

THE MUSLIM EDUCATIONAL SOCIETY, CALICUT

ACADEMIC & ADMINISTRATIVE AUDIT

FOR ARTS &SCIENCE COLLEGES

**AAA PROFORMA FOR TEACHERS**

**(FORM No. 1)**

**ACADEMIC & ADMINISTRATIVE AUDIT FOR ARTS & SCIENCE COLLEGES**

**PROFORMA FOR TEACHERS –( FORM No. 1)**

**(**Fill carefully in the given MS Word format. Add more columns if needed)

**Academic year 2020-2021**

1) Name: THANZEELA EBRAHIM K

2) Designation: Assistant Professor

3) Department: Research Department of Commerce

4) Qualifications: MCom,MBA,B Ed,SET,NET

5) Details of Additional Qualifications achieved including SWAYAM, MOOC, NPTEL, NMEICT courses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Programme | Awarded by | Grade Obtained | Date of degree/Award |
|  |  |  |  |  |

6) Details of Classes Engaged including Practical

a) Odd Semester

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Classes engaged (Semester and programme) | Course name | Total Number of hours allotted | Total Number of hours engaged | Extra Hours taken, if any | Syllabus Completed or Not | Remarks  |
| **1** | **S1 BCom** | **Business Management** | **31** | **42** | **11** | **Completed** |  |
| **2** | **S5 BCom** | **Legal Environment for Co-operatives** | **53** | **53** | **0** | **Completed** |  |
| **3** | **S1 MCom** | **Accounting for Managerial decisions** | **90** | **102** | **12** | **Completed** |  |
| **4** | **S3 M Com** | **Research Methodology** | **12** | **12** | **0** | **Completed** |  |

b) Even Semester

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Classes engaged(Semester and programme) | Course name | Total Number of hours allotted | Total Number of hours engaged | Extra Hours taken, if any | Syllabus Completed or Not | Remarks  |
| **1** | **S2 BCom** | **Financial Accounting** |  **35** |  **40** | **5** | **Completed** |  |
| **2** | **S6 BCom** | **Auditing** |  **34** |  **34** | **0** | **Completed** |  |
| **3** | **S2 M Com** | **International Business** |  **42** |  **53** | **11** | **Completed** |  |
| **4** | **S4 M Com** | **Project** |  **7.5** |  **7.5** | **0** | **Completed** |  |

7) Bridge Course/Remedial Classes taken

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Class | Course | No. of Hours taken | Details of result improvement |
|  |  |  |  |  |

8) University Results of Courses engaged (result published of previous batch)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Batch | Course name | Number of students appeared in the University examination | Number of students passed | Percentage of pass | Result Analysis |
| **1** | **2019-2021** | **Advanced Management Accounting** | **23** | **20****(3 with held)** | **100%****(13% with held)** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| O | A+ | A | B+ | C | D | E | F |
| 65% | 10% | 20% | 5% | 0 | 0 | 0 | 0 |

