



MES ASMABI COLLEGE
P VEMBALLUR

**ACADEMIC AND ADMINISTRATIVE
AUDIT 2018-19**

**P.K.ABDULLA MEMORIAL
LIBRARY**

PREFACE

Internal Quality Assurance Cell (IQAC) is the superlative body accommodating stakeholder representatives from all spheres of the institution. The cell is constituted as per the guidelines of National Assessment and Accreditation Council (NAAC) of UGC. The IQAC is a guide cum facilitator to point out and initiate critical areas of quality enhancement and sustenance. The NAAC advocacy of establishment of IQAC by every accredited institution as a post-accreditation measure is the first step towards institutionalization and internalization. IQAC was set up in M.E.S. Asmabi College in 2004 i.e post-accreditation. The mission of IQAC is to stimulate an academic environment for promotion of teaching- learning process and research and to channelize changes towards all round development of students through facilitation, community participation and sensitization to social and ethical issues. IQAC is responsible for the development of many realistic and attainable quality benchmarks for each of the academic and administrative activities of the college. It is the responsibility of IQAC to ensure the continuous improvement in all the operational aspects of the college and also assure its stakeholders of the accountability of the institution for its own quality. As a quality initiative of IQAC, the internal academic and administrative audit is carried out by the IQAC members.

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1. PROFILE OF THE COLLEGE

M.E.S. Asmabi College, a premier educational institution managed by the Muslim Educational Society(Regd.) Calicut. The College was established in the year 1968, at P.Vemballur, Kodungallur, a remote coastal backward village in the S.N.Puram Panchayath, of Thrissur District with the objective of uplifting the educationally backward community, of the area who had been denied, the right to education for generations. The college is affiliated to the University of Calicut. The college now caters to the needs of the students throughout Kerala and Lakshadweep, cutting across the barriers of class, caste, creed and religion. The college enjoys 2F and 12B status of the U.G.C. At present it provides higher education to above 2400 students in seventeen Under Graduate programs and five Post Graduate Courses. Botany department o the college has been recognized as Research Centre of the university. The college conducts number of Certificate/Addon courses in various subjects. The College was re-accredited by NAAC at B++ level in March 2019.

The vision of the college is to provide affordable and quality higher education to all ,especially to the backward and marginalized, and empowering them through education. The mission of the college are ,empowerment of the women ,downtrodden, and backward classes, Promotion of secularism and democracy ,Molding a self-reliant and socially-accountable young generation, Emphasis on modern methods and tools of teaching and learning, with sufficient accent on value added education, Inculcating social responsibility in student clan by involving them in community-oriented activities, Promote entrepreneurial ,leadership, organizational qualities and life skills in students, Infuse eco-consciousness in students and community. The core values of the college are (a)Pursuit for Academic Excellence (b) Inclusivity in Diversity, (c) Respect for Culture and Heritage. (d) Honesty and Integrity and(e)Social Responsibility and Environmental Sustainability.

2. PERIOD AND DATE OF AUDIT

Period of audit: 2018-19 Academic year

Date of Audit: 10-12, July, 2019

3. AUDIT COMMITTEE

Dr. Ajims P Mohammed	Chairperson of IQAC & Principal
Dr. Kesavan K	IQAC Coordinator
Princy Francis	IQAC member
Dr. Sumedhan KP	IQAC member

4. DEPARTMENTAL OBSERVATION

RESEARCH DEPARTMENT

Department of Botany

- The department offers UG, PG and PhD programmes.
- Well qualified seven faculty members are present in the department.
- Four faculties of the department are research supervisors
- 10 PhD students doing research in the department
- The department organized various seminars and workshops in connection with environmental awareness.
- Students participated in ‘Gramika 2018’- cleaning Programme in Puthanvelikkara Panchayath and also supplied food grains and dress materials as part of relief work.
- The department organized environment day, ozone day and wetland day celebrations
- Department has MoU and project collaborations with Hornbill foundation.
- Conducted survey on mangrove vegetation of Eriyad panchayath for the Biodiversity board
- Karkkikadkamaasaacharanam organized with exhibition of medicinal plants and preparation of ‘karkkidakakanji’
- Students and teachers visited an organic farm in Kodungallur and took over a project for the plant identification and preparing botanical name boards to all plants

