



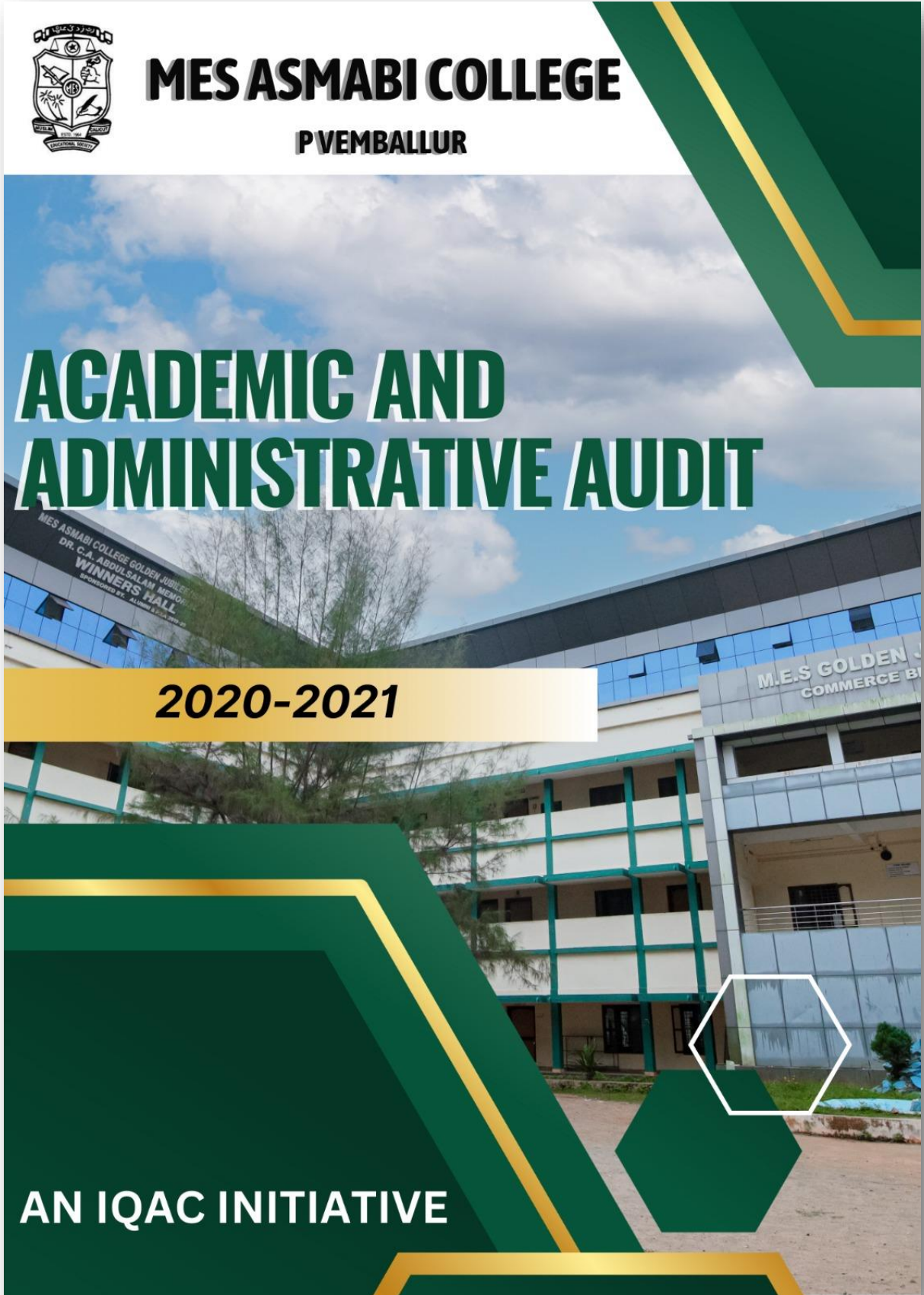
MES ASMABI COLLEGE

PVEMBALLUR

ACADEMIC AND ADMINISTRATIVE AUDIT

2020-2021

AN IQAC INITIATIVE



PREFACE

Internal Quality Assurance Cell (IQAC) is comprised of representatives from all spheres of the institution. The cell is mandatory 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 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.

