • The staff club arranges staff picnic. • Training and	• College conducts workshop on office administration to increase their efficiency in college administration. • Family	• Playground for various sporting activities • All the students of the institution is insured. • An efficient career guidance cell is

development programmes are conducted for the up-gradation of skills and abilities. • Workshops are conducted for the up-gradation of skills and abilities. • Institution encourages the participation of teachers in various sports events such as cricket tournaments. • To reinforce family/community feeling, programmes like get together and ifthar meet are arranged by the staff club of the institution. Self -finance teachers • Half vacation salary is provided to teachers. • For physical development of teachers the college is provided a multi gym. • The staff club is providing staff picnic. • Training and development programmes were conducted for the up-gradation of skills and abilities • Workshop was conducted for the up-gradation of skills and abilities. • Teachers are participated in sports events especially in cricket tournaments.

get together, iftar meet are conducted to build family/community feeling and to foster love among one another. • The staff club arranges staff tour

functioning in institution • Certificate courses are provided by all departments of the institution on various subjects.

#### 6.4 – Financial Management and Resource Mobilization

##### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Institution has a Financial Management Committee headed by the Principal and the Head Accountant. The duty to monitor effective and efficient use of available financial resources is entrusted on the office superintendent. The College Council is summoned to enquire the needs of various Departments. The funds are allocated on the basis of the requirements submitted by the Heads of the Departments. A checklist for allocation of funds is drafted by the Financial Management Committee. The main source of funding is Government of Kerala (KSCSTE). The institution follows the fee structure of students fixed by the University. An internal resource mobilization of funds through the contributions made by the Management, faculty, PTA and well wishers is also there. The college has internal and external audit mechanism. Internal Audit is conducted once a year by the Audit Agency, M A Moideen Associates. The internal audit is carried out by the authorised chartered Accountant appointed by the management committee of the institution at the end of every financial year. The last internal audit is carried out on 5th September 2019. External audit of the Government is carried out by the Deputy Directorate of collegiate Education, the Directorate of collegiate education and Accountant General periodically.

The accounts of sponsored projects/ seminars are audited by Chartered Accountants and audited statements are sent to the sponsoring agencies. The Principal is responsible for all financial transactions and the Head Accountant maintains accounts regularly.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	5657000	Development
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6.4.3 – Total corpus fund generated

5657000
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## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Teamwatch consultants	Yes	IQAC, MES Asmabi College, P Vemballur
Administrative	Yes	Teamwatch consultants	Yes	IQAC, MES Asmabi College, P Vemballur

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<p>M E S Asmabi college has a prominent parent teachers association which always contributes to the far-reaching development of the institution. Following are the support activities given by PTA. 1. Parent Teacher association sponsors scholarships to students who are good in studies, sports, arts and with poor financial background, yearly. 2. PTA bears the mess bill of those hostellers with financial difficulties 3. PTA has contributed an amount for the construction of Exam hall as a part of Golden Jubilee of our institution. 4. JAGRATHA SAMITHI is one of the initiatives of the institution's PTA which always plays a vital role in the issues of the locality of the college 5. PTA bears Petrol and other maintenance expenses of College bus. 6. PTA actively participates in the house construction of financially backward students.</p>
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6.5.3 – Development programmes for support staff (at least three)

<p>1. Loan is given to non-teaching staff without interest 2. Maternity leave is given to the female non-teaching staff. 3. Reimbursement of the medical expenses of the employees.</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1. College Started B.Voc. courses. 2. All departments of the college conducted a national seminar on the common topic 'Environmental Sustainability' on a common date. 3. Research department of Botany set up Botany Museum. 4. Increase in the number of PhD holders among teaching staff.</p>
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes



c)ISO certification	Yes
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Intellectual Property Rights: Needs and Opportunities in Academic Scenario	12/07/2018	12/07/2018	12/07/2018	94
2018	FDP on Professional Development Opportuiniies for colleg teachers	20/08/2018	20/07/2018	20/07/2018	94
2018	FDP on How to write best research papers	26/09/2018	26/09/2018	26/09/2018	80
2018	FDP on introduction to MOOC Platform	15/09/2018	15/09/2018	15/09/2018	94
2018	FDP on how to make effective class	19/11/2018	19/11/2018	19/11/2018	94
2018	FDP on teaching competencies	09/06/2018	09/06/2018	10/06/2018	94
2019	Advanced options in Spark Software	13/02/2019	13/02/2019	14/02/2019	25