POST GRADUATE DEPARTMENTS

Department of Commerce

- The department offers UG and PG programmes
- Eight faculty members are working in the Department and three faculties hold PhD

degree

- Dr Princy Francis is a member of Board of studies, Calicut University
- Pass percentage of UG and PG is high – 91% for UG and 95 % for PG
- The department offers one diploma, two certificate and add on courses
- Department have 4 JRF and net holders
- Efficient usage of student centric teaching methods and ICT enabled teaching methods in teaching-learning process
- Department celebrated co-operative week
- Department organized 3 National level seminars,
- ***Department of Commerce and Management studies***
- Department offers BCom Finance, BCom CA, BBA and M.Com Marketing programmes in the self-financing sector
- The tutorial system of the department is effective
- Teachers participated in various seminars, conferences and workshops
- Active participation of students in sports and arts competitions
- Active involvement in green initiative activities of the college
- Two certificate courses – E Commerce, National or International Management

Department of Economics

- Department offers UG and PG programmes in Economics
- Five faculties and out of which three are guest lectures
- Two permanent faculties are pursuing their PhD
- Department uses innovative student centric teaching methods
- Permanent faculties have membership in national and international professional and academic bodies – Dr Dhanya K (International Society for Development and Sustainability, World Economics Association-United Kingdom –Member)
- Dr. Dhanya K, Assistant professor presented papers in various international seminars
- The tutorial system of the department needs improvement
- Department organised academic activities like Seminars, Webinars, Workshops, Quiz Competitions etc.
- Certificate course on ‘Environmental Economics’
- Active participation in the extension, outreach programmes organized by the College -

GRAMIKA 2018-2019 Anti-Drug campaign in Higher secondary schools

Department of English

- Department offers UG and PG courses
- Offers Certificate in Spoken English
- Dr. Muralikrishnan T R is a member of Board of studies of the parent University
- Different types of student centric teaching methods are practiced by the department
- Using Films as pedagogical tool
- Teachers have publications in research journals, book chapters, proceedings, etc.
- Good pass percentage in UG, PG courses. UG 71.43% and PG 80%
- 3 students from the department qualified NET, SET and KTET

UNDER GRADUATE DEPARTMENTS

Department of Aquaculture

- Three permanent faculty members are there in the Department
- Two of the teaching faculties hold doctoral degree
- The only college affiliated with the University of Calicut that offers a UG degree in Aquaculture
- Offers Certificate Course in ‘Fish Hatchery Management’
- Pass percentage of BSc Aquaculture is 72% with first five university ranks – Rahmath V H (1st Rank), Aswani T M(2nd rank), Akshaya Krishna(3rd Rank), Aseela K A(4th rank), Risla Hanna E J (5th rank)
- Conducted seminar on the topic ‘Crustacean Resources of India’
- Two research papers in reputable publications by the faculty members
- Faculty members participated in both national and International seminars

Department of Computer Applications

- Department offers BCA programme, some courses in other departments, certificate programs and skill development courses for competitive examinations
- Students have achievement in co-curricular and extra-curricular activities
- Teachers participated in various FDP programmes regularly
- Conducted Seminars, Webinars, Workshops etc for students

Department of Mass Communication

- Department offers B.A. Journalism and Mass Communication
- Three faculty members
- Students of the department have achievements in cultural and sports competitions – II Mass Comm Students - Nirmal Manas participated in all India essay writing competition got 2nd in college level conducted by ‘Information Centre and Heartfulness Institute’, Nirmal Bagged first prize in essay writing competition at district level conducted by pain and palliative
- Faculties participated in Seminars, Webinars, Workshops and Film Fests- Najma Nazeer-Academic leadership and Institutional Building
- Department conducted media fest: Inter Collegiate Media Fest -Sanskriti (February28, 2019)Inter collegiate Media fest Sanskriti was conducted on February28, 2019.
- Competitions like RJ hunt, debate, photo story ,short film, spot photography, live reporting was conducted. Also photo exhibition by department students was arranged.
- Participated in the extension and outreach programmes- GRAMIKA (SEPTEMBER 8,2018)
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Department of Mathematics

- Department offers B.Sc. Mathematics and complimentary course in B.Sc. Physics.
- Four faculty members
- ICT enabled teaching methods are practiced by the department
- Faculties participated in Seminars, Webinars and Workshops
- Students have achievements in sports and cultural activities
- Department organized programmes in relation to the various scientific days like Science day, International Pi day, National statistics day etc.
- Departmental Alumni Meets every year
- Organised various extension and outreach programmes including to promote importance of mathematics education in schools