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1. PROFILE OF THE INSTITUTION

M.E.S. Asmabi College, a premier educational institution is managed by the Muslim Educational Society(Regd.) Calicut. The College was established in the year 1968 In 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 of the college has been recognised 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, empowering them through education. The mission of the college includes empowerment of women, downtrodden, and backward classes, promotion of secularism and democracy, moulding 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: 2020-21 Academic year

Date of Audit: 14-16, September, 2021

3. AUDIT COMMITTEE

Dr. A Biju	Chairperson of IQAC & Principal
Dr. Reena Mohammed P M	Vice Principal & IQAC member
Dr. Shafeer P S	IQAC Coordinator
Dr. Sanand C Sadanandkumar	IQAC Joint coordinator
Dr. Amitha P Mani	IQAC Joint coordinator
Dr. Jisha KC	IQAC Joint Coordinator

4. AUDIT REPORTS OF DEPARTMENTS

RESEARCH DEPARTMENTS

Department of Botany

- The department offers UG, PG and PhD programmes.
- Well qualified six faculty members
- Four faculties of the department are research supervisors
- 13 research scholars are in the department
- Faculties attended SWAYAM, MOOC and COURSERA online courses
- Three certificate programmes conducted- 1. Climate change sustainability and biodiversity management, 2. Forest Right Act and indigenous resource management, 3. Introduction to IPR
- Paper publication by faculties- 16 international and 2 national papers published by the faculties
- Two national webinar and one state seminar
- Two MoUs with Western Ghats Hornbill Foundation for project collaborations and certificate course conduction

Department of Commerce

- The department offers UG, PG and PhD programmes
- Eight faculty members out of which three are PhD holders
- Pass percentage of UG is 97% and PG is 67%
- International webinar on 'Filing International Patent Application'
- Hafla Ahammed bagged 7th rank in the university and 2 JRF and NET holders

- MoUs with various firms like Keltron
- Efficient usage of student centric teaching methods and ICT enabled teaching methods in teaching-learning process
- Department organized different outreach and extension activities.

POST GRADUATE DEPARTMENTS

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 are pursuing PhD and one faculty holds PhD degree
- Faculties attended MOOC courses
- Three certificate courses – Certificate course in Data coding, Analysis and interpretation through SPSS, Certificate course in Yoga and Certificate course in Event management
- Effective tutorial system is in the department
- Teachers participated in both National/international seminars, conferences and workshops
- Teachers attended MOOC courses

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 research, one faculty hold PhD degree
- Department uses innovative student centric teaching methods
- Permanent faculties have membership in national and international professional and academic bodies – Dr. Dhanya K (Intelligence Research Institute, San Diego State University, USA and International Society for Environmental Information Sciences – Canada)
- Dr. Dhanya K, Assistant professor presented papers in various international seminars She received partial travel grant to deliver a talk at 5th International Symposium on the Effect of Climate Change on the World's Ocean - Norway
- The tutorial system of the department need improvement
- Department organised academic activities like National Webinar on "Behavioral

Responses to Pandemic: Implications for Research Methodology in Economies" on 21st January 2021, Introduction to Research Process" on 24 September 2020, National Webinar-Economics of Pandemic 2020,

- Department organised activities like International Webinar “Beyond 2021: Impact of COVID-19 pandemic on the Global Ecosystem on 2nd February 2021
- Active participation in the extension, outreach programs organised by the College like 1 Rupee to change life (Thanal) from 2018 ,

Department of English

- Department offers UG and PG courses
- Fourteen faculties, out of which 10 faculties are in aided stream and 3faculties in self-financing stream
- Two faculties are PhD holders and two faculties pursuing PhDs
- Dr MuraliKrishnan T R is the members of Board of studies of parent University
- Different types of student centric teaching methods like Aspiring Teachers Forum, ICT enabled learning, Think pair and Share are practicing in the department
- Dr Amitha and Sabitha M M attended several online courses like SWAYAM, Coursera etc.
- 3 students from the department qualified NET, SET and KTET
- Five publications from the faculties in the national level
- Publications of the faculties should be increased

Department of Physics

- Department offers UG and PG Programmes in Physics, Complementary course for B.Sc. Mathematics and Open Course Non-Conventional energy Sources
- Six faculty members in the department, two faculties are PhD holders
- Department organised skill enrichment and career-oriented programs
- Permanent faculties have membership in various professional and academic bodies - Dr Sheeba N H Member - UG Board of studies for Physics, Calicut University (2020 - 23), Sheena P A Member - UG Board of studies for Radiation Physics, Calicut University (2017 - 20)

