



MES ASMABI COLLEGE

P VEMBALLUR

**ACADEMIC AND ADMINISTRATIVE
AUDIT 2019 - 20**

AN IQAC INITIATIVE

PREFACE

Internal Quality Assurance Cell (IQAC) is the superlative body accommodating stakeholder representatives from all spheres of the institution. This is a mandatory cell 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 got established 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.

CONTENTS

1. Profile of the college
2. Audit Committee
3. Departmental observation
4. Audit report of library
5. Audit report of administrative office
6. Criterion related summary
 - i) Criterion 1- Curricular aspects
 - ii) Criterion 2- Teaching-learning evaluation
 - iii) Research, innovation and extension
 - iv) Infrastructure and learning resources
 - v) Student support and progression
 - vi) Governance, leadership and management
 - vii) Institutional values and best practices
7. SWOC Analysis
8. Recommendations based on audit
9. Signature of Audit committee members

1. PROFILE OF THE INSTITUTION

M.E.S. Asmabi College is a prestigious educational institution operated by the Muslim Educational Society (Regd.) in Calicut. The College was founded in 1968 in P.Vemballur, Kodungallur, a remote coastal village in the S.N. Puram Panchayath of Thrissur District. Its primary goal was to provide education to the educationally disadvantaged community of the area, who had been deprived of the right to education for many generations. The college is affiliated to the University of Calicut. The institution currently accommodates the requirements of students from all throughout Kerala and Lakshadweep, disregarding distinctions of social class, caste, creed, and religion. The college holds the 2F and 12B designations granted by the U.G.C. Currently, it offers higher education to more than 2400 students in seventeen undergraduate programs and five postgraduate courses. The Department of Botany has been officially designated as a research center by the university. The college offers a variety of Certificate/Add on courses in various subjects. In March 2019, the College received re-accreditation from NAAC at the B++ level. The college's objective is to offer accessible and excellent higher education to all individuals, particularly those who are disadvantaged and marginalized, with the aim of empowering them through education.

The institution's mission encompasses the empowerment of women, underprivileged individuals, and backward classes, as well as the promotion of secularism and democracy. Additionally, the college aims to shape a self-reliant and socially accountable new generation. The focus is on contemporary teaching and learning methods and tools, with a significant emphasis on providing value-added education. By engaging students in community-oriented activities, we aim to instil a sense of social responsibility throughout the student body. Foster entrepreneurial, leadership, and organizational aptitudes, as well as life skills, in students. Instil eco-consciousness in both students and the community. The college's fundamental principles encompass (a) a commitment to achieving academic excellence, (b) fostering inclusivity amidst diversity, and (c) upholding respect for culture and heritage. The two additional values are honesty and integrity, as well as social responsibility and environmental sustainability.

2. PERIOD AND DATE OF AUDIT

Period of audit: 2019-20 Academic year

Date of Audit: 4-6, August, 2021

3. AUDIT COMMITTEE MEMBERS

Dr. A Biju	Chairperson of IQAC & Principal
Dr. Shafeer P S	IQAC Coordinator
Dr. Sanand C Sadanand Kumar	IQAC Joint coordinator
Dr. Amitha P Mani	IQAC Joint coordinator
Dr. K. Kesavan	IQAC member

4. AUDIT REPORTS OF DEPARTMENTS

RESEARCH DEPARTMENTS

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
- 12 PhD students pursuing research in the department
- University rank in BSc Botany
- Students visited national parks and ecologically sensitive areas as part of their study visits
- Teachers attended SWAYAM, MOOC and COURSERA online courses
- The department organized environment day celebration and ozone day celebrations
- Three-day national workshop for research scholars and students on ‘Research Data Analysis, Applications of GIS and Research Writing in Ecology, Environment, Conservation Biology and Angiosperm Taxonomy’
- Two certificate programmes conducted- Climate Change Sustainability and Biodiversity Management, 2. Forest Right Act and Indigenous Resource Management
- Seven papers published by the faculties

- Two MoUs with Western Ghats Hornbill Foundation for project collaborations.