Department of Physics

- Department offers UG Programme in Physics, Complementary course for B.Sc. Mathematics and Open Course Non-Conventional Energy Sources

- Five faculty members in the department
- International publications in Journal of Nanostructure in Chemistry, Springer by Dr Sheena
- Offers one Certificate course entitled ‘Non-Conventional Energy’
- Department organised skill enrichment and career-oriented programs
- Membership in academic bodies - Sheena P A Member - UG Board of studies for Radiation Physics, Calicut University (2017 - 20)
- Extension Activity - Gramika - Flood relief work at Kurumbathuruth, Chendamangalam Panchayath on 5/9/18
- Astro club of the department conducted planet observation on 2-11-2018
- Inter-departmental competition in PPT presentation on “ELECTRONIC WASTE – ENVIRONMENTAL SOLUTION AND POLLUTION” on 15-11-2018.

Department of Psychology

- Self-financing department offers B.Sc. Programme in Psychology
- Three faculty Members
- Pass percentage of the course is good- 86%
- Offers an open course namely ‘Life skill application’
- Bridge course and orientation programs are organised for first year students
- Students go for internship, project, OJT, field visit etc.

SINGLE FACULTY DEPARTMENTS

Department of Arabic

- The Arabic department offers common course in UG programmes
- Faculty participated in national seminar
- The department effectively organized calligraphic workshops
- Conducted visit to Muzris Heritage sites.
- The department is involved in the document translations and visa translations.

Department of Biochemistry

- The Biochemistry department offers complementary course to BSc Aquaculture programme
- The pass percentage of the course is 90%

- Department is very efficient in conducting seminars and workshops in the college
- The department faculty effectively uses ICT enabled teaching methods and attended FDP programmes

Department of Chemistry

- The department offers complementary course to BSc Physics and BSc Botany
- The department has a supporting staff
- Department implemented various innovative and ICT enabled teaching methods
- Department also organized webinars, seminars and awareness programmes
- Faculty published research papers in high impact journals and filed one patent

Department of Hindi

- Offers common courses in UG programmes as second language
- Two Faculty members, out of which one is a PhD holder
- Conducted programmes for slow learners and advanced learners
- Every year department celebrates Hindi day with invited talks and literary competitions
- Pass percentage to the courses offered by the department is good BA , Bsc Aqua , BCA - 90%, BCom,BBA -90% ,BVoc -90%

Department of History

- Offers complimentary course in B.A. English and Economics
- Faculty attended FDP, seminars and works shops
- Effectively uses ICT in teaching process
- Pass percentage of the course is good

Department of Malayalam

- The department offers common course for B.A., B.Sc.,B.Com and BSc
- Department conducted various cultural and arts activities like Kerala Piravi, Seminar- 'Vayalal Pacha'
- Three faculty members including one ad hoc faculty
- The pass percentage of the courses is good. -100%
- Faculties published papers in reputed journals
- Department published a manuscript magazine
- Department actively participated in various extension and outreach programmes organised by the college

Department of Physical Education

- Department offers open course to V sem students
- Faculty has membership in university and government bodies
- Under the Department there is a Physical and Fitness training centre, giving physical training for various jobs
- National, State, and University level achievements in sports

Department of Political Science

- Department offers complimentary courses in BA English and BA Economics
- Different Innovative and Student centric teaching methods are using
- Pass percentage of the course is good
- Organised Panel Discussions, Online and Off line Quiz Competitions
- Faculty published many research articles and news paper articles in various dailies

Department of Statistics

- Department offers complimentary courses in Mathematics and Statistics course in MA Economics
- ICT enabled teaching including U tube channel for the department
- Participated in Extension, Outreach programmes organized by the college

Department of Zoology

- Department offers complimentary courses in Botany and Aquaculture
- ICT is effectively used in teaching

DEPARTMENTS OF VOCATIONAL STUDIES

Department of Digital Film Production

- Department offers B.Voc. program in Digital Film Production
- Practical and skills oriented curriculum
- Only one faculty, since the course started in the academic year 2018-19
- All students are doing internships
- Students capture the moments of college and they take the videos and photos of all programs that occur inside the campus.
- Conducts visits to famous film studios and film cities
- As part of green initiatives, most of the students started using bicycles as a green initiatives

- Also, students organized some energy conservation campaigns through videos.