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Entrepreneurship Enhancement – Marketing of ED club bags by	14/09/2018	14/09/2018	31	24

women entrepreneurs				
Session on Sexology	09/10/2018	09/10/2018	26	5
Session on Women and Legal Awareness - In association with Premarital centre, MES Asmabi College	11/10/2018	11/10/2018	47	40
Quiz Competition on Laws for Women - in association with National Commission for Women, New Delhi.	07/12/2018	07/12/2018	46	34
"Women Yesterday, Today, Tomorrow" Workshop in association with District Child Welfare Committee	29/01/2019	31/01/2019	38	27
International Women's day Celebrations	11/03/2019	11/03/2019	68	22
Release of WDC Magazine "Mahitha".	11/03/2019	11/03/2019	68	22

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>The College has adopted different 'green' initiatives adhering to the 'green policy imbibed to its motto. Use of energy from alternate energy sources has been one of the important initiatives, we have adopted since 2017. Based on the analysis provided by the Kerala State Electricity Board, we met 50 of the energy requirement from the installed solar system. We depend upon the Kerala State Electricity Board for the power requirement and are supplying the electricity back by generating it from the solar system installed in our building. Almost 100 requirement of the main block is met from solar energy. Our perspective is to depend more on the alternate energy sources to further strengthen our 'green' initiatives.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	15
Ramp/Rails	Yes	40
Rest Rooms	Yes	40

Scribes for examination	Yes	15
Any other similar facility	Yes	15

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	0	20/08/2018	10	Flood Relief Camps	Addressing the flood and post flood situation of lack of food, clothing and shelter	270
2018	1	0	30/08/2018	1	Clean Kuttanad Mission	Bringing schools and flood affected areas of kuttanad back to life	294
2018	0	1	01/09/2018	1	One day salary to Chief Minister's Distress Relief Fund. An amount of 2,83,706/- was donated.	Rebuilding flood affected Kerala	105
2018	1	0	27/09/2018	1	Koode-Musical concert for fund raising. An amount of 7,45,000 was collected.	Purchasing land and building Homes for flood affected students of the college.	140
2018	0	1	02/10/2018	1	Alumni as	Fishermen	250

			8		sociation honoured Fishermen who made active participation in flood relief activities.	being the backbone of the coastal belt of Kodungallur, the event was a befitting step to acknowledge their indelible contribution.	
2018	0	1	02/10/2018	1	Alumni Association handed over a cheque for 1,50,000/-for helping the flood affected students.	Rehabilitation of flood affected.	650
2019	0	1	31/01/2019	1	The College Union collected 85 bed sheets from teachers and students and distributed it to poor and needy people of the locality.	Addressing the locational disadvantage of being a remote area inhabited by low income families.	1850
2018	0	1	14/08/2018	1	First BCom Cooperation students honoured Mr. Manjaly Antony as the best farmer from Annanad, Chalakkud	Farmers and innovative farming methods are integral components in rejuvenating the land and restoring	60

					y in connection with Chingam, the First Month of Malayalam .	greenery. The move was a significant measure in imparting eco consciousness to students.	
2018	1	0	05/09/2018	1	Department of Botany undertook renovation of Anganwadis in Ward 8 of Puthenvelikkara Grama Panchayat as part of Gramika 2018.	Rehabilitation of flood affected areas	115
2018	1	0	05/09/2018	1	Department of Aquaculture undertook cleaning and rehabilitation programme in Eight Anganwadis (Anganvadi No. 27, 28, 35, 36, 130, 137, 138 and 139) of Puthenvelikkara Gramapanchayat.	Rehabilitation of flood affected areas	110
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
CODE OF CONDUCT FOR STUDENTS	20/07/2018	The code of conduct of the students provided in the handbook is as per the recent court orders,

UGC regulations, orders from the government, and decisions of the staff council as discussed in the PTA. The amendments in any of these are binding and are discussed in student's representative meetings, PTA and finally decided in the staff council. The learners are given adequate directions through the tutorial system, where class tutors play the role of the mentors. Students can express their views through the two class representatives in each class (one male and another female) and also through the college students' union. A grievance cell is successfully functioning, for the students to express their grievances at any time. Staff council, discipline committee, anti-raging cell, principal, Heads of departments, class tutors, counseling centre, students union and PTA together function to ensure the code of conduct for the students.