POST GRADUATE DEPARTMENTS

Department of Commerce

- The department offers UG, PG and PhD programmes
- Eight faculty members are working in the Department of which three hold PhD degree
- Pass percentage of UG is 93% and PG is 100%
- The department offers 5 certificate/diploma and add on courses
- Department has a JRF and NET holder
- Three MoUs with Profinz
- COOPZ Tax Consultancy Services by Dr Princy Francis
- Efficient usage of student centric teaching methods and ICT enabled teaching methods in teaching-learning process
- Department organized seven national seminars
- ***Department of Commerce and Management studies***
- Department offers BCom Finance, BCom CA, BBA and MCom Marketing programmes in the self financing sector
- Sixteen faculties, of which four faculties registered for PhD and one faculty hold PhD degree
- Three certificate courses- Fitness Trainer and Basic Life support, Certified Web Designer Course and Certified course in Career development
- Effective tutorial system in the department
- Teachers participated in various seminars, conferences and workshops
- Teachers attended MOOC courses
- Active participation of students in sports and arts competitions
- Active involvement in green initiative activities of the college

Department of Economics

- Department offers UG and PG program in Economics.
- Five faculties out of which three teachers are guest lectures.
- Two permanent faculties are pursuing PhD

- Department uses innovative student centric teaching methods
- Permanent faculties have membership in national and international professional and academic bodies – Dr Dhanya K (SIMSEA-Philippines: Coordinator)
- Dr. Dhanya K, Assistant professor presented papers in various international seminars - Coordinated an International Conference on Environment & Climate Change with grant from DoECC, Govt of Kerala (Rs 1.2 Lakhs)
- The tutorial system of the department need improvement
- Department organised International seminars on "Climate Change Resilience: Views from Economics and Environment" on 14 &15 February 2019.
- Department organised National Seminar on Research Methodology in 2019
- Active participation in the extension, outreach programs organised by the College -----

----- GRAMIKA 2019-2020 Distribution of First Aid kit, Paper bag and Paper pen to the students of IMUP School Azhikode.

----- Student squads collected e-waste from the Tsunami colony, 18" Ward of Eriyad Panchayath.

----- Training class on ornamental fish production to Kudumbasree units and students of Hamadaniya School of 17th ward of Eriyad panchayath.

----- PG students of the Department lead a training class on Paper bag and Paper Pen making to Kdumbasree units of Eriyad panchayath.

----- Awareness Campaigns/E waste collection on 2019-20

Department of English

- Department offers UG and PG courses
- Fourteen faculties, out of which 10 faculties are in aided stream and 4 faculties in self financing mode
- One faculty with PhD, two faculty submitted thesis and two faculty are pursuing PhD
- Offers Certificate course in Communicative English
- Dr. Muralikrishnan T R is a member of Board of studies of parent University
- Different types of student centric teaching methods are being practiced in the department
- Using Films as pedagogical tools
- MoU with Hajee Karutha Rowther Howdia College (autonomous), Uthamapalayam - 625533, Theni Dt., Tamil Nadu
- Ms. Veena Lakshmi, Dr Amitha, Dr Reshmi attended several online courses like NPTEL-SWAYAM

- Many students from the department qualified NET, SET and KTET
- Department conducted Gramika on Jan 2020 as part of the extension activity

UNDER GRADUATE DEPARTMENTS

Department of Aquaculture

- Three permanent faculty members
- Two faculties hold doctoral degree
- Certificate Course in Aquarium Management
- Add on course in Ornamental Fish Culture
- Pass percentage of BSc Aquaculture is good with first eight university ranks- Farhana V M(1st rank), Sreenandana Valsan (2nd rank), Fathmath Anjala V H (3rd rank), Sisira K Joseph(4th Rank), Mohammed Anas K M (5th rank), ,Anagha Venu (7th rank),Aiswarya T G (8th rank)
- Eleven publications by the faculties. Among them ,3 are international publications and five are publications by the students
- Dr. Dhanya PR, received best oral paper award and young scientist award
- Faculty members participated in three international workshops.

