



MES ASMABI COLLEGE

PVEMBALLUR

**ACADEMIC AND ADMINISTRATIVE
AUDIT 2021-22**

AN IQAC INITIATIVE

PREFACE

Internal Quality Assurance Cell (IQAC) is the superlative body accommodating representatives of stakeholders 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 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.

PREFACE

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1. PROFILE OF THE INSTITUTION

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 six Post Graduate Courses. Department of Botany has been recognised as Research centre of the university. The college conducts number of Certificate/Add-on 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 is, empowerment of the 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: 2021-22 Academic year

Date of Audit: 21-23, June, 2022

3. AUDIT COMMITTEE MEMBERS

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
- Three faculties of the department are research supervisors
- 15 PhD students pursuing research in the department
- Three PhDs were produced from the department
- Faculties attended SWAYAM, MOOC and COURSERA online courses
- Department celebrated environmentally important days
- Department has MoUs, project collaborations and research fellowships with WGHBF and IPR cell of St. Peter's College, Kolenchery.
- Devika M Anilkumar, Research Scholar under Dr. KH Amithabachan got international Research Grant (Rufford Grant of \$6000)

Department of Commerce

- The department offers UG, PG and PhD programmes
- Eight faculty members are working in the Department and three faculties hold PhD degree
- Three faculties are research guides and seven PhD students are pursuing research in the

research centre

- Pass percentage of UG is 81% and PG is 75
- Farsana M A secured 8th rank in the university and 2 JRF and NET holders
- MoUs with Guidelines Softnet Technologies
- Efficient usage of student centric teaching methods and ICT enabled teaching methods in teaching-learning process
- Department organized 4 national seminars

Department of English

- Department offers UG and PG courses and the department was recognized as a research centre during the year
- Fourteen faculties, out of which 13 faculties are NET holders
- Three faculties are PhD holders
- Dr MuraliKrishnan T R was the member of Board of studies of the parent University
- Different types of student centric teaching methods are practicing in the department
- Teachers attended several online courses
- Six certificate courses are offered by the department- Basic Training in English for PSC, English Grammar & Basic writing, English for Daily Life, Training and Practicing in Public Speaking , Sustainability, Basic Literacy Theory and Formatting and Organizing Research Paper
- Many students from the department qualified NET, SET and KTET
- Seven seminars/webinars were organized by the department of which one was international

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
- Faculties attended MOOC courses
- Department offers certificate courses
- Effective tutorial system

- Teachers participated in various seminars, conferences and workshops
- Active participation of students in sports and arts competitions

Department of Economics

- Department offers UG and PG programme in Economics.
- Five faculties
- Three faculties are PhD holders .
- Offers certificate course on ‘Preparation and Execution of the Project’
- Department uses innovative student centric teaching methods
- Permanent faculties have membership in national and international professional and academic bodies – Dr Dhanya K (Board of Studies - MA integrated developmental studies-University of Calicut)
- Dr. Dhanya K, Assistant professor presented papers in various international seminars – (Travel grant to present a paper in the International Conference organized by FAO, USA (3000 USD))
- Department organized academic activities like Seminars, webinars, Workshops, Quiz Competitions like Interdepartmental Quiz competition on union Budget and Department level Quiz on India as a Wonder as part of Azaadi ka Amrat Mahotsav
- Active participation in the extension, outreach programs organised by the College like 1 Rupee to change life (Thanal) from 2018

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 are in the department, four faculties are PhD holders
- Department organised skill enrichment and career-oriented programmes - Career Guidance Class by Mr Zakkariya M V, Director, Career Division, CIGI on 10 June 2021 Online Mode
- Skill enhancement - Workshop on Telescope Making in association with Break Through Science Society and IEDC on 8th March 2022

- 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)
 - Department became part of the various extension and outreach activities organised by the college
 - Department observed commemorative days - National Energy Conservation Day, SPAREN 2021, on December 14 & 15, 2021

