

CRITERION 6 - GOVERNANCE LEADERSHIP & MANAGEMENT

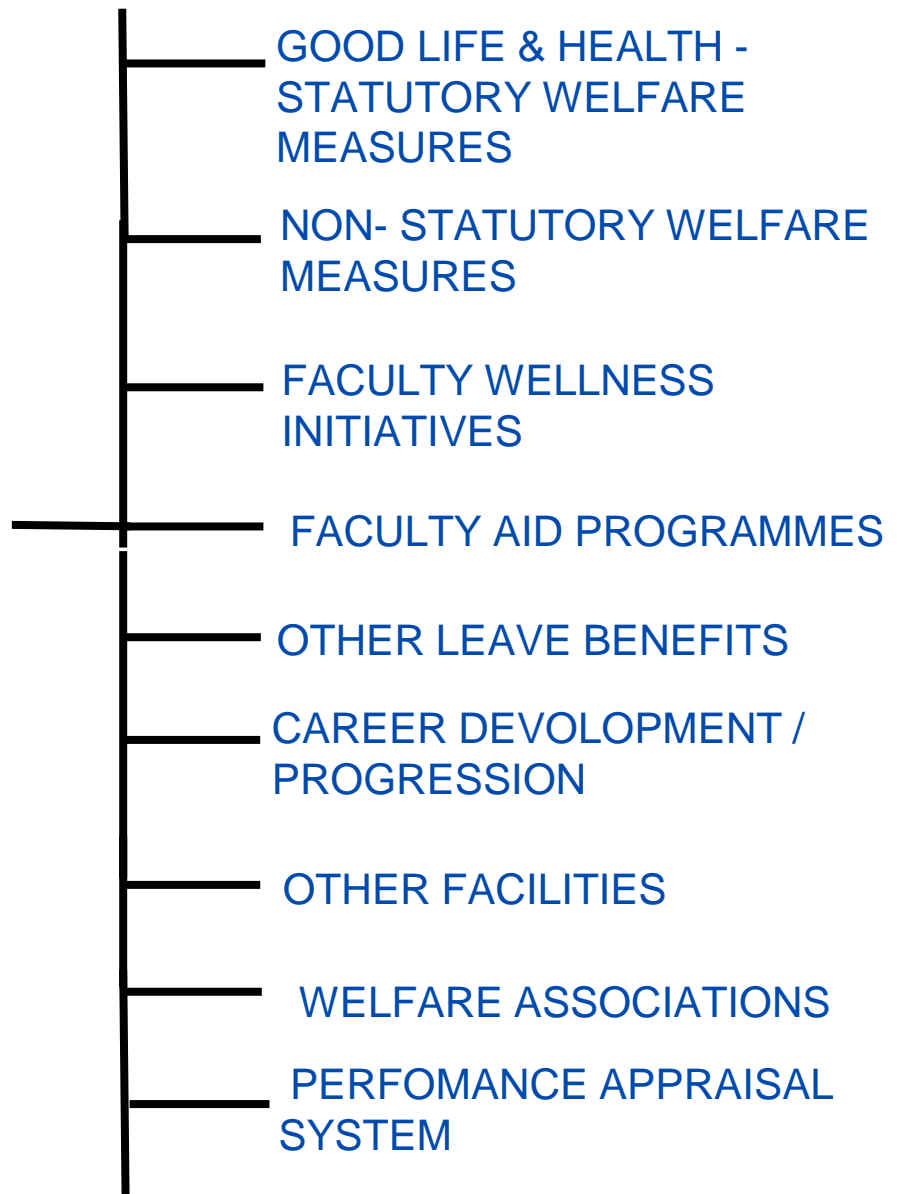
6.3 FACULTY EMPOWERMENT STRATEGIES

6.3 - FACULTY EMPOWERMENT STRATEGIES

- **The institution has implemented a robust performance appraisal system, comprehensive welfare measures for both teaching and non-teaching staff and established pathways for career development and progression.**
- **MES Asmabi College offers effective welfare measures for both the self financing and aided staff. We ensure all the welfare measures of the government are made available and have instituted similar schemes for the self financing staff. This coupled with the crucial support of the college promotes equity and fosters a happy and productive environment.**

6.3 - FACULTY EMPOWERMENT STRATEGIES

WELFARE SCHEMES & STRATEGIES



WELFARE SCHEMES & STRATEGIES

**I. GOOD LIFE & HEALTH-
STATUTORY WELFARE MEASURES**

GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- General Provident Fund & Employees Provident Fund

COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With) 174
EMPLOYEES' PROVIDENT FUND ORGANISATION
 TRRN 2732401001079
 ECR Id:68430289
 LIN :195042484

Establishment Code & Name : KRKCH2072394000 - M.E.S.ASMABI COLLEGE P.VEMBALLUR
 Address : Mee Asmabi College, P.Vemballur, P.Vemballur, THIRISSUR, KERALA
 Dates for the wage month of April 2023

| | EPF | EPF | EDLI |
|--------------------|----------|----------|----------|
| Total Subscribers: | 28 | 28 | 28 |
| Total Wages: | 3,38,920 | 3,38,920 | 3,38,920 |

| SL. | PARTICULARS | AC.01 (Rs.) | AC.02 (Rs.) | AC.10 (Rs.) | AC.21 (Rs.) | AC.22 (Rs.) | TOTAL |
|---|------------------------|-------------|-------------|-------------|-------------|-------------|---------------|
| 1 | Administration Charges | 0 | 1,695 | 0 | 0 | 0 | 1,695 |
| 2 | Employee's Share Of | 12,435 | 0 | 28,237 | 1,695 | 0 | 42,367 |
| 3 | Employer's Share Of | 40,670 | 0 | 0 | 0 | 0 | 40,670 |
| Grand Total: Eighty-Four Thousand Seven Hundred Thirty-Seven Rupees Only | | | | | | | 84,732 |

(This is a system generated challan on 08-MAY-2023 12:11, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.
 Note - The following amounts are being remitted directly by Government of India on account of PMRPY / AGRY.

| | PMRPY | AGRY |
|---|--------|------|
| A) AC no 1 (Employer share) (Rs.) - | 0 | 0 |
| B) AC no 10 (Pension fund) (Rs.) - | 0 | 0 |
| C) AC no 1 (Employee share) (Rs.) - | 0 | 0 |
| D) Total (A + B + C) (Rs.) - | 0 | 0 |
| E) Total remittance by Employer (Rs.) - | 84,732 | |
| F) Total amount of uploaded ECR (D + E) (Rs.) - | 84,732 | |

Principal
 M.E.S. ASMAABI COLLEGE
 P.VEMBALLUR
 THIRISSUR DISTRICT
 KERALA

Employees' Provident Fund Organization
 Employees' Provident Fund Organization
 Bhavohya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066
 Generated On 05/02/2024 14:32

Payment Confirmation Receipt

| | |
|-----------------------------|------------------------------------|
| TRRN No : | 2732401001079 |
| Challan Status : | Payment Confirmed |
| Challan Generated On : | 04-JAN-2024 11:15:42 |
| Establishment ID : | KRKCH2072394000 |
| Establishment Name : | M.E.S. ASMAABI COLLEGE P.VEMBALLUR |
| Challan Type : | Monthly Contribution Challan |
| Total Members : | 28 |
| Wage Month : | DEC-2023 |
| Total Amount (Rs) : | 81,469 |
| Account-1 Amount (Rs) : | 51,063 |
| Account-2 Amount (Rs) : | 1,629 |
| Account-10 Amount (Rs) : | 27,149 |
| Account-21 Amount (Rs) : | 1,628 |
| Account-22 Amount (Rs) : | 0 |
| Payment Confirmation Bank : | State Bank of India |
| CRN : | 002170124221336 |
| Payment Date : | 17-JAN-2024 |
| Payment Confirmation Date : | 17-JAN-2024 |
| Total PMRPY Benefit : | 0 |

Principal
 M.E.S. ASMAABI COLLEGE
 P.VEMBALLUR
 THIRISSUR DISTRICT
 KERALA

General Provident Fund is a saving scheme aimed at providing financial security to aided staff. Management equal contribution along side self financing staff to the EPF fosters financial equity within the organisation.

GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- State Life Insurance

Below ₹ 2658848 Rupees Twenty Six Lakh Fifty Eight Thousand Eight Hundred And Forty Eight
 Form TR 51
 [Vide GO(P) No.391/2015/Fin dated, 07.09.2015]
DETAILED PAY BILL OF GAZETTED/NON-GAZETTED ESTABLISHMENT/WAGES
 Name Of Treasury: Sub Treasury, Kodungallur (2303)

Computer Sequence No./Token No. _____ Date _____
 Scroll No. _____

Dept Code: 16A DDO Code: 2303-16A-022
 Name of Office: MES ASMABI COLLEGE P VEMBALLUR
 Bill No: 21411454
 Head of Account 2202-03-104-99-00-01-01 SALARY Plan(P)/Non-Plan(N) N Voted(v)/Charged(c) V
 TS
 Received for the Period:(From) 01/03/2024 (To) 31/03/2024

ABSTRACT OF THE BILL

| CODE | A. DUES | Total In ₹ | CODE | B. DEDUCTIONS | Total In ₹ |
|------|------------------------|------------|------|-------------------------------|------------|
| 01 | Pay/LS/SP/Wages/TP | 2648910 | 129 | State Life Insurance-sub(129) | 44500 |
| 22 | DA/ADA | 701485 | 301 | Family Benefit Scheme(301) | 50 |
| 23 | House Rent Allowance | 102292 | 324 | Group Insurance Scheme(324) | 29100 |
| 96 | Academic Grade Pay(96) | 29000 | 303 | LIC Premium(303) | 82145 |
| 06 | Special Allowance(06) | 6750 | 311 | Income tax(311) | 263700 |
| | | | 122 | Kerala Pvt Colg Staff PF(122) | 233580 |
| | | | 390 | NPS indv Contribn-State(390) | 74445 |
| | | | 449 | MEDISEP State Employee | 15500 |
| | | | 398 | Arrear to KPCCPF(398) | 13350 |
| | | | 429 | Co.op./EXTERNAL RECOVERY | 20000 |
| | | | 149 | Krta Pvt College StaffPF(149) | 38400 |
| | | | 419 | NPS indvContribArr-State(419) | 3818 |

Total A Gross : 3488437
 Total = A - B : 2658847

DR. A. SNU
 PRINCIPAL
 MES, ASMABI COLLEGE
 P. VEMBALLUR P.O.,
 KODUNGALLUR- 680 671

Total B : 829590
 Received ₹ 2658847

Rupees Twenty Six Lakh Fifty Eight Thousand Eight Hundred And Forty Seven

Digitally signed by A.D.A.U.
 Date: 2024.03.30 02:45:31 +05:30

Signature, Name and Designation of Drawing and Disbursing Officer _____

FOR TREASURY USE ONLY

Pay ₹(Rupees..... only)
 In Cash/Cheque.....(Rupees..... only)
 by RBR and ₹(Rupees..... only)by TC
 POC No..... Date

Accountant _____ Treasury Officer _____

Received Pay Order Cheque _____ Pay Order Cheque issued by
 Signature of Recipient _____ Accountant _____

This bill has been generated based on the data digitally authenticated by designated officer.
 Spark Code : 53025 27975 96698 84077

The State Life Insurance scheme provides financial protection to the staff .

GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- Group Insurance Scheme

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[Vide GO(P) No.391/2015/Fin dated, 07.09.2015]
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Computer Sequence No./Token No. _____ Date _____
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Head of Account 2202-03-104-99-00-01-01 SALARY Plan(P)/Non-Plan(N) N Voted(v)/Charged(c) V
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Signature, Name and Designation of Drawing and Disbursing Officer _____

FOR TREASURY USE ONLY

Pay ₹(Rupees..... only)
In Cash/Cheque(Rupees..... only)
by RBR and ₹(Rupees..... only)by TC
POC No..... Date

Accountant _____ Treasury Officer _____

Received Pay Order Cheque _____ Pay Order Cheque issued by
Signature of Recipient _____ Accountant _____

This bill has been generated based on the data digitally authenticated by designated officer.
Spark Code : 53025 27975 96698 84077

This scheme ensures comprehensive financial protection and support to the staff.

GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- MEDISEP (Medical Insurance)



Verified/Rejected Users


| Sl.No | PEN/PPONO/ID | MEDISEP ID | Name | DOB | Aadhaar | DOR | Mobile |
|-------|--------------|------------|----------------------|------------|---------|------------|------------|
| 1 | 465117 | 1963472 | Dr. Kesavan K. | 02/01/1970 | 0968 | 31/01/2026 | 9495247407 |
| 2 | 465118 | 1963473 | Shiba A Nair | 01/06/1968 | 1949 | 31/03/2024 | 9846262611 |
| 3 | 465151 | 1963483 | Dr. Biju A. | 31/05/1968 | 7841 | 31/05/2024 | 9447520841 |
| 4 | 468227 | 1964743 | Sheena P A. | 02/03/1968 | 6760 | 31/03/2024 | 9847654406 |
| 5 | 469747 | 1965534 | Sadaruddeen K A. | 10/05/1969 | 9487 | 31/05/2025 | 9539166365 |
| 6 | 469797 | 1965548 | Sakkeena M K. | 20/03/1977 | 8162 | 31/03/2033 | 9745099787 |
| 7 | 469813 | 1965557 | Yakkathali P P. | 20/03/1968 | 7859 | 31/03/2024 | 9446633274 |
| 8 | 679493 | 1968958 | Dr. SANJEEV KUMAR K. | 18/05/1980 | 7894 | 31/03/2036 | 9497251102 |
| 9 | 680666 | 1969210 | SHINEY C N. | 31/05/1984 | 2124 | 31/03/2040 | 8129486620 |
| 10 | 680667 | 1969211 | DEEPA K A. | 15/04/1984 | 0197 | 31/03/2040 | 9895335357 |
| 11 | 680668 | 1969212 | BINDIL M B. | 02/04/1972 | 4590 | 30/04/2028 | 9847374706 |
| 12 | 680671 | 1969214 | SHAHREEDHA T M. | 28/05/1985 | 9002 | 31/03/2041 | 9895993276 |
| 13 | 680672 | 1969215 | REENA MOHAMED P M. | 16/12/1974 | 3183 | 31/03/2031 | 9497657566 |
| 14 | 692960 | 1969814 | JEENA P M. | 17/05/1979 | 2890 | 31/03/2035 | 9747431475 |
| 15 | 696760 | 1969924 | PRINCY FRANCIS. | 10/05/1979 | 5944 | 31/03/2035 | 9746568091 |
| 16 | 718082 | 1970685 | DIHANYA K. | 05/05/1982 | 9322 | 31/03/2038 | 9496129594 |
| 17 | 723076 | 1970963 | GIRIJA T P. | 20/04/1979 | 4545 | 31/03/2035 | 9526570267 |
| 18 | 723078 | 1970965 | MOHAMMED AREEJ E M. | 31/05/1985 | 8264 | 31/03/2041 | 9496844901 |

MEDISEP offers financial support for the medical needs of the aided staff.

GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- Employees State Insurance (ESI)

View Contribution History https://www.esic.in/InsuranceGlobalWebV4/RevenueOne/Month...