CODE OF CONDUCT FOR  
TEACHERS

20/07/2018

A detailed code of conduct for the teachers is provided in the handbook as well as in the college website. Recent updates through court, UGC or government are discussed in the staff meeting, where all the teaching faculties. (including permanent teachers, guest lecturers and self financing faculties) The final approval would be after discussing the matter in the staff council. The implementation of the matter is ensured through department heads and

		<p>Principal. Students' feedback is also taken during every semester to have an evaluation to ensure mitigation measures if necessary. Staff club and grievance cells are functioning in the college to have facilities for the teachers to express their opinions apart from the department meetings and staff meetings. Concerns of the departments are expressed to the management secretary through the principal, either through the secretary of the staff club or through any other proper channel like, the grievance mechanism.</p>
<p>CODE OF CONDUCT OF NON-TEACHING STAFF</p>	<p>20/07/2018</p>	<p>Detailed code of conduct for non-teaching staff is also provided in the manual. Any amendments are communicated through the non-teaching staff meeting headed by the Principal and the Superintendent.</p> <p>Directions from the management, especially the managing secretary are also critical in the efficient functioning of the non-teaching staff. They also take part in many staff meetings. The code of conduct is ensured through the Principal, Superintendent, Management secretary, Staff council and PTA. The non-teaching staff can express their concerns in any of these bodies like the grievance cell or the staff council. Non teaching employees unions are also functioning in the college.</p>
<p>CODE OF CONDUCT FOR MANAGEMENT</p>	<p>20/07/2018</p>	<p>The code of conduct for the management committee</p>

was developed binding to the bylaw of the Muslim Educational Society, various court and government orders and legislation. They are provided in the hand book. Management committee is functioning under the state and district committees. Their directions are circulated as orders from time to time. Besides the state and district committees, the code of conduct is also ensured through the local management committee secretary, president and treasurer. The management secretary and president function as direct link between the matters related to the college, which is implemented through the principal, and are restricted to non academic matters. Grievances can be expressed at various levels including the corporate management through the proper channel.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Distribution of Ramzan kits	12/06/2018	12/06/2018	142
Ifthar Meet	12/06/2018	12/06/2018	142
Flood Relief and Rehabilitation	16/08/2018	16/09/2018	300
Honouring the Elderly People of the Locality on World Elderly Day	01/10/2018	01/10/2018	160
Observation of Palliative day in association with Alpha Palliative Care District unit	13/10/2018	13/10/2018	65
Old age home visit - 'Daya' old age home at Methala,	13/10/2018	13/10/2018	40



Kodungalloor			
'National Integration pledge'	31/10/2018	31/10/2018	70
Gandhi Jayanthi Celebrations	02/10/2018	02/10/2018	80
Blood Donation Camp	08/10/2018	08/10/2018	60
"Swap shop" by NSS volunteers	22/11/2018	22/11/2018	45
<a href="#">View File</a>			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? Promoting the use of paper waste bins. ? "Cloth Bags from Old Clothes" initiated by the ED club to reduce the usage of plastic materials in the society. ? Replacing plastic pens with paper pens. Other Programmes for promoting eco-consciousness ? Observing Environmental Day ? Observing Ozone Day ? Observing no carbon day ? Workshops and seminars to promote eco-consciousness