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|  |  |  |  |  |  |  |

9) Learning Outcome of the Course

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Course | Course Outcome | Analysis of Course Outcome |
| **1** | **Business Management** | 1. To familiarize the students with current management practices.
2. To know more about major contributions made by various management experts during different periods.
3. To impart the knowledge about different functions of management.
4. To understand the leadership styles.
5. To understand the importance of ethics in business.
6. To understand the importance of motivation in business.
7. To acquire knowledge about ethical practices for effective management.
8. To understand the emerging concepts in management.
9. To impart knowledge about the importance of modern approaches in management
 |  |
| **2** | **Legal Environment for Co-operatives** | 1. To enable the students to get idea about Co-operative legislation in India, its features and importance.
2. To familiarize Co-operative Credit Societies Act, 1904 and Co-operative Societies act, 1912.
3. To acquire section wise understanding of Kerala Co-operative Societies Act, 1969.
4. To know the management of Co-operative societies.
5. To get insight into membership of co-operative society and their qualifications and disqualifications
6. To understand the procedure for inspection of co-operative societies.
7. To familiarise the stages of settlement of dispute.
8. To enable the student to get knowledge about liquidation procedure.
9. To get insight into the administrative setup of Co-operative department.
10. To impart salient features of Banking Regulation Act, 1949 and its impact on co-operative management
 |  |
| **3** | **Accounting for Managerial decisions** | 1. To enable the students to know the applications of accounting tools, techniques and concepts in managerial decision making process
2. To understand theoretical concept of Management accounting.
3. To impart different cost concepts and classifications.
4. To get insight about absorption costing and marginal costing.
5. To acquire knowledge about emerging cost approaches.
6. To understand the uses of different investment appraisal methods in capital investment decision
7. To understand the use of CVP analysis in decision making under different situations.
8. To understand the different methods of computation of cost of capital.
9. To know the concept of cost control, cost reduction and value analysis and value engineering.
10. To gain knowledge on different performance measurement methods
 |  |
| **4** | **Research Methodology** | 1. To understand the process of doing research and its techniques
2. To familiarize the students with formulation of research problem
3. To equip the students with basic idea about sampling and sampling techniques
4. To give an idea about different data collection techniques and methods
5. To give an orientation about various data analysis and interpretation tools
6. To impart the skills of reporting the research findings
7. To know reference techniques.
8. To impart knowledge relating to plagiarism
9. To give orientation about styles of reporting.
10. To impart knowledge about presentation of research report
 |  |
| **5** | **Financial Accounting** | 1. To equip the students with the skill of preparing financial statements of sole traders.
2. To familiarize with the computation and preparation of depreciation accounting.
3. To impart knowledge about the accounts of single entry system.
4. To know the accounting procedures of issue of shares.
5. To give an insight into the accounting aspects of issue of shares.
6. To enable the students to acquire knowledge about the preparation of financial statements of joint stock companies.
7. To help the students to understand the accounting for banking company.
8. To give overall understanding of accounting for insurance company.
9. To enable the students to acquire knowledge about financial reporting standards
 |  |
| **6** | **Auditing** | 1. To impart knowledge about auditing principles, procedures and techniques in accordance with current legal requirements and professional standards.
2. To give conceptual understanding of auditing, its classification, advantages and limitations.
3. To familiarize with internal control, internal check and internal audit.
4. To understand the procedure of conducting audit.
5. To understand the procedure for conducting vouching.
6. To acquire knowledge about verification and valuation of assets and liabilities.
7. To acquire knowledge about different approaches to auditing.
8. To know how to prepare company auditor report.
9. To familiarise about tax audit and management audit.
10. To know special areas of Audit and recent trends in auditing.
 |  |
| **7** | **International Business** | 1. To evaluate the complexities of international business and globalization from home versus host-country, and regional, cultural perspectives.
2. To study the various risk management techniques
3. To get an idea about the MNC and TNC
4. To study about the factors affecting the foreign investment
5. To study the foreign institutional investment and know about the globalization of Indian business
6. To study the international marketing decisions
7. To study about the international organizations
8. To study about the sez, free trade zones etc
9. To evaluate the future opportunities of international business activities
10. To get an overall idea about the international business
 |  |
| **8** | **Project** |  |  |

10 a) Tutorial System

|  |  |  |
| --- | --- | --- |
| Class in charge |  Total Hours engaged | Brief Report of Tutorial activities |
| Odd | Even |
|  **I Year B Com Co-operation (Admission 2020-2021)** |  |  **S2 BCom** | Introducing the college rules, student facilities, nature and scope of the Programme (B Com - Co-operation), inquiry about their socio-economic, financial and familial matters. Organised class level quiz programmes. Guidance on financial support services at available at college and Government sources. Convening class PTA, Enrolling students to NSS,NCC etc. Giving awareness about special programmes and facilities available in the college. Review of lesson completion status all papers.  |