Department of Fish Processing Technology

- Offers B.Voc. Degree program in Fish processing Technology
- The students are given on the job training in various sea food processing plants
- One faculty with Ph.D. degree
- Development of innovative products are encouraged through project works and best ones are awarded with a small token of appreciation.
- Teachers and students of the department attended various training programs related to the subject
- One research publication from the department during the academic year
- Participated in various extension outreach programmes

Department of Logistics Management

- Offers B.Voc. Degree program in Logistics Management
- Multiple entry exit options for the program
- Six months internship and frequent industrial and port visit
- Department conducted periodic review and feed back
- Employs student centric innovative teaching methods including ICT enabled teaching
- As part of green initiatives, plastics usage is minimized in the department

Department of Tourism and Hospitality Management

- The department offers B.Voc. programme in Tourism and Hospitality management
- Practical oriented curriculum with industry focused internship
- Active participation in sports and cultural activities
- A Tourism club is functioning under this department.
- ICT enabled learning should be implemented effectively

5. AUDIT REPORT OF LIBRARY

- The library has a good collection of books arranged according to the subjects.
- Plagiarism checking software is available in the library
- Computer centre for internet browsing is utilized by the students
- The library has 35300 books arranged according to the subjects.

- 7 Newspapers & 10 Magazines
- 10 Journals
- NLIST (E-Journals & E-Books)- 5900 nos
- Software-Greenstone

6. AUDIT REPORT OF THE ADMINISTRATIVE OFFICE

- The records and files are well maintained.
- Infra-structure and other facilities are good
- Office staff are in good relation with teachers and students
- For smooth functioning of the college office, works are divided into various sections
- General and academic section, Establishment & account section
- Office superintendent supervise all the sections
- Sri MoideenkuttyThankkal, is the Junior superintendent
- AC1 is handled by Suhrabee AA, AC2 is handled by Sri Siddique Babu, AC3 is handled by Sri Safaralighan KK, AC4 is handled Sri Rajeeb PB & Sajitha, AC5 is handled by Sri Hamza K & Smt. Zeenath, A63 is handled by Sri Suresh PV, and AC7 is handled by Sri Mohammed Shareef MA

7. CRITERION RELATED SUMMARY

CRITERION I- CURRICULAR ASPECTS

MES Asmabi College, P. Vemballur offers 17 UG programmes, 5 PG and 1 PhD programme. College offers 10 various certificate programmes and value added programmes and also organizes different types of curriculum enrichment programmes for students. The curriculum delivery plan and strategic plan of the college ensures measures for effective curriculum delivery. College promoted environmental sustainability consciousness by conducting various programmes through different clubs and forums. Moreover, offers many elective and open courses in different UG and PG programmes in which gender sensitization and professional ethics are incorporated. Institution obtains feedback of the institution from various stake holders such as Students, Teachers, Employers, Alumni etc.

CRITERION II- TEACHING LEARNING AND EVALUATION

This criterion include various components like student strength, effectiveness of teaching methods, use of modern and innovative teaching techniques, evaluation methods, student satisfaction survey etc. The demand ratio and enrollment percentage of various courses are high in the college. College adopts various student centric teaching methods like, experiential learning, participatory learning and problem solving methods in the teaching learning process. ICT enabled teaching is also implemented in all the departments. OBE is practiced in all programmes and the attainment results are analyzed department-wise and corrective measures are taken when the level of attainment is below the expected level. The number of PhD holders among faculty members is high. Three faculties got national and international awards and many of the faculty members are present in various academic bodies like board of studies and syllabus revision committee. The pass percentage of various courses needs be improved.

CRITERION III- RESEARCH, INNOVATION AND EXTENSION

The department of Botany in the college is a research centre under the University of Calicut. There are a total of 5 research guides and 10 research scholars in the research centre. The number of research publication is less, and therefore, it should be increased. Regarding the extension and outreach programmes, plenty of activities are conducted in the college. Satisfactory amount of grant is obtained for research in the college from various agencies. Sufficient number of MOUs are present in the college. The IIC, IEDC and IPR cells organise activities, including motivational talks, entrepreneurship development programmes, innovation workshops, and idea hackathons, to raise awareness and provide orientation. The college organized sufficient number of workshops/seminars in IPR, entrepreneurship and research methodology.