UNDER GRADUATE DEPARTMENTS

Department of Aquaculture

- Three permanent faculty members
- All the faculties are PhD holders
- Two Certificate Courses are offered by the department – Toxicology , Climate Smart Aquaculture
- Pass percentage of BSc Aquaculture is good (82.14%)
- Dr. Dhanya PR granted research guide ship
- Active enrollment of faculties in online MOOC courses. Dr K Kesavan became national topper in Food Packaging Technology (KUFOS)
- Faculty members participated in seminars and workshops.
- Six seminars/webinars organized by the department. Among them 3 are international
- Department actively engaged in many extension and outreach programmes

Department of Computer Applications

- Department offers BCA program, some courses in other departments, certificate programs and skill development courses for competitive examinations
- Five faculties
- Students have achievements in co-curricular and extra-curricular activities
- Certificate course on ‘Internet and MS Office for Beginners’
- Department practices various innovative techniques
- Effective usage of LMS through conducting open book examinations, online examinations, quizzes and assignments
- Teachers participated in various FDP programs regularly
- Conducted level seminars, webinars, workshops etc for students

- Department organized like skill enrichment programmes like “Product Development – Best Practices “

Department of Mass Communication

- Department offers B.A. Journalism and Mass communication programme
- Three faculty members
- Students of the department have achievements in cultural and sports competitions

Faculties participated in Seminars, Webinars, Workshops and Film Fests- Digital Communication and Youth, Camera and Ethics

- Conducted webinar series ‘Deep Focus’ in association with department of Digital Film Production and English
- Participated in the extension and outreach programmes

Department of Mathematics

- Department offers B.Sc. Mathematics and complimentary course for B.Sc. Physics.
- Three faculty members
- ICT enabled teaching methods are practiced in the department
- Faculties participated in Seminars, Webinars and Workshops
- Department organised extension program in association with National Statistics Day Celebration: Talk on Statistics and Opportunities
- Department organized Power point presentation and quiz competition in relation to National Mathematics Day Celebration

Department of Psychology

- Self financing department offers B.Sc. Programme in Psychology
- Three faculty Members
- Pass percentage of the course is good- 93%
- Students attended online courses in SWAYAM and COURSERA platforms.
- Bridge course and orientation programmes are organized for first year students
- Students are going for internship, project, OJT, field visit etc.
- One certificate courses ‘Platform Skills’
- Community Mental Health Enhancement Programme for students

SINGLE FACULTY DEPARTMENTS

Department of Arabic

- The Arabic department offers common course for UG programmes
- Faculty participated in International 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 85%
- Department is very efficient in conducting seminars on Intellectual Property Right
- 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.
- One supporting staff
- Faculty attended SWAYAM course
- Department implemented various innovative and ICT enabled teaching methods.
- Participated in outreach and extension activities

Department of Hindi

- Offering common courses in UG programs as second language
- Two Faculty members, one has Ph.D.
- 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 conducted Elocution Competition on 10/1/2022 among students

Department of History

- Offers complimentary course for BA English and BA Economics
- Faculty attended FDP, seminars and works shops- international webinar on How Natural System Functions Revealing the Natural Paradox
- Department offered value added course - History for Competitive Examinations.
- Effectively using ICT in teaching process
- Pass percentage of the course is good- 98%
- Two Experiential teaching by site visiting and discussions and debates on all current events.

Department of Malayalam

- The department offers common course for B.A., B.Sc., and B.Com.
- Department conducted various cultural and arts activities like Ramayanam quiz
- Three faculty members including one ad-hoc faculty
- The pass percentage of the courses is good -100%
- Department conducted workshop on 'Introduce Tullal art Ottantullal by Drishya C Gopinad'
- Department actively participated in various extension and outreach programmes organised by the college like Nature walk 'Kaavettam' to secured groove named sankulangara kaavu

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, 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
- Offers Certificate course in 'How to Approach Civil Service Examination'
- Uses different innovative and student centric teaching methods
- Pass percentage of the course is good
- MoU with Probhodha Trust, Ernakulam for academic activities