ESIC
 Employees' State Insurance Corporation

Insurance

User Login: 54000249560001303 Monday, May 08, 2023 11:31:38 AM

Monthly Contribution - View History


View History Required Fields

Employer Code: 54000249560001303 Apr 2023 View Cancel

| TotalContribution | TotalEmployerContribution | TotalContribution | TotalGovernmentContribution | TotalMonthlyWages |
|---------------------|---------------------------|-------------------|-----------------------------|-------------------|
| 2484.00 | 10715.00 | 13199.00 | 0.00 | 329675.00 |
| MC Period : 2023Apr | | | | |

| SI No. | DIP | Insurance Number | Insured Person | No. of Days Worked | Total Monthly Wages | IP Contribution | Reason |
|--------|-----|------------------|----------------------|--------------------|---------------------|-----------------|----------|
| 1 | - | 4708156875 | MUHAMMED MUNEEB K J | 26 | 11000.00 | 83.00 | - |
| 2 | - | 5403910551 | NISHA MD | 26 | 9350.00 | 71.00 | - |
| 3 | - | 5403910556 | RASEENA P M | 26 | 10285.00 | 78.00 | - |
| 4 | - | 5403914621 | NAJULA K M | 26 | 10010.00 | 76.00 | - |
| 5 | - | 5403914625 | NASIYA M | 26 | 9580.00 | 73.00 | - |
| 6 | - | 5403914796 | RAJEEB P B | 26 | 13200.00 | 99.00 | - |
| 7 | - | 5403914800 | SOUDHA P M | 26 | 14300.00 | 108.00 | - |
| 8 | - | 5403914805 | SURESH BABU P V | 26 | 17600.00 | 132.00 | - |
| 9 | - | 5403914808 | ZEENATH P A | 26 | 13200.00 | 99.00 | - |
| 10 | - | 5403914845 | MUHAMMED SHAREEF M A | 26 | 12100.00 | 91.00 | - |
| 11 | - | 5403914849 | HASEENA P H | 26 | 10000.00 | 75.00 | - |
| 12 | - | 5403914855 | SHELIKA | 26 | 13200.00 | 99.00 | - |
| 13 | - | 5403914897 | RASMI K P | 26 | 11000.00 | 83.00 | - |
| 14 | - | 5403914997 | HASEENA M H | 26 | 10000.00 | 75.00 | - |
| 15 | - | 5403915015 | SUNAMA NAZAR | 26 | 13200.00 | 99.00 | On Leave |
| 16 | - | 5403915243 | NAJMA NAZEER | 26 | 11495.00 | 87.00 | - |
| 17 | - | 5403915250 | SUMAYYA K I | 26 | 9680.00 | 73.00 | - |
| 18 | - | 5403916689 | SMITHA M B | 26 | 9000.00 | 68.00 | - |
| 19 | - | 5403917369 | ABDUL SALAM | 26 | 12650.00 | 95.00 | - |
| 20 | - | 5403920078 | K M IQBAL | 26 | 11000.00 | 83.00 | - |
| 21 | - | 5403920080 | KUMARAN M R | 26 | 10000.00 | 75.00 | - |
| 22 | - | 5403920090 | MUHAMMED | 26 | 11000.00 | 83.00 | - |
| 23 | - | 5403938926 | SEENATH M A | 26 | 12400.00 | 93.00 | - |
| 24 | - | 5403939323 | MINILA H LAL | 26 | 9075.00 | 69.00 | - |
| 25 | - | 7204416360 | UNNIKRISHNAN P R | 26 | 12650.00 | 95.00 | - |
| 26 | - | 5403962189 | ANEES VA | 26 | 11000.00 | 83.00 | - |
| 27 | - | 5403964656 | SAJITHA | 26 | 14300.00 | 108.00 | - |
| 28 | - | 5403996688 | SHEJIL P K | 26 | 14300.00 | 108.00 | - |
| 29 | - | 5403996715 | | 26 | | | |

Print Cancel



PRINCIPAL
 M.E.S. K.S.M.A.B.I. COLLEGE,
 P.O. VEMBALLUR,
 KODUNGALLUR - 686 877

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08-05-2023, 11:30

The management contributes the same amount as that of teachers in the self financing staff through the Employee State Insurance Scheme to ensure that their medical expenses are covered.

GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- Paternity & Maternity Benefits

The Muslim Educational Society (Regd.), Calicut
Registered under the Societies Registration Act XXI of 1860
Exempted under Section 80 (C) and also exempted under Clause (IV) of Sub Section (2) C) of Section 10 of Income Tax Act 1961
Kannur Road, Nadakkavu, P.O, Calicut - 673 011 Kerala State-South India; Tel: 0495-2369321, 2761189, 2766577
Website: www.meskerala.com; E-mail: meskerala@gmail.com

Proceedings of the Corporate Manager, MES Colleges
(Present: Dr.K.A.Hashim)

Sub:- MES Colleges- MES Asmabi College,P.Vemballur-Dr.Ansar E.B, Assistant Professor in Chemistry -Paternity leave- Sanctioned - Orders issued.

Order No. MES/AC/E-252/23 dated 21.06.2023.

Ref: 1. G.O. (P) No 342/2011/Fin dated 11.08.2011,
2. Application dated 09.06.2023 from Dr.Ansar.E.B.
3. Letter No.AC3/Estt/17/23 dated 09.06.2023 of the Principal,MES Asmabi College, P.Vemballur.

ORDER

Dr.Ansar.E.B., Assistant Professor in Chemistry, MES Asmabi College,P. Vemballur is sanctioned paternity leave for 10 days from 13.06.2023 to 22.06.2023 as per existing rules. After expiry of leave he will join duty in the same post. Certified that he would have officiated as Assistant Professor but for his proceeding on leave.

Sd/-
Dr. K.A.Hashim
Corporate Manager

To The incumbent through the Principal, MES Asmabi College, P. Vemballur.

Copy to: 1. The Principal, MES Asmabi College, P.Vemballur,
2. The Deputy Director of Collegiate Education, Thrissur.
3. The Bills.
4. Personal file/Stock file.

Forwarded by order
Administrative Officer
- Administrative Officer
The Muslim Educational Society (Regd.)
MES Women's College Campus
Nadakkavu, Calicut - 673 011

Paternity benefits include days paid leave for fathers to support and bond with new born child. Maternity benefits include 6 months paid leave for mothers.

GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- Contributory Pension

| ACCOUNT ENFORCEMENT . | | DATE:- 16/10/2020 | |
|---|---------------------|-------------------|-------------------|
| REG NO. | 1020488420 | PR NO. | 2102062572/P-2/1. |
| NAME OF PENSIONER | MOHAMED NASSER KM ✓ | | |
| DOR | 31/05/2020 ✓ | DOD | |
| NET QUALIFYING SERVICE | 27 Years | 6 Months | 11 Days |
| | | | 28 NQS |
| PLACE OF PAYMENT | KODUNGALLUR ✓ | Sub Treasury | |
| AVG. EMOL. | 76000.00 ✓ | LAST PAY | 76000.00 ✓ |
| DA FOR DCRG | ***** (148%) ✓ | DP | .00 |
| SCALE OF PAY | 37400-67000+9000 ✓ | | |
| PENSIONARY BENEFITS ADMITTED | | | |
| AMOUNT OF PENSION | 35467.00 ✓ | PENSION FROM | 01/06/2020 ✓ |
| FP HIGHER RATE | 35467.00 ✓ | HIGHER RATE TILL | 23/05/2027 ✓ |
| FP NORMAL RATE | 22800.00 ✓ | NORMAL RATE FROM | 24/05/2027 ✓ |
| GROSS GRATUITY | 1400000.00 ✓ | SRVC. GRTY | .00 |
| GRATUITY NOW AUTHD. | 1400000.00 ✓ | DCRG WITHHELD. | |
| AMOUNT OF COMMUTED | 14186.00 ✓ | CVP NOW AUTHD. | 1889576 ✓ |
| REDUCED PENSION | 21281 ✓ | TOTAL CVP | 1889576 ✓ |
| AUTHORITY DETAILS FP NAME :- SHEEBA NH ✓ | | | |
| RPO/FPPO | 112076907 | CPO | 132076907 |
| GPO | 122076907 | S.GPO | |

Asst.Accounts Officer
8/10/20

This is a retirement plan where the staff and government make regular contributions to fund the pension.

GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- Festival Allowance

MES ASMABI COLLEGE,P.VEMBALLUR
ONAM ALLOWANCE STATEMENT FOT THE MONTH AUGUST 2023

| SL.NO. | NAME | SALARY | ONAM ALLOWANCE |
|--------|---------------|-----------|----------------|
| 1 | Sinsy Siddiq | 24,684.00 | 1,500.00 |
| 2 | Liji. T | 27,951.00 | 1,500.00 |
| 3 | Nisha M D | 20,570.00 | 1,500.00 |
| 4 | Lathif Penath | 26,620.00 | 1,500.00 |
| 5 | Sumayya K.I | 21,296.00 | 1,500.00 |
| 6 | Jabin T.H | 29,282.00 | 1,500.00 |
| 7 | Nasiya. P.M. | 21,296.00 | 1,500.00 |
| 8 | Anu. S. | 21,296.00 | 1,500.00 |
| 9 | Shiji T.S | 28,677.00 | 1,500.00 |
| 10 | Ramisha K.C | 28,677.00 | 1,500.00 |
| 11 | Shahija V.A | 28,677.00 | 1,500.00 |
| 12 | Raseena P.M. | 22,627.00 | 1,500.00 |
| 13 | Reshma.A.R | 25,289.00 | 1,500.00 |
| 14 | Krishnapriya | 23,958.00 | 1,500.00 |
| 15 | Dhnil. K.V | 26,015.00 | 1,500.00 |
| 16 | ABDUL YAFIZ | 28600.00 | 1,500.00 |
| 17 | DR.SAYANA K.A | 26620.00 | 1,500.00 |
| 18 | UJWALA NAVAS | 23958.00 | 1,500.00 |
| 19 | SUGAINA | 23958.00 | 1,500.00 |
| 20 | MYNAG SURESH | 23958.00 | 1,500.00 |
| 21 | REEBA P.B. | 21175.00 | 1,500.00 |
| 22 | DALIYA | 16,500.00 | 1,500.00 |
| 23 | RESHMA K R | 16,500.00 | 1,500.00 |
| 24 | FARHANA | 18150.00 | 1,500.00 |
| 25 | SHAFNA A.S | 20570.00 | 1,500.00 |




The government gives Rs.2750 as festival allowance for the aided staff. The management offers Rs.1500 festival allowance to the self-financing staff ensuring a fair and equitable treatment.

GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- House Rent Allowance

Below ₹ 2658848 Rupees Twenty Six Lakh Fifty Eight Thousand Eight Hundred And Forty Eight

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[Vide GO(P) No.381/2015/Fin dated. 07.09.2015]

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Date: 2024.03.30 02:48:51 +05:30

Signature, Name and Designation of Drawing and Disbursing Officer

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In Cash/Cheque.....(Rupees.....only)
by RBR and ₹(Rupees.....only)by TC
POC No..... Date.....
Accountant Treasury Officer

Received Pay Order Cheque Pay Order Cheque Issued by
Signature of Recipient Accountant

This bill has been generated based on the data digitally authenticated by designated officer.
Spark Code : 53025 27975 96698 84077


The government provides a fixed amount as House Rent Allowance for aided staff.

GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- Vacation Salary

MES ASMABI COLLEGE,P.VEMBALLUR
GUEST VACATION SALARY STATEMENT FOR THE MONTH MAY 2023

| SL.NO. | NAME | SALARY |
|--------|----------------|-----------|
| 1 | SINCY SIDDIQ | 12,342.00 |
| 2 | LILIT | 13,976.00 |
| 3 | NISHA,M.D | 10,285.00 |
| 4 | LATHI PENATH | 11,979.00 |
| 5 | SUMAYYA,K.I | 10,648.00 |
| 6 | JABIN,T.H | 14,641.00 |
| 7 | NASIYA,P.M | 10,648.00 |
| 8 | ANUS | 10,648.00 |
| 9 | SHULTS | 14,339.00 |
| 10 | KAMISHA,K.C | 14,339.00 |
| 11 | SHAHJAYA | 14,339.00 |
| 12 | RASEENA,P.M | 11,314.00 |
| 13 | RESHMA,A.R | 12,645.00 |
| 14 | KRISHNAPRIYA | 13,979.00 |
| 15 | DHINEKV | 13,008.00 |
| 16 | ABDUL YAFIZ | 14300.00 |
| 17 | SAYANA,K.A | 13310.00 |
| 18 | UJWALA NAVAS | 11979.00 |
| 19 | SUGAINA | 7185.00 |
| 20 | MYNAGE SURESH | 13979.00 |
| 21 | KEEBA P.B. | 10588.00 |
| 22 | DALIYA | 8,250.00 |
| 23 | RESHMA K.R | 8,250.00 |
| 24 | FARHANA NASAR | 8,250.00 |
| 25 | SHAFNA A.S | 6957.00 |
| 26 | ANJANA,T.T | 10285.00 |
| 27 | MAMATHA THILAK | 8500.00 |
| 28 | VAISHNA,P.U | 7933.00 |
| 29 | RASITHA,M.S | 8500.00 |
| 30 | RASMIN ISMAIL | 8500.00 |
| 31 | SRUTHI DINESH | 8750.00 |
| 32 | RAJMA NAZIER | 12645.00 |
| 33 | SUNAINA | 11220.00 |
| 34 | SRUTHI,P.S | 8750.00 |
| 35 | PRASOON,T.P | 11979.00 |


 PRINCIPAL
 M.E.S. ASMABI COLLEGE
 P.O. VEMBALLUR,
 KUDLUNGALLUR-550971

MES Asmabi college ensures equitable treatment to its staff by providing vacation salary to self financing teachers. This measure acknowledges their dedication and commitment, contributing to a fair and supportive work environment.

WELFARE SCHEMES & STRATEGIES

II. NON –STATUTORY WELFARE MEASURES

NON-STATUTORY WELFARE MEASURES

- Preference to Wards of the Staff for Admission to Various Programmes with Fee Waiver or Concession.

| Name of the ward | Name of the faculty and Designation | Name of the course to which admitted | Year of Admission |
|------------------|-------------------------------------|--|-------------------|
| Abhirami M.V | Smitha(Lab Assistant) | BSc (Aquaculture) | 2021 |
| Irfana K I | Iqbal K.M(Security Staff) | M.ES Higher secondary School +2 (Commerce) | 2021 |



MES Asmabi college prioritizes the admission of wards of its staff members to various programs, extending a generous policy of fee waivers or concessions. This commitment reflects our dedication to supporting the educational pursuits of our employees families and fostering a sense of community within the institution.

NON-STATUTORY WELFARE MEASURES

- Open Gymnasium & Health Club



MES Asmabi college provides state-of-the-art open gymnasium and health club facilities for staff members. These facilities aim to promote a healthy work-life balance by offering opportunities for physical fitness and well-being, contributing to positive and energized professional environment.

WELFARE SCHEMES & STRATEGIES

III. FACULTY WELLNESS INITIATIVES

FACULTY WELLNESS INITIATIVES

- Annual Picnics & Celebration of Festivals



FACULTY WELLNESS INITIATIVES



MES Asmabi College organizes an annual picnic, staff day celebration and festive events, fostering a vibrant community spirit. These occasions provide staff members with opportunities to relax, bond and celebrate together, enhancing the collegial atmosphere in the institution.

FACULTY WELLNESS INITIATIVES

- Sports



MES Asmabi college hosts engaging sports events for faculty promoting physical well being and camaraderie among staff members. These events provide a platform for healthy competition, fostering a healthy and active life style within the academic community.

WELFARE SCHEMES & STRATEGIES



IV. FACULTY AID PROGRAMMES

FACULTY AID PROGRAMME

- Salary Advance

MES ASMABI COLLEGE, P. VEMBALLUR
SALARY ADVANCE (GOVT GUEST) FOR THE MONTH AUGUST 2023

| Sl.No | Name of teacher | Salary |
|-------|-----------------|--------|
| 1 | SUSEEL T S | 10000 |
| 2 | M P NISAR | 10000 |
| 3 | SHANILKUMAR | 10000 |
| 4 | SABEENA | 10000 |
| 5 | KEERTHANA | 10000 |
| 6 | SAFEERA.T.A | 10000 |
| 7 | SREELAKSHMI T P | 10000 |
| 8 | NISHA P K | 10000 |
| 9 | SUNNIYA ABDU | 10000 |
| 10 | MANJU.K.M | 10000 |
| 11 | JISWIN VARGHESE | 10000 |
| 12 | SRUTHY N S | 10000 |
| 13 | JASNA N M | 10000 |
| 14 | DR.EBITHA IQBAL | 10000 |



PRINCIPAL
M. E. S. ASMABI COLLEGE
P. O. P. VEMBALLUR
KUDUNGALLUR-550577

MES Asmabi College supports its teachers by providing salary advance when needed. This initiative reflects the institutions commitment to the well being of its staff ensuring they have access to timely financial support during unforeseen circumstances.