Department of Computer Applications

- Department offers BCA program, certificate programs and skill development courses for competitive examinations
- One faculty registered for PhD
- Students have achievements in co curricular and extra-curricular activities
- Certificate course in MS Office for Beginners
- Teachers have participated in various FDP programs regularly
- Department organised Gramika as extension /outreach programs

- *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
- Faculties participated in Seminars, Webinars, Workshops and Film Fests
- Co curricular activities: Media visit on September 4 – Second years visited Malayalam

ZEE channel- attended SA RE GA MA musical show. Final years and second years went for NFFK held at Muvattupuzha on Oct 19, 2019.

- Conducted intercollegiate media fest Sanskriti
- Participated in the extension and outreach programmes - Gramika: Awareness Program on e-waste and plastic management and e-waste disposal
- Organized Seminar On " Gandhi and Value Based Journalism". -28th of January, 2020

Department of Mathematics

- Department offers B.Sc. Mathematics and complimentary course in B.Sc. Physics.
- Four faculty members
- ICT enabled teaching methods are practiced in the department
- Faculties participated in seminars, webinars and workshops
- Students have achievements in sports and cultural activities
- Department organized programmes in relation to various scientific days like Science day, International Pi day, National statistics day etc.
- Certificate course entitled 'Foundation course in LaTeX'
- Organised various extension and outreach programmes including Promoting Importance of Mathematics Education in Schools

Department of Physics

- Department offers UG Programmes in Physics, Complementary course for B.Sc. Mathematics
- Dr Sheena presented paper in International journal - The European Physical Journal B(Springer)
- Open Course -Non Conventional Energy Sources
- Four faculty members in the department
- Certificate course (Foundation Course in Astronomy and Astrophysics)
- Department organised skill enrichment and career oriented programs - Prospects in Physics by Dr Nishad K K on 28/5/2020
- Permanent facilities have membership in various professional and academic bodies - Sheena P A - Member - UG Board of studies for Radiation Physics, Calicut University (2017 - 20)
- Department became part of various Extension Activity - E - waste collection drive was

conducted on 23/01/2020 from Ward 21 of S N Puram Gramapanchayath

- Department observed the Commemorative days - Ozone day celebration was conducted on 24/09/19 with the financial support of KSCSTE
- National Science Day on 28-2-19 - Talk on Astronomy & Society Resource Person - Mohandas Master, Head Master, GLPS, Thiruvallur
- Department organized Talk on “Introduction to Electrodynamics” by Dr. E D Dias on 11/12/19 and talk on “Special Theory of Relativity” by Sreerag S Kumar, III BSc Physics on 11/12/19

Department of Psychology

- Self financing department offers B.Sc. Program in Psychology
- Three faculty Members
- Pass percentage of the course is good- 90%
- Bridge course and orientation programs are organised for first year students
- Students are going for internship , project , OJT, field visit etc.

SINGLE FACULTY DEPARTMENTS

Department of Arabic

- The Arabic department offers common course in UG programmes
- Ms. Sakkeena MK is the faculty
- Faculty participated in National seminars
- The department effectively organized calligraphic workshops
- Conducted visit to Muzris Heritage sites.
- Freedom of Women in Islam – A seminar conducted in connection with International Arabic Day Celebration
- The department is in 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 92%
- It is a single faculty department and Mohammed Areej EM is the faculty
- 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 Aquaculture and BSc Botany.
- The department has one supporting staff
- Faculty attended SWAYAM course
- 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 programs as second language
- Two Faculty members, out of which one has Ph.D.
- Organized an international seminar on ‘Hindi Sahithya Mem Paryavaran Vimarsh
- Conducted programmes for slow learners and Advanced learners
- Every year department celebrates Hindi day with invited talks and literary competitions
- Pass percentage of 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
- Organized seminar on ‘Trade and urban formation- Reflections on the Evolutionary History of Kodungallur’
- Pass percentage in the course is good