- Seven seminars/webinars/talks were organized in the college
- Organised Panel Discussions, Online and Offline Quiz Competitions
- Faculty published many articles in newspaper, and in various Malayalam magazines

Department of Statistics

- Department offers complimentary courses in Mathematics and Statistics course in MA Economics
- Offers Certificate course: Mathematics for Competitive examinations 2021-2022
- 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
- ICT is effectively used in teaching
- Participated in the outreach and extension activities organized by the college

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
- All students undergo internships
- Faculties attended SWAYAM courses
- Department organized ‘Over The Shoulder: Film Webinar Series’
- Organized ‘Deep Focus’ webinar series

Department of Fish Processing Technology

- Offers B.Voc. Degree programme in Fish processing Technology
- The students are given on the job training in various sea food processing plants
- Three faculties of which one faculty has Ph.D. degree
- Teachers and students of the department attended SWAYAM courses
- Participated in various extension and outreach programmes

Department of Logistics Management

- Offers B.Voc. Degree program in Logistics Management
- Three faculties
- Department conducted periodic review and feed back
- Employing student centric innovative teaching methods including ICT enabled teaching
- MoU with firms for student's 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
- Active participation in Sports and Cultural activities

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 36057 books
- 5 Newspapers & 12 Magazines
- Journals- 35
- NLIST (E-Journals & E-Books) - 5900 nos
- Software – KOHA
- Plagiarism software- Checker X

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
- Sri. Safaralighan KK, the junior superintendent supervises duties of administrative staffs
- AC1 is handled by Sri. Liyakkathali PP, AC2 is handled by Smt. Zeenath, AC3 is handled by Smt. Sajitha Mohammed, AC4 is handled Sri Rajeeb PB, AC5 is handled by Sri Haseena MH, AC6 is handled by Sri Suresh PV, and AC7 is handled by Sri AneesVA, AC8 is handled by Smt. Haseena PH, AC9 is handled by Smt. Soudha Ismail

- In addition to the administrative staff, an office assistant is present
- System administrator for monitoring the IT activities of the college
- Five lab assistants in different departmental labs
- One computer assistant

7. CRITERION OBSERVATION

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. Three department offers PhD programmes. College offered certificate programmes and many value-added programmes and also organized different types of curriculum enrichment programmes for students. The institution ensures effective curriculum planning and delivery through a well-planned and documented process including academic calendar and continuous internal assessment. Professional ethics is delivered through 34 policy documents which include career guidance programs, code of conduct, discipline committee, plagiarism certification, soft skill development training, pre-placement training, awareness programs and administrative skill training. 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 enrollment 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 use ICT resources. The institution implements Outcome Based Education (OBE) and communicates learning goals to stakeholders. The institution adopts student centric learning methods for learning, self-assessment, evaluation, awareness-building, and skill development. 26 faculties hold PhD degree. Many of the faculty members are present in various academic bodies like

board of studies and syllabus revision committees. The pass percentage of various courses should needs to be improved.

CRITERION III- RESEARCH, INNOVATION AND EXTENSION

Department of Botany, Department of Commerce and Department of English are research centre affiliated to the University of Calicut. A total of 9 faculties are research guides and they have 13 PhD scholars. The college has been very progressive and genuine in developing scientific temperament among its stakeholders and forming an innovative atmosphere. The number of research publication in UGC care listed journals is less, and therefore, it should be increased. 17 seminars/workshops in research methodology/IPR were organized in the college. A total of 21 outreach or extension programmes were conducted in the college in association with NSS, NCC etc. Good amount of grant is obtained for research in the college from various government agencies.

CRITERION IV- INFRASTRUCTURE AND LEARNING RESOURCES

The College campus is spread over 12.5 acres, with a built-in area of about 50000 sqft. College provides ample facilities and equipment to facilitate effective teaching and learning. The existing academic blocks of the institution well maintained and well-furnished classrooms. Classrooms are well-furnished and ventilated with sufficient number of lights and fans. All the class rooms have the state-of-the-art-audio-visual facilities which include LCD Projectors & speakers. The campus of the institution houses a sports ground, auditorium, gymnasium & fitness centre and special rooms for NCC and NSS. The library was automated with the installation of book magic LMS in 2003. In 2021, Koha was installed All the main operations in the library are computerized with KOHA Integrated library management application software.