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

7.2.1 Best Practice 1:- 1. Title of the Practice 'Gramika': Capacity building, competence for group living, extension, community linkage. 2. Objectives of the Practice This is a programme for the students and faculty of the college to use their expertise and capacity to address issues faced by local community in various fields with the involvement of local bodies, SH groups, NGOs and experts in the local community. One of the major objectives of the practice is to inculcate service mindedness in our students so as to prepare them to engage in meaningful service. Another objective of the project is to provide the local people in the remote coastal areas with medical aid, communication skill, technical skills etc. 3. The Context 'Gramika' was visualized initially as a programme to extend support to the local community in which students and faculty of every department get chance for community interaction and action. The stage was set through 'Gramika' to use the learning experience of students in a realistic platform. Different villages were adopted by each department (the subsidiary departments jointly select villages) to address immediate issues of local, regional and national relevance. Expertise and knowledge of students and faculty were used to disseminate the idea and address the issue. 4. The Practice 'Gramika' is a mutual learning, exposure and capacity building process intended to address the multidimensional issues in and around the locality. 13 wards spread among 4 panchayats of the locality were selected by the thirteen departments of the college. The department communicated with the office bearers of panchayat office and in turn the panchayat communicated with the concerned ward members. As a team a programme and action plan was chalked out to address the concerns of the specific ward. The extension programmes included aquarium tank construction, awareness campaigns on health care and immunization, collection of plastic waste, cleaning public spaces, workshops on pipe composting and paper bag making, medical camps and eye camps, training on making house hold goods, cookery show, workshop on mobile banking, communicative English training, awareness class on pension schemes for senior citizens, LED lamp assembling, motivational games package to differently abled etc. People turned out in large numbers to participate in the extension activities offered by the college. Students got chances to lecture, train, and involve in issues pertaining to local community based on their knowledge acquired through curriculum. The hospitality of the natives of the area must also be mentioned. There were many instances in GRAMIKA when the programme turned out to be emotional. As all our students were involved in GRAMIKA one of

the major constraints was transport of our students to the selected area. 5.

Evidence of Success The response to GRAMIKA was overwhelming. We received positive feedbacks from people in the locality. The goals enlisted in the objective were achieved at the end of each GRAMIKA. The activity received press coverage and was widely appreciated in social media. 2018-19 Gramika was on 5 September 2018. Wards and villages severely affected by floods were selected by departments for flood relief and rehabilitation activities. Anganawadis, schools, libraries affected by flood devastated by flood got a face lift. A feedback was conducted at the end of each 'Gramika' where students and staff record the experiences of the same. The feedback recorded that Gramika turned out to be a ground for manifesting the latent skills and potential of students thus satisfying the aim of education to be an instrument of social change. 6.

Problems Encountered and Resources Required The foremost problem that our institution encountered was time constraint. A significant time is required during the hectic semester schedule to develop a productive working relationship with a community partner and to specially engage the students in special skills training. Such projects with high impact on students, faculty and community also require bulk investment from the side of the institution and at times it is difficult to meet both the educational and community goals together.

-Best Practice 2:- 1. Title of the Practice Empowering and Capacity building of Marginalised (Tribals, Fisherman, Women and labourers) sections of the society and their institutions through conservation, education, livelihood and natural resource management 2. Objectives of the Practice i) Empower Tribals, fishermen, women and agri/plantation labourers (Indigenous) and their traditional organisations or GramaSabahs in conservation of natural resources, enrichment of deprived ecosystems, ensuring their rights and sustainable livelihood. ii) Capacity building of students and faculty of the college by enabling them to participate in the said activities in integration with community organisations, gramasabhas and NGOs. 3. The Context This practice was initiated in 2010-11 period by Research and PG Department of Botany involving their students, NSS, Bhoomithrasena club, Readers forum and various departments in collaboration with Western Ghats Hornbill Foundation an NGO working with indigenous communities and Forest Department for conservation. The initiative began with a research support from CEPF-ATREE (Critical Ecosystem Partnership Fund) Western Ghats in Collaboration with Hornbill Foundation to support the conservation initiatives in the district to ensure the rights of the Tribal people especially Kadar, Malayar and Muthuvan Community. The practice was adapted to the coastal belt of P.Vemballur to familiarize with forest areas of Western Ghats and its catchments, from where, the rivers we depend originate. This was an opportunity for our students and faculty to have such experiences not only with tribal people and conservation but also with marginalized plantation labourers in the tea plantations in Malakkaparai. The college, its faculty and students got a platform to collaborate with government departments including forest department, Tribal Department, Panchayats and Tribal. 3. The Practice This practice to empower marginalized sections of the society turned out to be a great opportunity for our students and faculty since its implementation in 2011-12 period. We have succeeded in providing training for Tribal community in the Anamalai landscape by monitoring of resources they depend on. This was headed by Dr. K.H. Amitha Bachan from Research and PG Department of Botany in collaboration with Western Ghats Hornbill Foundation. An MoU signed with Hornbill Foundation extended the platform beyond the project period. The practice included survey, remedial measures, campaign, paper bag making, road construction, CFR mapping, producing learning resources, protecting local ecosystems and bio diversity conservation, Legal and conservation awareness to tribal people and Grama Sabhas on demand from the community. We were one of the collaborators with Hornbill Foundation, Athirapilly Grama Panchayath, and Integrated Child Development Scheme (ICDS) to develop multilingual education pedagogy including indigenous language, mother