WELFARE SCHEMES & STRATEGIES

V. OTHER LEAVE BENEFITS

OTHER LEAVE BENEFITS

- Casual Leave

M. E. S. ASMABI COLLEGE
P. VEMBALLUR

Application for Casual leave

Name : Dr. Basheer PT
Designation : Assistant Professor
No: of leave required : One day
Day & date of leave : 15/03/2024
Reason for leave : Personal
No: of leave already availed : One
No: of leave on Credit : 14
Signature : *[Handwritten Signature]*
Place : P. Vemballur
Date : 14/03/2024

Work arrangement


Recommendation of H. O. D. / Supdt. *[Handwritten Signature]*
Granted / Not Granted *[Handwritten Signature]*

[Handwritten Signature]
PRINCIPAL.

MES Asmabi college grants teachers the flexibility of casual leave, allowing them to address personal or unforeseen matters. This policy recognizes the importance of work-life balance and acknowledges the individual needs of faculty members, contributing to a supportive and understanding workplace culture .

OTHER LEAVE BENEFITS

- Earned Leave



M.E.S. ASMABI COLLEGE
 Re-accredited by NAAC with 'B++' Grade
 P.Vemballur, P.O. - 680671,
 Kodungallur, Thrissur Dist.
 Email: principal.mesasmabi@gmail.com
 Web: www.mesasmabicollege.edu.in

Tel.: Office : 0480-2850596
 Principal : 9447520541

PROCEEDINGS OF THE PRINCIPAL- MES ASMABI COLLEGE, P.VEMBALLUR

Sub: MES Asmabi College, P.Vemballur- Establishment -Earned Leave to the
 Members of Teaching Staff- orders issued
Order No.D1/TS/EL/01/2023 dated 17.11.2023

Sub:1. G.O.(P) 821/2000 Fin dated 19.04.2000
 2. G.O.(P) 7/2016 Fin dated 20.01.2016
 3. G.O.(P) 10/2016 Fin dated 21.06.2016
 4. Letter No. D1/26860/2018/Coll.Edn, DCE dated 14/10/2019


ORDER

The following teaching staff of this college has submitted the duty certificate of the supervision, invigilation and evaluation duty they have done during April/May 2022. Therefore sanction is accorded to enter the E/L at their credit as shown below.

| Sl. No | Name & Designation | Leave already at credit | Period | | Date of duty | Inte even ing. Hrs. days | Total days | No. E/L | Total (column 3+9) |
|--------|-----------------------------------|-------------------------|------------|------------|--|--------------------------|------------|---------|--------------------|
| | | | From | To | | | | | |
| 1 | Dhanva.P.R Assistant Professor | 7 | 01/04/2023 | 31/05/2023 | 24/04/2023 26/04/2023 02/05/2023 03/05/2023 04/05/2023 05/05/2023 29/05/2023 31/05/2023 | Nil | 8 | 4 | 11 |

The detail of Earned Leave has been recorded in the service book of the above named.

PRINCIPAL




PRINCIPAL
 M.E.S. ASMABI COLLEGE
 P.O. VEMBALLUR,
 KODUNGALLUR-680671

1. The Deputy Director of Collegiate Education, Thrissur
2. The Principal MES Asmabi College, P.Vemballur
3. Bill Section

Earned leave for teachers provides them with a designated period of time off based on their accrued service. The earned leave policy contributes to a positive and sustainable working environment in the college

OTHER LEAVE BENEFITS


- Special Casual Leave

| | | |
|--|---|--|
|  | M.E.S. ASMABI COLLEGE Re-accredited by N/AAC with 'B++' Grade P.Vembalur, P.O. - 680671 Kodungallur, Thrissur Dt. Email: principal.mesasmabi@gmail.com Web: www.mesasmabi.ac.in | Tel: Office : 0480-2850596 Principal : 9447520841 |
| AC3 Estu/17/2022 | <i>o/c</i> | Despatch No - 6259 01/02/23 |
| | | 30.01.2023 |
| To | The Corporate Manager MES Aided Colleges Fathima Gafoor Memorial Women's College Campus IMA Hall Road, Nadakkavu P.O. Calicut-673011 | |
| Sir, | Sub :- Leave other than Casual Leave-Special Casual Leave-Smt – Shaheedha T.M - forwarding of- | |
| I am forwarding here with an application for the Special Casual Leave as shown below. | | |
| Sl.No | Name & Designation | Nature, Days & Period of the leave |
| 1 | Smt Shaheedha T M Assistant Professor | Special Casual Leave for 27 days from 05/01/2023 to 31/01/2023 |
| The leave in respect of the Teacher may please be sanctioned and the orders in this regard be issued at your earliest. | | |
| Encl: 1. Leave Application 2. Filled in proceedings (4 copies) 3. G.O.(P) No.447/2013/Fin Dated 09.09.2013 | | Yours Faithfully  PRINCIPAL M.E.S. ASMABI COLLEGE P.O.P.VEMBALUR KODUNGALLUR-680 671 |

This is typically given for unique situations that may not be covered by regular leave categories.

OTHER LEAVE BENEFITS

- Commuted Leave

 **M.E.S. ASMABI COLLEGE**
Re-accredited by NAAC with 'B++' Grade
P.Vemballur, P.O. - 680671,
Kodungallur, Thrissur Dt.
Email: principal.mesasmabi@gmail.com
Web: www.mesasmabicollege.edu.in

Tel.: Office : 0480-2850596
Principal : 9447520841

AC3/Estt/17/2023 16th October, 2023

To
The Corporate Manager
MES Aided Colleges
Fathima Gafoor Memorial Women's College Campus
IMA Hall Road, Nadakkavu P.O.
Calicut-673011

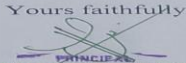
Sir,

Sub :- Leave other than Casual Leave-CML-TS –Dr Haseena V.A.,
Assistant Professor in Economics application - forwarding of-

I am forwarding here with the application from the following teaching staff of this college for the commuted leave as shown below.

| Sl.No | Name & Designation | Nature, Days & Period of the leave |
|-------|--|--|
| 1 | Dr Haseena V.A Assistant Professor of Economics | CML for 01 days from 02.01.20 25 |

The leave in respect of her may please be sanctioned and the orders in this regard be issued at your earliest

Yours faithfully,

PRINCIPAL
M. E. S. ASMABI COLLEGE
P.O. VEMBALLUR,
KODUNGALLUR-680671

Encl: 1. Leave Application
2. Filled in proceedings (4 copies)

Despatch No - 6842
30/10/23

This is admissible in exchange of half pay leave to a aided staff on medical ground.

WELFARE SCHEMES & STRATEGIES

VI. CAREER DEVELOPMENT / PROGRESSION

CAREER DEVELOPMENT/PROGRESSION

- Professional and technical training programmes for skill enhancement.

MES ASMABI COLLEGE
(Govt. Aided, UGC Recognised & Affiliated to University of Calicut)
P.Vemballur, PO. Kodungallur, Thrissur Dt, Kerala 680 671

**HANDS ON TRAINING ON
ARTIFICIAL INTELLIGENCE (AI)
ENHANCED TEACHING AND LEARNING**

FRIDAY
DAY 27-10-2023
TIME 9.30 AM TO 4 PM
VENUE - COMPUTER LAB

RESOURCE PERSON
AMJAD ALI .E.M., M.TECH
PRODUCT OWNER,
MADHYAMAM DIGITAL SOLUTION

**ORGANISED BY INTERNAL QUALITY ASSURANCE CELL
IN ASSOCIATION WITH RESEARCH PROMOTION COUNCIL**

Dr. Shafeer P S
Coordinator, IQAC

Prof. A. BIJU
(Principal)

Dr. Dhanya P R
Coordinator,
Research Promotion Council

**FACULTY DEVELOPMENT
PROGRAMME**

**FOUR YEAR UNDER GRADUATE PROGRAMME
(FYUGP)**

Keynote Speaker:


Dr.Shafeeque.V
Research Officer on Special Duty,
Kerala State Higher Education Reforms
Implementation Cell