10b) Details of Slow Learners

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No | Name of Slow Learners | Special Programmes arranged | Outcome achieved |
| **1** | **Fathima T A** | 1. Tutor communicate regularly with parents through whatsapp.
2. Faculty members do periodic interaction with parents about the performance of slow learners.
3. Learning material prepared by subject handling faculty members will be uploaded in the portal (Moodle,Whatsapp,Google classroom etc )regularly for students reference
 | 1. Improvement in their academic performance
2. Become more attentive in the classroom and reduced absenteeism
3. Students found more interested to learn from study materials provided by the faculty members.
4. Improvement in attendance and slight hike in internal marks
 |
| **2** | **Antony P X** |

10c) Details of Advanced Learners

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No | Name of Advanced Learners | Special Programmes arranged | Outcome achieved |
| **1** | **Akhila A A** | 1. Advising to participate in debates, group discussions, technical quizzes to develop analytical and problem-solving abilities in them and thereby, to improve their presentation skills.
2. Encouraging them with extra care to obtain University ranks
3. Providing opportunities to develop their creativity by participating and organizing intercollegiate as well as national level seminars, conferences, symposiums etc.
4. Motivating them to do micro projects to inculcate research orientation and practical awareness
 | 1. Participated in debates, group discussions, quizzes ,PPT Competitions and won prizes
2. Thirteen students of S1 MCom (65%)scored Grade O and Grade A+ (10%), Grade A (20%) in Advanced Management Accounting
3. Participated and organised various programmes conducted by the department
 |
| **2** | **Anaswara A S** |
| **3** | **Ankitha P U** |
| **4** | **Aysha Mol A S** |
| **5** | **Bainoon E K** |
| **6** | **Divyanjali M D** |
| **7** | **Farsana P M** |
| **8** | **Gopika K P** |
| **9** | **Joyal M J** |
| **10** | **Krishendu P S** |
| **11** | **MeharThasnim P S** |
| **12** | **Salva Mohammed Ali** |
| **13** | **Sanjana C R** |

10d) Personal Mentoring/Counselling given

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Date | Whether Internal/External | Remarks |
|  |  |  |  |

11) Usage of ICT/E-learning technology.

|  |  |  |
| --- | --- | --- |
| Sl No. | Course | ICT/E-resources prepared and used |
| **1** | **First Semester M Com** | **Moodle/PPT/Google Classroom/Google Meet/Whatsapp** |
| **2** | **Second Semester M Com** | **Moodle/PPT/Google Classroom/Google Meet/Whatsapp** |
| **3** | **Third Semester M Com** | **Moodle/PPT/Google Classroom/Google Meet/Whatsapp** |
| **4** | **Fourth Semester M Com** | **Moodle/PPT/Google Classroom/Google Meet/Whatsapp** |
| **5** | **First Semester B Com** | **Moodle/PPT/Google Classroom/Google Meet/Whatsapp** |
| **6** | **Second Semester B Com** | **Moodle/PPT/Google Classroom/Google Meet/Whatsapp** |
| **7** | **Fifth Semester B Com** | **Moodle/PPT/Google Classroom/Google Meet/Whatsapp** |
| **8** | **Sixth Semester B Com** | **Moodle/PPT/Google Classroom/Google Meet/Whatsapp** |

12) Student centric teaching and innovations in teaching introduced, if any

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No. | Course | Student Centric methods introduced | Innovative Teaching methods introduced |
|  |  |  |  |
|  |  |  |  |