CRITERION V- STUDENT SUPPORT AND PROGRESSION

The student support programme of the college is satisfactory. Above 50% of students are getting 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 conducted regularly in the college for the students. The alumni contribution towards the student support is outstanding. The activities of various clubs

and forums to support students are 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 an effective mechanism for entrusting authority at the grass-root level and providing operative autonomy to all functionaries. The college has unique policies and procedural instructions, that constitute the essential core of its effective operations, and they are available in the college website. The institution has introduced effective welfare measures for teaching and non-teaching staff. The institution follows a structured and well-defined annual appraisal system for teaching and non-teaching employees. To maintain transparency and accountability in financial matters, the institution carries out an annual external and internal audit for both Government and Management accounts. There are two levels of audit for Funds sanctioned by the Government. The first level is carried out by the Directorate of Collegiate Education and, the next level by the Accountant General of Kerala.

CRITERION VII- INSTITUTIONAL VALUES AND BEST PRACTICES

Being a minority institution located in a coastal district, MES Asmabi college accommodates a wide range of culturally and socioeconomically diverse students and faculties in the campus. Our college caters to the diverse dimensions of gender equity with its array of curricular and co-curricular activities intended to provide awareness on the concept of gender. 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. 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: 1. Experia: Experiential Learning through Community Intervention and 2. Social intervention through academic outreach to safeguard the environment and support marginalised communities, including Indigenous people.

8. OVERALL SWOC ANALYSIS

Strength

- Introduced new programs including skill-oriented B.Voc. Programmes
- Green campus
- Highly contributing Alumni unit, stronger network
- Adequate 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 members
- Inadequate consultancy and industry linkage
- Placement, progression records and documentation needs improvements

Opportunities

- Research scholars, MoUs, Linkages and collaborations
- Upgrading existing PG Departments to Research Departments
- Publication in Care listed journals
- Blended teaching and learning

Challenges

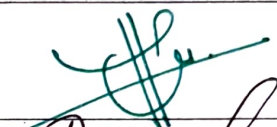
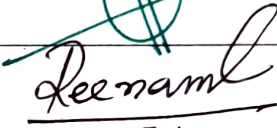
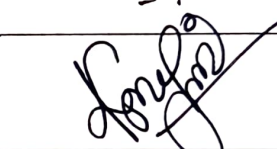

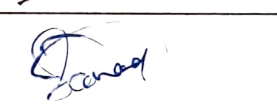

- Lack of financial support from government agencies
- Limited autonomy in designing curriculum
- Insufficient funding for research activities

9. RECOMMENDATIONS FOR IMPROVEMENT

- Upgrade Economics and Physics departments as research departments
- Student enrollment and completion of certificate courses to be enhanced
- Recruitment of more faculties with NET/PhD enrollment
- Conduct more skill oriented FDPs
- Increase number of computers

- Provide option for staff and students to submit their grievances through online mode
- Increase the number of placement drives
- Strengthen the activities of IEDC and IIC
- Increase the number of research publications
- Improve the pass percentages of UG programmes
- Provide more skill oriented training facilities for B.Voc students

10. AUDIT COMMITTEE MEMBERS

Name	Designation	Signature
Dr. A Biju	Chairperson of IQAC & Principal	
Dr. Reena Mohamed PM	Vice Principal & IQAC member	
Dr. Shafeer P S	IQAC Coordinator	
Dr. Amitha Bachan K H	NAAC Coordinator	
Dr. Sanand C Sadanandakumar	IQAC Joint coordinator	
Dr. Amitha P Mani	IQAC Joint coordinator	
Dr Jisha KC	IQAC Joint coordinator	