- Department became the part of various extension and outreach activities organised by the college
- Department observed commemorative days by arranging various programmes- Ozone Day in collaboration with Bhoomithrasena Club , Resource Person – Sri K Sahadevan,

UNDER GRADUATE DEPARTMENTS

Department of Aquaculture

- Three permanent faculty members present in the Department.
- All the faculties are PhD holders
- Certificate Course in Aquarium Management
- Add on course in Ornamental Fish Culture
- Pass percentage of BSc Aquaculture is good. Bagged three university ranks
- Dr. Dhanya PR granted research guide ship
- Active enrolment of faculties in online MOOC courses
- DR K Kesavan became the national level topper in NPTEL courses in Cell Culture technologies (by IIT Kanpur), Appreciating Carnatic Music (IIT Madras)
- Faculty members participated in seminars and workshops.
- Six National seminars/webinars organized by the department
- Department actively engaged in many extension and outreach programmes

Department of Computer Applications

- Department offers BCA program, two courses in B Com Computer Application
- Two certificate programs – Office Automation and Online Documentation, Basics of Web Design and MS Office
- Five faculties in the department
- Department faculties participated in various college level activities
- Effective usage of LMS
- Teachers participated in various FDP programs regularly
- Conducted one National level Webinar “Teaching as a profession -Opportunities and Challenges " for faculties
- Department organized various extension /outreach programs, skill enrichment

programmes, etc.

Department of Mass Communication

- Department offers B.A. Journalism and Mass communication
- Three faculty members
- Faculties participated in Webinars, - International Webinar On Consumer Behaviour, Challenges In Reporting And Editing , Techniques To Excel In Short Film Making , FDP on Contemporary Research Practises In Media Studies And Industry-Academia etc.
- Conducted three national webinars - Challenges in Reporting and Editing, PEN is Mightier Than Sword -A Journalistic Insight, Cancer Prevention and Life Style
- Participated in the extension and outreach programmes

Department of Mathematics

- Department offers B.Sc. Mathematics and complimentary course in B.Sc. Physics.
- Four faculty members
- ICT enabled teaching methods are being practiced in the department
- Faculties participated in National/International Seminars, Webinars and workshops
- Department organized programmes in connection with various scientific days like Science day, International Pi day, National statistics day etc.
- Department organized World Science Day for piece and development and power point presentation competition in relation with World science day celebration

Department of Psychology

- Self financing department offering B.Sc. Program in Psychology
- Three faculty Members
- Pass percentage of the course is good- 96%
- Students attended online courses in SWAYAM and COURSERA platforms.
- Bridge course and orientation programs are organised for first year students
- Students go for internship , project , OJT, field visit etc.
- Ten webinars organized by the department
- Faculty members delivered many awareness lectures during the covid pandemic period for students

- Department organized the following community programs 1) Ward IV – Orientation for school students on covid reopening 2) Ward IV – Orientation for kudumbasree unit women in mental health 3) Ward VI – Orientation for school students on covid reopening

SINGLE FACULTY DEPARTMENTS

Department of Arabic

- The Arabic department offers common course in UG programmes
- Faculty participated in national seminars
- 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 80%
- Single faculty department
- Department effectively conducts International Webinar Materials in Medicine
- 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.
- One supporting staff is present in the department.
- Faculty attended SWAYAM course
- Department implemented various innovative and ICT enabled teaching methods.
- Department also organized webinars, seminars and awareness programmes.
- Organized ‘Materials in Medicine’ (Webinar)
- Prepared hand sanitizer in the Chemistry department and distributed to other departments and office for preventing COVID 19 in the months of October,

November 2020 and January 2021

- Three publications by the faculty
- One patent by Dr. Ansar E B “ Ceramic Moiety Modified Magnetic Nano Particle- Biomedical Applications in Cell Separation and Hyperthermia Therapy “

Department of Hindi

- Offers common courses in UG programs as second language
- Two Faculty members, out of which one is a Ph.D holder
- 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 conducted a handwriting competition held on 9/1/2021 as part of World Hindi Day

Department of History

- Offers complimentary course for B.A. English and B.A Economics
- Faculty attended FDP, seminars and works shops- National webinar on ‘The grammar of Social Exclusion in Kerala’
- Effectively uses ICT in teaching process
- 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 like Reading Day celebration
- Three faculty members including one ad hoc faculty
- The pass percentage of the courses is good-100%
- Department conducted webinar in association with Folklore club (“Ezhuthu-Edam Anubhavam By Francis Niroona)
- Department conducted Quiz programs on “ Kerala samskaram, sahithyam and cinema”