13) Details of Examination duties taken

|  |  |  |  |
| --- | --- | --- | --- |
| Duty | Name of Examination | University/Autonomous College | Dates |
| **Valuation Duty:** |  |  |  |
| 1 | S3 BCom - Corporate Accounting  | Panampilly Memorial Government College,Chalakkudy | 28th Oct,17th & 24th November 2020 |
| 2 | S1 MCom – Strategic Financial Management | St.Thomas College (Autonomus),Thrissur | 12th & 13th January 2021 |
| 3 | S1 BCom – Management Concepts and Business Ethics | Panampilly Memorial Government College,Chalakkudy | 29th January & 6th & 12th February 2021 |
| 4 | S2 MCom – International Business | Maharaja’s College (Autonoumous),Ernakulam | 17th March 2021 |
| 5 | S4 BCom – Corporate Accounting | Panampilly Memorial Government College,Chalakkudy | 8th & 23rd April 2021 |
|  |  |  |  |
| **Invigilation Duty:** |  |  |  |
| 1 | B Com – Co-operation | MES Asmabi College | 5th November 2020 |
| 2 | B Sc | MES Asmabi College | 12th November 2020 |
| 3 | B Voc Logistics Management | MES Asmabi College | 25th November 2020 |
| 4 | B Voc -Tourism | MES Asmabi College | 11th January 2021 |
| 5 |  B Com -- Co-operation | MES Asmabi College | 27th January 2021 |
| Practical Exam duty |  |  |  |
| Project Evaluation: | Nil | Nil | Nil |
|  |  |  |  |
|  |  |  |  |
|  **Internal Viva Voce:** |  |  |  |
|  |  |  |  |
| 1 | S6 BCom | MES Asmabi College,P Vemballur | 16th,17th & 18th March 2021 |
|  |  |  |  |
| **Question Paper Setter** |  |  |  |
| 1 | S3 MCom – International Business | Maharaja’s College,Ernakulam | 21st October 2020 |
| 2 | S5 BCom – Computerised Accounting | Maharaja’s College,Ernakulam | 27th October 2020 |
| 3 | S2 MCom-Strategic Human Resource Management | Maharaja’s College,Ernakulam | 20th April 2021 |

14) Research funds generated

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No | Name of the Project | Major/Minor | Funding Agency | Funds Received | Status of the Project |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

15) Project Guidance (UG, PG, M.Phil. etc.)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No | Title of the Project | Students | UG | PG | MPhil | Duration | Any Fund Received | Funding Agency |
|  1 | A study on occupational stress among women nurses in the Government hospitals with special reference to Kodungallur | 1 |  | PG |  |  |  |  |
|  2 | The relationship of job satisfaction nad job stress among Government and Non-government employees with special reference to Kodungallur. | 1 |  | PG |  |  |  |  |
|  3 | Online shopping behaviour during Covid pandameic | 1 | UG |  |  |  |  |  |
|  4 | A study of the effectiveness of internet advertisement on consumers | 1 | UG |  |  |  |  |  |
|  5 | Student attitude and perception towards cosmetic products  | 1 | UG |  |  |  |  |  |
| 6 | Investment habits of NRIs | 1 | UG |  |  |  |  |  |

16) Research Guideship details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No | Name of Scholar | Research Centre | Research Guide | FIP/JRF/Full time/Part time  | Status  |
|  |  |  |  |  |  |

17 A) Publications in ‘CARE’ listed Journals

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No. | Title of the paper | Name of the author/s | Name of the Department | National/International | Impact Factor | Name of the journal | Year of publication | ISSN | Link to the recognition in the UGC enlistment of the journal |
|  |  |  |  |  |  |  |  |  |  |

17 B) Publication of Books, Book Chapters, Seminar Proceedings, Popular Articles etc.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No | Name of the author | Name of the department | Specify Book/Chapter/Proceedings etc | Title of book/chapter etc. | Title of the paper | Title of the proceedings  | International/National | Month & Year | ISBN/ISSN  | Affiliating Institute at the time of publication | Name of the publisher |
|  |  |  |  |  |  |  |  |  |  |  |  |

18) Editorial ship of Journal/Books

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No | Title of book/Journal | Name of thePublisher | Peer reviewed/National/ International  | ISBN/Impact Factor | Issue, Volume, Page No, Year (In the case of Edited Book) |
|  |  |  |  |  |  |

18 A)Bibliometrics of the publications during the last academic year based on average citation index in Scopus/Web of Science or Pub Med /Indian Citation Index

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No | Title of the paper | Name of the author | Title of the journal | Year of Publication | Citation index | Institutional affiliation as mentioned in the publication | No of citations excluding self citations |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

18 B) h- Index of the Institutional Publications during the year (based on scopus / web of science)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No | Title of the paper | Name of the author | Title of the journal | Year of Publication | H index | Institutional affiliation as mentioned in the publication | No of citations excluding self citations |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