**11
December
2023**

10AM

Dr. A Biju
Principal

VENUE: SEMINAR HALL Mohammad Areej E M
Coordinator

**MES ASMABI COLLEGE
P.VEMBALLUR**

MES ASMABI COLLEGE
(GOVT. AIDED, UGC RECOGNISED & AFFILIATED TO UNIVERSITY OF CALICUT
P.VEMBALLUR, PO. KODUNGALLUR, THRISSUR DT, KERALA 680 671)

Prof.Dr.A.Biju
Principal
MES Asmabi college

**WORKSHOP
ON CANVA APP**

**20-12-2023
@ 10 AM** | **COMPUTER LAB**

Organised by IQAC

DR.SHAFEER .P. S
(COORDINATOR, IQAC)

DR. A. BIJU
(PRINCIPAL)

NEP2020 :Perspective of Higher Education
NATIONAL WORKSHOP
ORGANISED BY
DEPARTMENT OF HINDI & COMPUTER APPLICATIONS
M.E.S ASMABI COLLEGE,P.VEMBALLUR KODUNGALLUR THRISUR

Keynote Speaker


Dr C Jayashankar Babu
Central University of Pondichery

30th November, 2023
Offline/Online

Topics of Workshop

- NEP 2020
- NHEEF

Convenors Dr Ranjith.M Smt.Jabin P.H
Joint Convenors Nisha M.D,Nasiya P M, Anu S,Athira VB

"The purpose of education is to make good human beings with skill and expertise. Enlightened human beings can be created by teachers." Dr. A.P.J AbdulKalam

MONITORED BY INTERNAL QUALITY ASSURANCE CELL


WELFARE SCHEMES & STRATEGIES

VII. OTHER FACILITIES

OTHER FACILITIES

- Gratuity for aided staff

| | | | |
|------------------------------|------------------------|-------------------|------------------|
| ACCOUNT ENFORCEMENT . | | DATE:- 16/10/2020 | |
| REG NO. | 1020488420 | PR NO. | 2102062572/P-2/1 |
| NAME OF PENSIONER | MOHAMED NASSER KM ✓ | | |
| DOR | 31/05/2020 ✓ | DOD | |
| NET QUALIFYING SERVICE | 27 Years | 6 Months | 11 Days |
| | 28 NQS | | |
| PLACE OF PAYMENT | KODUNGALLUR ✓ | Sub Treasury | |
| AVG. ENOL. | 76000.00 | LAST PAY | 76000.00 ✓ |
| DA FOR DCRG | ***** (148%) ✓ | DP | .00 |
| SCALE OF PAY | 37400-67000+9000 ✓ | | |
| PENSIONARY BENEFITS ADMITTED | | | |
| AMOUNT OF PENSION | 35467.00 ✓ | PENSION FROM | 01/06/2020 ✓ |
| FP HIGHER RATE | 35467.00 ✓ | HIGHER RATE TILL | 23/05/2027 ✓ |
| FP NORMAL RATE | 22800.00 ✓ | NORMAL RATE FROM | 24/05/2027 ✓ |
| GROSS GRATUITY | 1400000.00 ✓ | SRVC. GRTY | .00 |
| GRATUITY NOW AUTHD. | 1400000.00 ✓ | DCRG WITHHELD. | |
| AMOUNT OF COMMUTED | 14186.00 ✓ | CVP NOW AUTHD. | 1889576 ✓ |
| REDUCED PENSION | 21281 ✓ | TOTAL CVP | 1889576 ✓ |
| AUTHORITY DETAILS | | | |
| | FP NAME :- SHEEBA NH ✓ | | |
| PPO/PPPO | 112076907 | CPO | 132076907 |
| GPO | 122076907 | S.GPO | |


 Asst. Accounts Officer
 19/10/20

OTHER FACILITIES

- Wi-fi facility for staff for their academic purpose

937

MUZIRIS CABLE VISION
ANJANGADI, P.O.VEMBALLUR,PIN 680671, MOB:9388658437

TAX INVOICE

| | | | |
|----------------|----------------------------|------------|-------------|
| Customer Name | MES ASMABI COLLEGE | INVOICE No | TM/23-24/05 |
| Address | P,VEMBALLUR | DATE | 7/15/2023 |
| Mobile / Phone | 85,901,787,009,446,100,000 | BILL MODE | Cash |
| GSTIN | | PLACE | Kerala-32 |
| | | TAX TYPE | |

| Sl No | Description Of Goods | QTY | Rate | Discount | Amount |
|-------|--|-----|--------|----------|--------|
| 1 | MES AQUACULTURE (KFON_60Mb_UL" (09.07.2023 to 08.08.2023) | 1 | 700.00 | - | 700.00 |
| 2 | MES BOTANY (KFON_60Mb_UL" (09.07.2023 to 08.08.2023) | 1 | 600.00 | 0 | 600.00 |
| 3 | MES CHEMESTRY (KFON_60Mb_UL" (09.07.2023 to 08.08.2023) | 1 | 600.00 | 0 | 600.00 |
| 4 | MES ENGLISH (KFON_60Mb_UL" (09.07.2023 to 07.08.2023) | 1 | 600.00 | 0 | 600.00 |
| 5 | MES HISTORY (KFON_60Mb_UL" (09.07.2023 to 08.08.2023) | 1 | 600.00 | 0 | 600.00 |
| 6 | MES LAB(KFON_150Mb_FUP_300G" (09.07.2023 to 08.08.2023) | 1 | 600.00 | 0 | 600.00 |
| 7 | MES LIBRARY (KFON_30Mbps_UL" (23.07.2023 to 22.08.2023) | 1 | 500.00 | 0 | 500.00 |
| 8 | MES MAS (KFON_75Mb_UL" (09.07.2023 to 08.08.2023) | 1 | 900.00 | 0 | 900.00 |
| 9 | MES MATHEMATICS (KFON_60Mb_UL" (09.07.2023 to 08.08.2023) | 1 | 600.00 | 0 | 600.00 |
| 10 | MES PHYSICS (KFON_60Mb_UL" (09.07.2023 to 08.08.2023) | 1 | 600.00 | 0 | 600.00 |
| 11 | MES QUARTERS (KFON_30Mbps_UL" (09.07.2023 to 08.08.2023) | 1 | 500.00 | 0 | 500.00 |
| 12 | MES COMMERCE (KFON_60Mb_UL" (09.07.2023 to 08.08.2023) | 1 | 600.00 | 0 | 600.00 |
| 13 | MES MAIN OFFICE AJIMS P (KFON_80Mb_FUP_750G" (24.07.2023 to 23.08.2023) | 1 | 700.00 | 0 | 700.00 |
| 14 | MES MAIN LAB SMART ROOM(KFON_60Mb_UL" (03.07.2023 to 02.08.2023) | 1 | 600.00 | 0 | 600.00 |
| 15 | MES OFFICE AJIMS 1 (KFON_60Mb_UL" (23.07.2023 to 22.08.2023) | 1 | 600.00 | 0 | 600.00 |
| 16 | MES PRINCIPAL (KFON_150Mb_FUP_300G" (13.07.2023 to 12.08.2023) | 1 | 600.00 | 0 | 600.00 |
| 17 | BVOC Block (KFON_60Mb_UL" (05.07.2023 to 04.08.2023) | 1 | 600.00 | 0 | 600.00 |
| 18 | Mes psychology (KFON_150Mb_FUP_300G (24.07.2023 to 23.08.2023) | 1 | 600.00 | 0 | 600.00 |

| | | |
|--|-------------------|------------------|
| declaration : We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct | Amount Before Tax | 11,100.00 |
| | SGST 9% | |
| | CGST 9% | |
| | Round off | |
| | Net Amount | 11,100.00 |

Amount In Words : Eleven thousand one hundred Rupees and zero paise only.