Department of Physical Education

- Department offers open course for V sem students
- Faculty has membership in Calicut University Selection committee and government

bodies like Thrissur District Athletic Membership

- Under the Department there is a Physical and Fitness training centre, give physical training for various jobs
- National, states, and university level achievements in sports

Department of Political Science

- Department offers complimentary courses for BA English and BA Economics
- Different Innovative and Students centric teaching methods are using
- Pass percentage in the course is good
- Organised Panel discussions, online and offline 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
- Single faculty department
- ICT enabled teaching including You tube channel for the department
- Participated in Extension, Outreach programmes organized by the college

Department of Zoology

- Department offers complimentary courses for Botany and Aquaculture courses
- Single faculty department
- Use of ICT 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
- Three faculties present in the department
- All students are undergoing internships
- Students capture the moments of college and they take the videos and photos of all programs that occur inside the campus.
- Faculties attended SWAYAM courses
- Department organized ‘Over The Shoulder: Film Webinar Series’

- Organized ‘The Pandemic Frames: Short Film Fest’

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 of which one faculty is Ph.D. holder
- Teachers and students of the department attended SWAYAM courses
- Participated in various extension outreach programmes

Department of Logistics Management

- Offers B.Voc. Degree program in Logistics Management
- Two faculties
- 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 firms for students internships

Department of Tourism and Hospitality Management

- The department offers B.Voc. programme in Tourism and Hospitality management
- Three faculties
- Practical oriented curriculum with industry focused internship
- 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 which is utilized by the students
- The library has 35800 books
- 4 Newspapers & 12 Magazines
- Journals- 25
- 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 keep good relation with teachers and students
- To manage administrative tasks effectively, the office is organized into distinct sections
- In each section, a senior staff monitors the works
- Clerks carry out the duties like fee collection, scholarships, examinations, salary bills, staff welfare schemes etc.
- Principal regularly monitors the activities of college office by conducting frequent discussions

7. NAAC EXECUTIVE SUMMARY EVALUATION

- **CRITERION I- CURRICULAR ASPECTS**

The college has 17 undergraduate courses and 6 postgraduate programmes with an enriched curriculum that integrates crosscutting issues relevant to professional ethics, gender, human values, environment, and sustainability into the curriculum. Two department, offer PhD programmes. College offers certificate programmes and many value added programmes and also organized different types of curriculum enrichment programmes for students. Curriculum and syllabus outlines are clearly stated in the college diary & handbook 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 and judicious selection of curricular and co-curricular activities are designed to foster the all round development of the students. Institution obtains feedback of the institution from various stake holders such as Students, Teachers, Employers, Alumni etc.

- **CRITERION II- TEACHING LEARNING AND EVALUATION**

The demand ratio and enrolment percentage of various courses are high in the college. Lecture method coupled with techno-pedagogy is adopted for effective implementation of the curriculum. Care is taken to make teaching- learning process experimental, demonstrative and interactive. Hands-on training in skill based courses like B.Voc

courses enable them to actuate their latent interest in industry. Majority of the classrooms are equipped with projectors, laptops and Wi-Fi. The technology enabled environment encourages students and teachers to try ICT resources. The internal evaluation is based on a predetermined transparent system involving attendance in the classroom, assignments, seminars and periodic written tests etc. 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 the faculty is 22 in the current academic year. 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 college has two research centers- Botany and Commerce .A total of 8 faculties and 13 PhD scholars are working under their guidance. The number of research publication is less, and therefore, it should be increased. Regarding the extension and outreach programmes, 11 programmes were organized in association with NSS, NCC etc. The college received two awards for the extension activities. Good amount of grant is obtained for research in the college from various agencies including one major project and three minor projects. 19 research papers were published by the faculties in the current academic year. The IIC, IEDC and IPR cells organised various programmes in the college.