19) Participation in Orientation/Refresher Programmes/FDP/Training Programmes/Summer, Winter School Programmes etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Program | International/National/State/Regional | Dates | Organised By |  |
| **1** | Participated in the One Week (Seven days) Online National Faculty Development Programme on “Capacity Building in Drafting Proposals for Funded Research”  | National | 05/10/2020 to 11/10/2020 | Guru Angad Dev Teaching Learning Centre,SGTB Khalsa College,University of Delhi ,a centre under PMMMNMTT,MHRD,Government of India and St.Teresa’s College (Autonomus),Ernakulam ,Kerala from 5th October 2020 to 11th October 2020 and have obtained GRADE A+ as required for promotion under CAS of UGC and AICTE. |  |
| **2** | Participated in the One Week (Five Days) Online Faculty Development Programme on “Online Education in Higher Education Institutions”. | National | 19/10/2020 to 23/10/2020 |  The Faculty Development Centre of the Kerala State Higher Education Council (KSHEC) in association with Educational Multimedia Research Centre, University of Calicut (EMMRC) through online mode from 19th October 2020 to 23rd October 2020 and have obtained 92 points out of 100 |  |
| **3** | Participated in the One Month (Thirty days) Online Induction Training/Orientation Programme for faculty in Universities/Colleges/Institutions of Higher Education on Teacher and Teaching  | National | 10/11/2020to 09/12/2020  | Ministry of Education PMMMNMTT,Teaching Learning Centre,Ramujan College, University of Delhi in collaboration with Central University of Tamil Nadu,Thiruvarur,Tamil Nadu,VCSG Uttarakhand,Dhote Bandhu Science College,Maharashtra  |  |
| **4** | FDP on “From teacher to teacher plus:Where am I Today?”  | Regional | 30/01/2021 | MES Asmabi College,P Vemballur |  |
| **5** | FDP-Theatrics Skills for Effective Teaching  | Regional | 02/11/2020 | MES Asmabi College,P Vemballur |  |
| **6** | Participated in the National level One Week (Five days) Faculty Development Programme on Research Methodology  | National | 24/04/2021 to 01/05/2021 | Amar Sewa Mandal’s Kamala Nehru Mahavidyala,Nagpur  |  |
| **7** | Participated in the Two Day Online Faculty Development Programme on Academic Writing. | National | 03/05/2021 to 04/05/2021 | Post Graduate Department of Commerce of KMEA College of Arts and Science ,Kuzhivelipady  |  |
| **8** | Participated in One Week (Seven Days)Faculty Development Programme on “Systematic Literature Review and Meta – Analysis”  | National | 06/05/2021 to 12/05/2021 | Ministry of Education sponsored Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNMTT)  |  |
| **9** | Participated in the Two Day Virtual National Level FDP Series on Research Methodology in Commerce and Management  | National | 27/05/2021 to 28/05/2021 | St. Joseph’s College (Autonomous), Bangalore  |  |
| **10** | Participated in Training Programme for Presiding Officers in connection with election on Kerala Legislative Assembly held at St.Joseph’s High School,Mathilakam | State |  | St.Joseph High School,Mathilakam |  |
| **11** | Participated in Training Programme for Presiding Officers in connection with election on Kerala Legislative Assembly held at Christ College,Irinjalakuda | State |  | Christ College,Irinjalakuda |  |

20 A) Faculty as Invited speaker, Resource person etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No | Title of topic | Details of Programme | Date(DD/MM/YY) | Organised by | International/National/State/Regional | Invited Speaker/Resource person |
| 1. | Recent Trends in Auditing | Free online UGC-NET Coaching Programme in Commerce | 13/09/2020 | Christ College (Autonomous),Irinjalakuda | Regional | Resource Person |