tongue and English. The package was distributed to various 'Anganwadis and Schools'. Health surveys among the plantation labourers, awareness campaign to eradicate plastic from their living premises through providing paper and cloth bags as alternative and thus making a livelihood option for the retired and old age. We were able to provide support for the fishermen and coastal community during the 'Okchi' disaster period in a significant manner. Students cleaned houses and gave all possible support for renovation of okhi affected areas of the near by locality. 4. Evidence of Success The practice is a platform for the students and faculty to interact with marginalized sections of our society. Through the programme, our institution was able to support livelihood of tribal people simultaneously involving them in conservation and monitoring of resources. Later this helped them to secure their rights under Forest Right Act. Our students and staff supported cleaning and rehabilitation of 74 houses in the Eriyad Panchayath during the 'Okchi' disaster period. This is being continued as a successful experience based initiative. 5. Problems Encountered and Resources Required The relationship with community, their traditional institutions, Grama Sabhas, Grama Panchayaths and various government departments need continuous contact and support. We need to extent our supporting hand whenever necessitated by the stakeholders regardless of our regular academic schedule. This is balanced by our research projects and collaboration with NGOs and departments. The college and its departments need support, space and volunteers whenever in need. Contribution to CMDRF:- As a socially committed educational institution M.E.S Asmabi College could also play its leading role in rebuilding Kerala during the flood. Food, dress materials and other necessary items were collected for flood affected people and were in turn distributed in the relief camps. It was just a beginning to months long dedicated team work to rebuild the state of Kerala. All teachers, management committee members and students were active in the flood rescue operations. Our college was an Emergency Control room under the leadership of Dr.Amitha Bachan, Assistant Professor in Botany. He and his team helped to save the lives of around 30,000 people. The college community cleansed and rejuvenated schools, houses, anganavadis and libraries affected by flood. We were also able to generously contribute a sum of 13,84,355 rupees to CMDRF, Kerala.(Chief Ministers Distress Relief Fund). We were thus able to respond timely and efficiently to the severe and devastating floods of Aug 2018. With our zeal, resource and enthusiasm we were able as a team to reach out to millions of people and lend them our helping hands.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://mesasmabi.com/wp-content/uploads/2018/07/Best-Practices-for-website-converted.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Empowerment of financially poor and downtrodden sections of society is one of the core visions of our college. By adding a stamp of uniqueness, our institution has been able to translate this vision into action. -Kood:- (Together) -In order to help flood affected students of the college, the first programme of 'Kood' was conducted by 'Pravda' college union (2018-19) along with College Management on 27 September 2018 at Keybess Durbar hall, Pullut, Kodungallur. The programme was designed as a musical, where a team of singers (our students), under the guidance of the union and Fine Arts Club poured out their soul in rapturous ecstasy. Prior to the event, cash coupons for 'Kood' were distributed by students, teachers and the college among public. The first programme of 'Kood' could gather around 7 lakhs Rupees. This amount was