Department of Malayalam

- The department offers common course for B.A., B.Sc., and B.Com.
- Department conducted various cultural and arts activities
- Three faculty members including one ad hoc faculty
- The pass percentage of the courses is good.100 %
- Organized seminar on ‘Trade and urban formation- Reflections on the Evolutionary

History of Kodungallur' in association with History department

- Conducted programmes like Kalam pattu, Aksharakoottu
- Department celebrated Reading Day .
- ***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, gives physical training for various jobs
- National, States, 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 used
- Pass percentage in the course is good
- Organised panel discussions, online and offline quiz competitions
- Organized study tour to Kerala Legislative Assembly, Thiruvananthapuram for B.A English and Economic students
- 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
- Single faculty department
- ICT enabled teaching including you tube channel for the department
- Participated in extension, outreach programmes organised by the college

Department of Zoology

- Department offers complimentary courses in Botany and Aquaculture
- Single faculty department
- 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 skill oriented curriculum

- Two faculties
- All students pursue internships
- Certificate Course in Professional Photography
- Students capture the moments of college and they take the videos and photos of all programs that occur inside the campus.
- Students visited Chitranjali Studio, Trivandrum
- Faculties attended SWAYAM courses

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
- Three faculties in the department and one faculty with Ph.D. degree
- Diploma in Food Safety and Quality Management
- Visited microbiology laboratory of seafood processing unit,
- Introduced peer group tutorial and trained on formulation and production of value added seafood
- Teachers and students of the department attended SWAYAM courses
- One publication by the faculty
- Participated in various extension outreach programmes

Department of Logistics Management

- Offers B.Voc. Degree program in Logistics Management
- Two faculties are present in the department
- Multiple entry exit options for the program
- Six months internship and frequent industrial and port visit
- Department conducted periodic review and feed back
- Employing student centric innovative teaching methods including ICT enabled teaching
- Certificate Course in Warehouse management
- MoU with two firms for students internships

Department of Tourism and Hospitality Management

- The department offers B.Voc. programme in Tourism and Hospitality Management
- Two faculties are present in the department

- Practical oriented curriculum with industry focused internship
- Certificate course in Travel Agency & Tour Operation
- 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 35561 books arranged systematically
- 6 Newspapers & 12 Magazines
- NLIST (E-Journals & E-Books)- 5900 nos
- Software - Bookmagic

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
- The college office duties are divided into various sections
- Smt. Suhrabee AA supervises all the office work
- AC1 is handled by Sri Siddique Babu, AC2 is handled by Smt. Zeenath, AC3 is handled by Sri Safaralighan KK, AC4 is handled Sri Rajeeb PB, AC5 is handled by Sri Hamza K, A63 is handled by Sri Suresh PV, AC7 is handled by Sri Mohammed Shareef MA, AC8 is handled by Smt. Haseena PH and AC9 is handled by Smt. Soudha Ismail
- Ms. Naseeba is the Computer Assistant

7. CRITERION OBSERVATION

CRITERION I- CURRICULAR ASPECTS

MES Asmabi College, P. Vemballur offers 17 UG programmes, 5 PG and 1 PhD programme. College offered 20 certificate programmes and many value-added programmes and also organized different types of curriculum enrichment programmes for students. The curriculum

delivery plan and strategic plan of the college ensure measures for effective curriculum delivery. College promoted the environmental sustainability consciousness by conducting various programmes through different clubs and forums and by celebrating different national and international days. Moreover, the college offers many elective and open courses in different UG and PG programmes in which gender sensitization, environmental sustainability and professional ethics are incorporated. Institution obtains feedback of the institution from various stakeholders such as Students, Teachers, Employers, Alumni etc.

CRITERION II- TEACHING LEARNING AND EVALUATION

This criterion includes various components like students' 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. The mentoring system adopted in the college is useful for identifying the advanced and slow learners. OBE is practiced in all programmes and the attainment results in the internal examinations 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 is 18 in the current academic year. Six awards were bagged by the faculties for academic recognition. 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 should 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 including one major project and three minor projects. Six faculties and 4 students got achievements in this academic year. Sufficient number of MOUs are present in the college. The IIC, IEDC and IPR cells organised

activities, including motivational talks, entrepreneurship development programmes, innovation workshops, and idea hackathons, to raise awareness and provide orientation. The college organized 5 seminars/workshops in IPR and innovation in the academic year 2019-20.