Thanks For Business with Us

FOR MUZIRIS CABLE VISION

[Signature]

[Signature]

OTHER FACILITIES

- Separate Parking facility is provided for staff



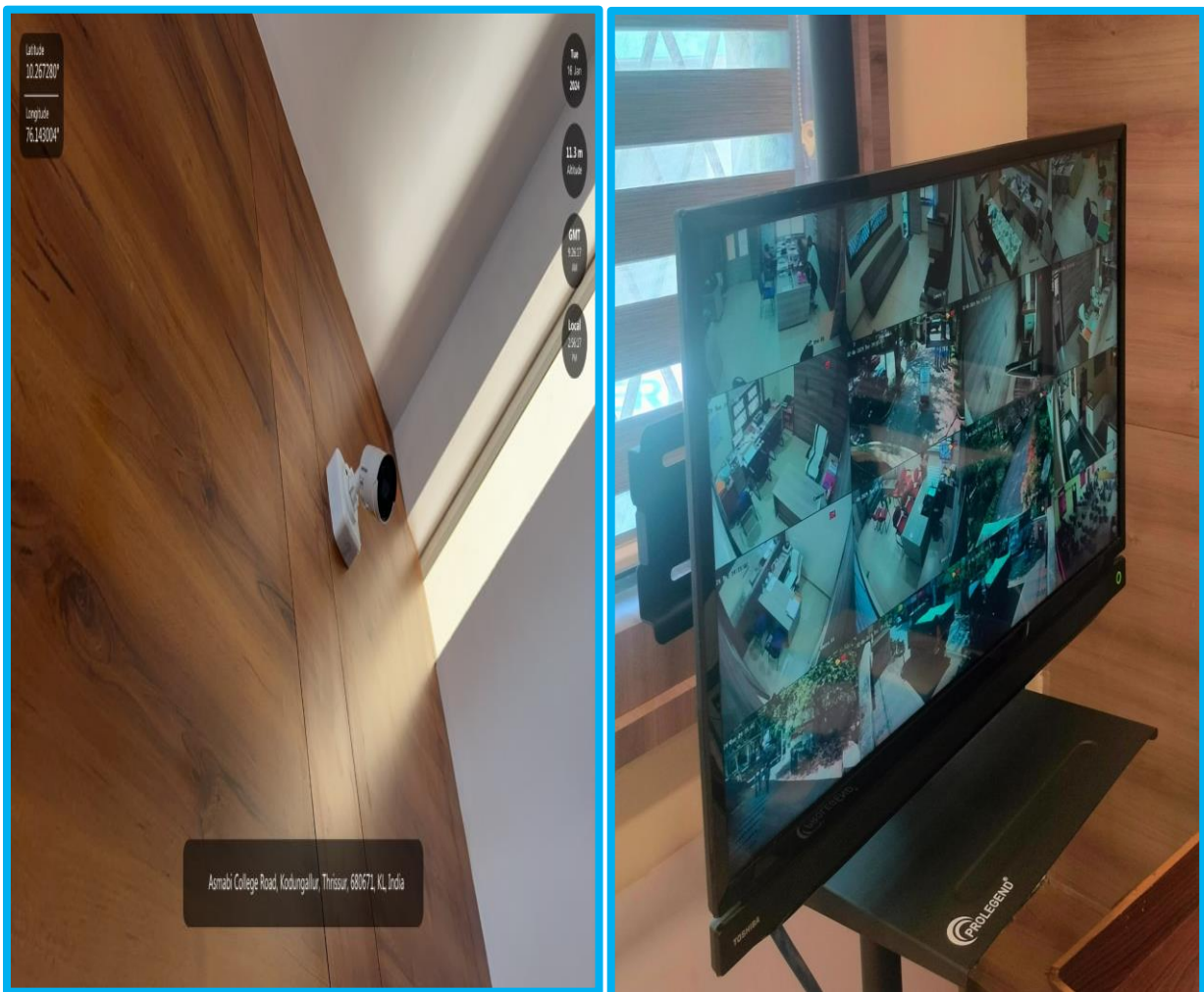
OTHER FACILITIES

- Co-operative Store caters all the needs of staff with stationary items.



OTHER FACILITIES

- Campus security



OTHER FACILITIES

- Free uniform to cleaning staff and security staff



OTHER FACILITIES

- Hostel Accommodation



OTHER FACILITIES

- College Bus



OTHER FACILITIES

- Day-care facility



WELFARE SCHEMES & STRATEGIES

VIII. WELFARE ASSOCIATIONS

WELFARE ASSOCIATIONS

- Honouring the retiring staffs



Honouring the retiring staff Dr. Sheena
P.A, by the Staff association



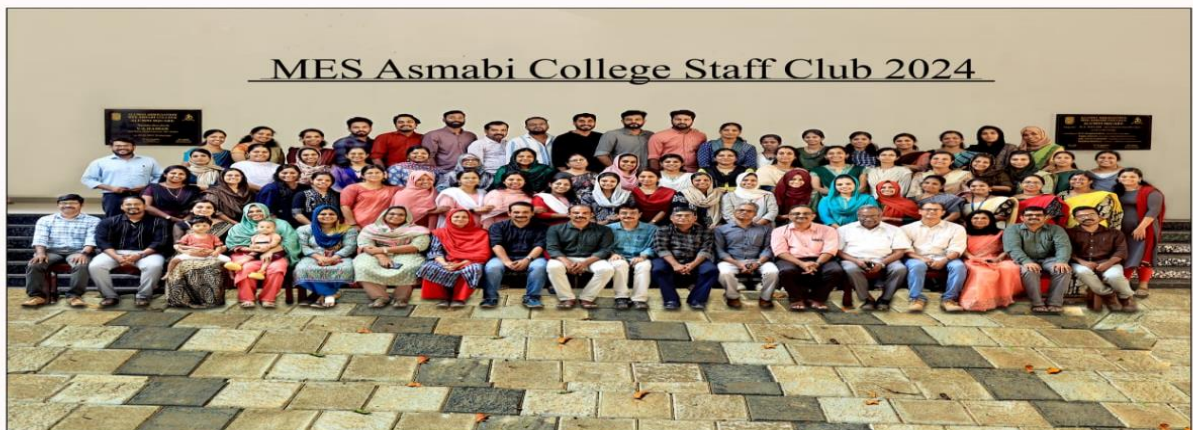
Honouring the retiring staff Sri. Shibu
A Nair, by the Staff association

WELFARE ASSOCIATIONS



Honouring the retiring staff our Principal Prof.(Dr.) A Biju by the Management

- Staff group photo



WELFARE SCHEMES & STRATEGIES

IX. PERFORMANCE APPRAISAL SYSTEM

PERFORMANCE APPRAISAL SYSTEM

- **The institution has a Performance Appraisal System that evaluates its employees on a regular basis to maintain its strict quality parameters.**
- **Through internal and external evaluations as well as self-evaluation processes, it aids teaching and non-teaching employees in advancing their careers**
- **Departmental Mechanism such as regular staff meetings, Department Action Plan, Monthly report etc.**
- **Annual student satisfaction survey is conducted for assessment of the performance of teachers**

PERFORMANCE APPRAISAL SYSTEM

- All Faculty members and departments are required to submit the filled in proforma to IQAC for Annual Performance Assessment Report(APAR)).

Annexure - II

UNIVERSITY OF CALICUT
Annual Performance Assessment Reports (APAR)
(As Per UGC Regulation 2018, No. F.1-2/2017(EC/PS) dated 18th July, 2018)
Appendix II, Table 1
Session/Year: 01/06/2023 to 14/03/2024
(To be completed and submitted at the end of each assessment year)


PART A: GENERAL INFORMATION

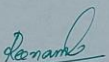
| | | |
|-----|--|---|
| 1. | Name of College/ University | MES ASMABI COLLEGE, P. VEMBALLUR, KODUNGALLUR |
| 2. | Name of Incumbent (In Block Letters) | ABDUL YAFIZ K M |
| 3. | Name of Father / Mother | MOIDEENKUTTY K K |
| 4. | Sex | Male |
| 5. | Date of Birth | 02-04-1992 |
| 6. | Nationality | Indian |
| 7. | Current designation | Assistant Professor(Self financing) |
| 8. | Department | LOGISTICS MANAGEMENT |
| 9. | Date of entry to service | 01/06/2016 |
| 10. | Date of last promotion if any | - |
| 11. | Date of eligibility for promotion | - |
| 12. | Address for correspondence (with Pin code) | Assistant professor Dept. of Logistics Management MES Asmabi College P. Vemballur (P.O) Kodungallur, 680671 |
| 13. | Telephone No: | 9895666427 |
| 14. | Email | yafizkm@gmail.com |

15. Academic Staff College Orientation/Refresher Course attended:

This is to certify that Anjana T T has successfully carried out all the duties in respect to APAR SL Number 1 & 2 assigned to him, which are claimed by him in the APAR Proforma for the assessment year 01/06/2023 – 14/03/2024.