productively utilized to buy 8.5 cent of land area and build houses for three students who lost their homes in the flood. Apart from 'Kooda', the various curricular and co-curricular initiatives of the college enabled students from all walks of life to come to the forefront and participate in capacity building process which is again one of the missions of our college. - ED Club:- With a wide array of programmes intended to enhance entrepreneurship skills, the ED club equips students with the skill, technique and confidence after their formal education. The various programmes organized by the womens' cell conscientise girl students. Grievance redressal cell, legal literacy cell, anti ragging cell, counselling centre specially emphasise the issues of women. The College is located in the remote coastal backward village where most of the families belong to different minority communities. The SC/ST cell of the college is formed with the purpose of empowering the SC and ST students in the college. The cell regularly organizes workshops, seminars, training programs, certificate courses, legal awareness classes to address their various issues. Various scholarships are instituted by both the PTA and Alumni to offer a helping hand to them. The minority cell of the college is formed with the purpose of empowering the minority communities in the college. The minority cell basically helps minority students including Christian, Muslim etc. for their academic development. The cell is formed with the objectives of encouraging minority students to enrol for career orientation programs which would empower and equip them with the necessary skills to choose a career option. A special cell for the welfare of other backward communities (OBC) is functioning in our college which facilitates the fruitful implementation of the policies and programmes of the Government of India, UGC and State Government. It is vigilant in maintaining the reservation policy and take follow up measures for achieving the objectives and targets laid down by the Government of India and the UGC. The cell ensures the circulation of State Government and UGC's decisions about different scholarship programs. The objectives and outcome of the two best practices of the college are in line with the institutional distinctiveness of our institution

Provide the weblink of the institution

<http://mesasmabi.com/wp-content/uploads/2018/07/INSTITUTIONAL-DISTINCTIVENESS-for-website.pdf>

## 8.Future Plans of Actions for Next Academic Year

1. Enhance Placement records of the students In the present era good academic records alone are not sufficient for the students to get themselves employable. To attract the reputed companies into our campus, we propose to do training programs on soft skills to inculcate confidence, enthusiasm, communications skills and leadership skills among students, thereby developing their personality to face job interviews successfully. Developing the vocational skills of the learners through innovative ways so as to articulate their capacities is also under concern. 2. Reduce employee attrition To reduce staff attrition in the college, the following measures are proposed to adopt: (1) concentrate on teachers' engagement through interesting and meaningful assignments like blended teaching and learning. (2) setting attainable goals to all the staffs (3) creating a culture of respect and recognition (4) giving more responsibility and building their skill as suitable for them. On the other hand, this would be beneficial to improve the learning outcomes. 3. Start faculty consultancy To serve the expertise of faculty members to the benefit of society, we proposed to encourage our faculty members to start consultancy services on their areas of expertise. We have already identified a few faculty members who possess high professional skills in their domain. It is expected that this initiative would foster professional effectiveness as well. 4. Enhance sports activities We proposed to identify the highly talented sports students to enhance our sports activities in the next academic year. More activities related to sports are being

planned in order to enhance the sports culture of the campus. 5. Major/Minor research projects One of our areas of weakness during our previous assessment was insufficient external major/minor research projects. In order to overcome this, we are trying to get more external funds from various funding agencies. We are also planning to organise a workshop related to this theme to build more awareness. It is expected that this would foster discussion and research on contemporary issues as well. 6. More computer literacy for students Some of our students are not competent in computing skills as they come from remote coastal and rural area. We are planning to implement a comprehensive computer literacy programme in our college to overcome this issue. This includes providing basic programmes for those who are almost ignorant and also including advanced programmes for others. 7. Promote the teachers and students for online learning It is decided to encourage the teachers and students to enroll in more courses offered through various online platforms. Teachers are guided for e-content development also. After assessing the necessities of the students and also by identifying their areas of weakness and strength, teachers would choose suitable online courses for them. It is the need of the hour to incorporate the use of new technologies to host webinars, along with the implementation of effective teaching strategies. 8. Promotion of collaborative work In order to enhance excellence in teaching and learning, more academic collaborative works including student and faculty exchange is under the consideration of the college.