CRITERION IV- INFRASTRUCTURE AND LEARNING RESOURCES

The institution has adequate infrastructure facility for the teaching learning process. The present infrastructure facilities are adequate to meet the current academic and extra-academic needs and are getting upgraded to accommodate future requirements in the wake of radical changes in higher education under NEP 2020. ICT – enabled facilities such as smart classrooms, facilities for cultural and sports activities, laboratory facilities and play grounds for football, kabaddi, badminton, and volleyball, auditorium, seminar halls, recording studio etc.

present in the institution. Library is well-furnished and automated with good collection of books and journals. Institutional resources, like previous years' question papers, e books, and Dissertations, publications of faculty are made available to the users through DSPACE.

CRITERION V- STUDENT SUPPORT AND PROGRESSION

The student support programme of the college is good. Around 75% of students are getting government or non-government scholarships for their studies. Alumni, management and staff club also contribute towards the scholarships of students. The co-curricular activities including cultural and sports activities of the college is also remarkable. Various skill-oriented programmes are regularly conducted in the college. The alumni contribution towards the student support is outstanding. The activities of various clubs and forums to support students is also remarkable. The placement of students should be promoted in the college by organizing various placement drives.

CRITERION VI- GOVERNANCE, LEADERSHIP AND MANAGEMENT

The institution has a meticulously crafted long-term plan for the next years. The IQAC consistently offers recommendations for enhancing the comprehensive growth of the college through various quality initiatives. The IQAC conducts internal audits and supports the professional development of teachers by conducting faculty development programmes focussing on leadership qualities and skill-oriented components. The IQAC also conducted professional development programmes for non-teaching staff members. During the academic year 2018-19, a total of seven quality initiative programmes were conducted.

CRITERION VII- INSTITUTIONAL VALUES AND BEST PRACTICES

The institution is dedicated to promote gender justice, equal opportunities, and democratic freedom for all. The gender policy of college aligns perfectly with the institution's vision, mission, and core values. Institute addresses gender equity through an inclusive environment and a wide range of curricular and co-curricular activities. Perspectives on gender equity is incorporated in Undergraduate and Postgraduate programmes through various courses. Quality audits on environment and energy are regularly undertaken by the institution and moreover, college has many green initiatives in the campus like rain water harvesting unit, solar power unit etc. Use of energy from alternate energy sources has been one of the important

initiatives, adopted since 2017. Based on the analysis provided by the Kerala State Electricity Board, college met half of the energy requirement from the installed solar system. Days of national importance such as Independence Day, Republic Day, Mahatma Gandhi Jayanthi, Yoga Day, Vijay Diwas, Quami Ektha week are regularly observed in the institution. The two best practices of the college are: Best Practice1: ‘Gramika’: Capacity building, competence for group living, extension, community linkage. 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. Best Practice 2:- Empowering and Capacity building of Marginalised (Tribals, Fishermen, Women and labourers) sections of the society and their institutions through conservation, education, livelihood and natural resource management.

8. OVERALL SWOC ANALYSIS

Strength

- Introduced new programmes including skill-oriented B.Voc. Programmes
- Green campus
- Better physical Infrastructure
- Qualified and efficient faculty members
- Visionary Management
- Promoting number of cultural activities
- Divyangjan friendly campus
- More Alumni activities and network is stronger

Weakness

- Weak intake of students based on recent trends
- Lack of national and international students and faculty
- Sports facilities needs improvement
- Consultancy and industry linkage needs to be strengthened
- Placement and progression of students to be increased

Opportunities

- More MoUs, Linkages and collaborations

- Upgrading existing PG Departments to Research Departments
- More publications in Care listed journals



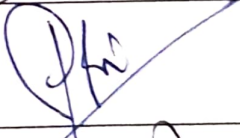
Challenges

- Lack of financial support from Government Agencies
- Limited flexibility in designing curriculum
- Insufficient funding for research activities

9. RECOMMENDATIONS FOR IMPROVEMENT

- Increase number of Collaborations and linkages
- Start innovation and incubation centers
- Publication and research of facilities should be enhanced
- Increase number of placement drives
- Upgrade PG departments into research departments
- Efforts to increase the overall pass percentage
- Provide financial support for faculties for publication, presentation and taking membership in professional bodies

10. AUDIT COMMITTEE MEMBERS

Name	Designation	Signature
Dr. Ajims P Mohammed	Chairperson of IQAC & Principal	
Dr. Kesavan K	IQAC Coordinator	
Dr. Princy Francis	IQAC member	
Dr. Sumedhan KP	IQAC member	