Countersigned by:


Name and Signature of Principal


Name and Signature of Principal

PRINCIPAL
M.E.S. ASMABI COLLEGE,
P.O.P.VEMBALLUR,
KODUNGALLUR 680 671

PERFORMANCE APPRAISAL SYSTEM

- Evaluation of API which helps in promotion of faculties.

ANNEXURE - II


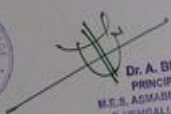
ANNEXURE - II
UNIVERSITY OF CALICUT
Annual Performance Assessment Reports (APAR)
(As per UGC Regulation 2018, No.F. 1-2/2017 (EC/PS) dated 18th July 2018)
Appendix II, Table 1
Session/Year 13-03-2018 to 12-03-2019
(To be completed and submitted at the end of each assessment year)

PART A: GENERAL INFORMATION

| | | |
|-----|--|--|
| 1. | Name of College/University | MES Asmabi College, P.Vemballur |
| 2. | Name of Incumbent (In Block letters) | Dr. Amitha Bachan K.H. |
| 3. | Name of Father/ Mother | Hyder K.M. (late) |
| 4. | Sex | Male |
| 5. | Date of Birth | 26-05-1977 |
| 6. | Nationality | Indian |
| 7. | Current designation | Assistant Professor (Level 10) |
| 8. | Department | Botany |
| 9. | Date of entry to Service | 13-03-2015 |
| 10. | Date of last promotion if any | No |
| 11. | Date of eligibility for promotion | 13-03-2019 |
| 12. | Address for Correspondence (with pin code) | ASSISTANT PROFESSOR DEPT. OF BOTANY M E S ASMABI COLLEGE P.VEMBALLUR (PO), THRISSUR KERALA, PIN:680671 |
| 13. | Telephone No. | 9497627870 |
| 14. | Email | amithabmes@gmail.com |

15. Academic Staff College Orientation/Refresher Course Attended : Nil

| Name of the Course / Summer School | Venue | Duration | Sponsoring Agency |
|------------------------------------|-------|----------|-------------------|
| | | | |



Dr. A. BIJU
 PRINCIPAL
 M.E.S. ASMABI COLLEGE
 P. VEMBALLUR P.O.,
 KODUNGALLUR-680 671

ANNEXURE - II

Summary of overall Grade in APAR



| Activity | Grade |
|--|-------|
| 1. Teaching | Good |
| 2. Involvement in the University/College student related activities/research activities. | Good |
| Overall Grade for the Assessment Year | Good |

I certify that the information provided is correct as per records available and /or documents enclosed along with the duly filled APAR proforma.

Sign & Name of Applicant: **Dr. Amitha Bachan K.H.**

Designation: Assistant Professor

Place: P Vemballur
Date: 31.1.20



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PERFORMANCE APPRAISAL SYSTEM

- The Monthly report collected from the departments every month to evaluate the performance.

MES ASMABI COLLEGE, P.VEMBALLUR
MONTHLY REPORT

Department: Logistics Management Month: MARCH Year: 2024

1. Hours of teaching by the Faculty members:

| Sl. No | Name | No. of Hours Allotted including practical | No. of Hours Engaged including practical |
|--------|-----------------|---|--|
| 1. | Abdul Yafiz K.M | 54 | 48 |
| 2. | Sruthy | 54 | 45 |
| 3. | Anjana T.T | 54 | 42 |
| 4. | Mamatha Thilak | 54 | 48 |

2. Details of Portions completed:

| Sl. No | Name of the Teacher | Portions covered this month Indicate course and module as per action plan | Percentage of work pending for this semester |
|--------|---------------------|--|--|
| 1. | Abdul Yafiz K.M | S6- INTERNSHIP STARTED S6 - PROJECT- FULL COMPLETED S6-TERM PAPER - FULL COMPLETED S4-EIPP- 5 MODULE COMPLETED S4-SCH 5 MODULE COMPLETED S2-TDM- 5 MODULE COMPLETED | |
| 2. | ANJANA T T | S6- INTERNSHIP STARTED S6 - PROJECT- FULL COMPLETED S6-TERM PAPER - FULL COMPLETED | |



Date: 01/03/24

Countersigned by Principal
**M.S. ASMABI COLLEGE,
 P.O.P.VEMBALLUR,
 KODUNGALLUR - 680 671**

Signature of the HOD
 Head of Department
 Research & PG Dept. of Botany
 MES Asmabi College
 P. Vemballur, Thrissur Dt.
 Kerala - 680 671

PERFORMANCE APPRAISAL SYSTEM

- Student Satisfaction Survey about teachers to evaluate their performance .

Student Satisfaction Survey on Teaching Learning Process

Following are questions for online student satisfaction survey regarding teaching learning process.

1. How much of the syllabus was covered in the class?
4 – 85 to 100%
3 – 70 to 84%
2 – 55 to 69%
1 – 30 to 54%
0 – Below 30%

2. How well did the teachers prepare for the classes?
4 – Thoroughly
3 – Satisfactorily
2 – Poorly
1 – Indifferently
0 – Won't teach at all

3. How well were the teachers able to communicate?
4 – Always effective
3 – Sometimes effective
2 – Just satisfactorily
1 – Generally ineffective
0 – Very poor communication

4. The teacher's approach to teaching can best be described as
4 – Excellent
3 – Very good
2 – Good
1 – Fair
0 – Poor

5. Fairness of the internal evaluation process by the teachers.

4 – Always fair
3 – Usually fair
2 – Sometimes unfair
1 – Usually unfair
0 – Unfair

6. Was your performance in assignments discussed with you?

4 – Every time
3 – Usually
2 – Occasionally/Sometimes
1 – Rarely
0 – Never

7. The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.

4 – Regularly
3 – Often
2 – Sometimes
1 – Rarely
0 – Never

8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.

4 – Significantly
3 – Very well
2 – Moderately
1 – Marginally
0 – Not at all

9. The institution provides multiple opportunities to learn and grow.

4 – Strongly agree
3 – Agree
2 – Neutral
1 – Disagree
0 – Strongly disagree

PERFORMANCE APPRAISAL SYSTEM

- The IQAC collects self-appraisal form from non-teaching staff to evaluate their performance.


INTERNAL QUALITY ASSURANCE CELL
MES ASMABI COLLEGE, P. VEMBALLUR
Administration


Self-Appraisal Academic year: 2023

| Personal Data | | | |
|------------------------------|---|-----------------------------------|-------------|
| 1 Name | NASEEBA P.A | | |
| 2 Designation | COMPUTER ASSISTANT | | |
| 3 Sex | FEMALE Date of birth 28.05.1979 | | |
| 4 Address | KK LABOU P.A, PAKSHI PARAMBIL HOUSE P VEMBALLUR PIN 610621 | | |
| 5 Religion & Caste | ISLAM, MAPPILA | | |
| Departmental Qualifications | | Experience in Administrative area | |
| 1 MOP | | 1 Administration | years |
| 2 Attender Test | | 2 Accounts | years |
| 3 Account Test Lower | | 3 Establishment | years |
| 4 Account Test Higher | | 4 Spark | years |
| 5 Library Certificate Course | | 5 E grants | years |
| Other activities/programmes | | 6 Gain PF | years |
| | | 7 Exam | years |
| | | 8 EPF | years |
| | | 9 Computer assist | years |
| | | 10 | years |
| Training programmes attended | | | |
| 1 | Spark Training program | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 1 | Section in the office serviced in this year | Computer work | |
| 2 | Works carried out in this section | | |
| 3 | Pending works | | |
| 4 | Measures taken to clear pending works | | |
| 5 | Difficulties faced in this section | | |

Remarks of HA (supdt) _____

Remarks of Principal _____

Name: Naseeba P.A
Signature: 



PRINCIPAL
MES ASMABI COLLEGE,
P. VEMBALLUR
P.O. VEMBALLUR - 610 621

THANK YOU