- **CRITERION IV- INFRASTRUCTURE AND LEARNING RESOURCES**

College always provides ample facilities and equipment to facilitate effective teaching and learning. The existing academic blocks of the institution have 62 well maintained and well-furnished classrooms. Classrooms are well-furnished and ventilated with sufficient number of lights and fans. All the second and final year U.G class rooms have the state-of-the-art-audio-visual facilities which include LCD projectors & speakers and all the P.G. class rooms have adequate ICT facilities. The campus of the institute houses a sports ground, auditorium, gymnasium & fitness centre and special rooms for NCC and NSS. Koha Software version 16, DSpace are used in the library for automation purpose. The Campus is facilitated with sufficient no. of computers. There are desktops

in all departments of the college with internet facility.

- **CRITERION V- STUDENT SUPPORT AND PROGRESSION**

The student support programme of the college is satisfactory. Above 80% of students receive government or non-government scholarships and free ships. 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 conducted regularly in the college for the students. 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 governance and leadership of the college focused on sustained institutional growth through its short term and long-term institutional perspective plans. Clubs, cells and various committees are headed by faculties and members are students. The college has an elaborate system in place to formulate and implement its policies and programmes to ensure efficient operations. This system includes both statutory and non-statutory bodies that operate in accordance with the regulations, guidelines and policies set by the Government, the University, and the College's Governing body. The institution has introduced effective welfare measures for teaching and non-teaching staff. All welfare measures introduced by the government like pension, gratuity, provident fund, group accident insurance, ESI, maternity and paternity leaves, medical reimbursement, encashment of surrender leave, medical leave and half pay leave, loan facilities, festival advance for employees, FDP for eligible candidates as per the UGC guidelines and state government norms, loans from the provident fund, sanctioning of leave for faculty improvement programmes, etc. are made available to all the permanent staff, consistent with the existing government rules.

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

Being a minority institution located in a coastal district the MES Asmabi college accommodates a wide range of culturally and socioeconomically diverse students and faculties in the campus. The majority of the students are girls from various minority categories along with economically weaker sections from the forward class. The institution is dedicated to promoting gender justice, equal opportunities, and democratic freedom for all. The college has introduced a uniform dress code to its students which ensures that there will be no distinction based on financial and economic status among students. Institute addresses gender equity through an inclusive environment and a wide range of curricular and co-curricular activities. The institution promotes comprehensive, high standards of morals and ethics, mutual respect and endurance among students by initiating celebrations and observances of commemorative days, events and festivals. The two best practices of the college are: 1Experia: Experiential Learning through Community Intervention; Best Practices 2: Social intervention through academic outreach to safeguard the environment and support marginalised communities, including Indigenous people.

8. OVERALL SWOC ANALYSIS

Strength

- Divyangjan friendly ,Green campus
- Good Infrastructure
- Qualified and efficient faculty members
- Visionary Management
- Encouraging sports and arts
- Increased number of scholarships
- Better IT infrastructure
- Improved Research facilities
- Enrollment of international student

Weakness

- Weak intake in some departments based on recent trends
- Lack of national and international faculties
- Sports facilities needs improvement
- Inefficiency of consultancy and industry linkage
- Less number of teachers publication

Opportunities

- More MoUs, linkages and collaborations
- Upgrading existing PG Departments to Research Departments
- Online and Offline class facilities
- Publication in Care listed journals
- Betterment of students progression

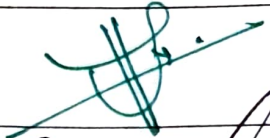
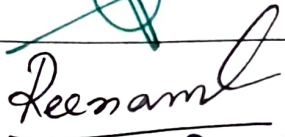
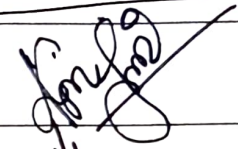



Challenges

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

9.RECOMMENDATIONS BASED ON AUDIT

- Increase number of functional MoUs
- Conduct more extension and outreach programmes
- Facilitate more training for sports
- Increase number of research guides
- Improve research publications by teachers and students
- Improve the number of funded projects
- Increase the number of books in chapter with ISBN number
- Utilise alternative energy sources
- Facilitate proper waste management measures
- Conduct more activities by IEDC and IIC

10. AUDIT COMMITTEE MEMBERS

Name	Designation	Signature
Dr. A Biju	Chairperson of IQAC & Principal	
Dr. Reena Mohammed P M	Vice Principal	
Dr. Shafeer P S	IQAC Coordinator	
Dr. AmithaBachan KH	NAAC Coordinator	
Dr. Sanand C Sadanandkumar	IQAC Joint coordinator	
Dr. Amitha P Mani	IQAC Joint coordinator	
Dr. Jisha K C	IQAC Coordinator	