CRITERION IV- INFRASTRUCTURE AND LEARNING RESOURCES

The institution has sufficient infrastructure facility for the teaching learning process. ICT – enabled facilities such as smart classrooms and projectors in class rooms are present in the college. Moreover, facilities for cultural and sports activities, laboratory facilities and play grounds for football, kabaddi, badminton, and volleyball, auditorium, seminar halls, recording studio etc. are also present in the institution. Hostel facility for boys and girls is also available in the college. Library is well-furnished and automated with good collection of books and journals. Plagiarism checking software is available in the library. 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. Above 50% of students receive government or non-government scholarships and fee ships 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 for the students. 10 skill oriented certificate courses were conducted in the academic year 2019-20. The alumni contribution towards the student support is outstanding. The activities of various clubs and forums in student support programmes 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 IQAC is routinely provides suggestions for improving the overall development of the college with several quality initiatives. IQAC conducted various internal audits and also contribute towards the professional development of teachers by organizing various faculty development programmes in leadership quality, skill oriented aspects etc. IQAC also organized professional development programmes for non-teaching staff.

CRITERION VII- INSTITUTIONAL VALUES AND BEST PRACTICES

The institution is dedicated to promoting 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. Quality audits on environment and energy 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: 1. 'Gramika': Capacity building, competence for group living, extension, community linkage. This is a program for the students and faculty of the college to use their expertise and capacity to address issues faced by the local community in various fields with the involvement of local bodies, SH groups, NGOs, and experts in the local community. 2. Empowering and Capacity building of Marginalised (Tribals, Fisherman, Women, and laborers) sections of the society and their institutions through conservation, education, livelihood, and natural resource management.

8. OVERALL SWOC ANALYSIS

Strength

- Introduced new programs including Skill oriented B.Voc. Programmes
- Green campus
- Better Infrastructure
- Qualified and efficient faculty members
- Visionary Management
- Promoting number of cultural activities
- Divyangjan friendly campus

Weakness

- Weak intake of students due to recent trends

- Lack of national and international students and faculty
- Consultancy and industry linkage needs to be strengthened
- Inadequate of student progression

Opportunities

- More MoUs, Linkages and collaborations
- Upgrading existing PG Departments to Research Departments
- Publication in Care listed journals and SCOPUS indexed journals
- Upgrading IT infrastructure
- Online and Offline class facilities (Blended mode)

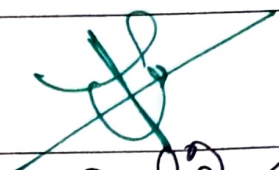
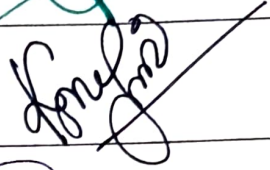

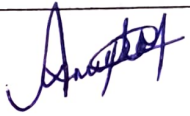
Challenges

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

9. RECOMMENDATIONS BASED ON AUDIT

- Improve the overall pass percentage of UG and PG programmes
- Strengthen innovation ecosystem
- Increase Publications by faculties and students
- Conduct feedback analysis via online mode
- Increase number of skills-oriented certificate programmes
- Adopt suitable programmes for slow learners and advanced learners
- Upgrade English department as research department
- Provide training for competitive examinations
- Implement e-governance in administration

10. AUDIT COMMITTEE MEMBERS

Name	Designation	Signature
Dr. A Biju	Chairperson of IQAC & Principal	
Dr. Shafeer P S	IQAC Coordinator	
Dr. Sanand C Sadanandkumar	IQAC Joint coordinator	
Dr. Amitha P Mani	IQAC Joint coordinator	
Dr. K. Kesavan	IQAC member	