20 B) Faculty **participation** in Seminars/ Webinars/Workshops/Conferences and Symposia during the year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Program | Specify Seminar/Webinar/Workshop/Conference/Symposia | International/National/State/Regional | Dates(DD/MM/YY) | Organised By |
| 1 | How do you write high Impact Factor Paper? | Webinar | International | 07/06/2020 | Mahatma Gandhi College,Trivandrum |
| 2 | The Importance of eLearningin a Fast Changing World | Webinar | International | 21/06/2020 | From London School of Business & Finance |
| 3 | Women in Education | Colloquium | International | 06/07/2020 | Dr Dada Vaidya College of Education,Ponda,Goa |
| 4 | Consumer Behaviour during the Post Covid-19 | Webinar | International | 17/07/2020 | MES Asmabi College,P Vemballur |
| 5 | Filing International Patent Applications | Webinar | International | 29/07/2020 | MES Asmabi College,P Vemballur |
| 6 | Data Analytics for Non Coders  | Webinar | International | 31/10/2020 |  Department of Commerce,Manipal Academy of Higher Education ,Manipal  |
| 7 | Digital and Crypto Assets-Need for regulatory framework in India | Webinar | International | 31/10/2020 | KLEF ,College of Law,KL  |
| 8 | Higher Education & Research opportunities in Germany and Europe  | Webinar | International | 04/11/2020 |  IQAC & Sant Muktabai Arts & Commerce College,Maharastra  |
| 9 |  Global Slowdown and Indian economy : Dimensions and Policy perceptions  | Webinar | International |  19/12/2020 | PG Department of Commerce,Carmel College,Mala  |
| 10 |  Women empowerment : Anti-Trafficking and after care services. | Webinar | International | 27/12/2020 | Forum of Commerce and Management Studies India  |
| 11 |  Five Day International Seminar on “Women’s Writing and Criticism”  | Webinar | International |  15/04/2021 to 19/04/2021 | School of Language, Literature and Culture Studies,Swami Ramanand Teerth Marathwada University, Nanded  |
| 12 | Webinar on “Covid 19 Mental Health Impacts & Stress management” | Webinar | National | 16/06/2020,17/06/2020 | Sahrdaya College of advanced Studies,Kodakara |
| 13 | Webinar on Stock Market –An Islamic Perspective “Everything You Want to Know About Training & Investing in the Share Market” | Webinar | National | 15/06/2020  | Madeenathul Uloom Arabic College |
| 14 | Course completed on National Program for Happiness & Wellbeing on “ Find Your Light : Compassion and Connected ness in the Time of COVID -19 | Webinar | National | 14/06/2020 | MBRU,KSA |
| 15 | Two National Webinar on Designing Course Outcomes and Choosing Suitable Strategy for Techno-pedagogy | Webinar | National | 11/06/2020 | Majlis Arts and Science Colleege,Puramannur |
| 16 | National Webinar on Reading day “PUSTHAKA PRANAYA KADHAKAL” | Webinar | State | 19/06/2020 | MES Asmabi College ,P Vemballur |
| 17 | Webinar entitled “Navigating theHuman and Business Impact of Covid-19” | Webinar | National | 27/06/2020 | Department of Commerce &Management Studies of M.P.Moothedath Memorial Sree Narayana Trusts College,Shoranur, Palakkad, Kerala  |
| 18 | Webinar on ‘Writing and reading: possibilities in the current era” | Webinar | National | 19/06/2020 | MES Asmabi College ,P Vemballur |
| 19 | Advanced Remote Learning IN & Post Pandemic Era : Insights | Webinar | National | 25/07/2020 | MES Asmabi College,P Vemballur |
| 20 | Webinar on Gate to Research | Webinar | National | 06/07/2020,07/07/2020 | KSHEC,Malabar College of Advanced Studies,Vengara |
| 21 | Webinar on Starting on Startups | Webinar | National | 09/07/2020 | MES College,Maramppilly |
| 22 | Webinar on “Challenges in Women Empowerment” | Webinar | National | 15/07/2020 | Shantarambhau Gholap Arts, Science AndGotirambhau Pawar Commerce College, Shivle,Thanne |
| 23 | Teaching as a Profession-Challenges and opportunities. | Webinar | National | 12/08/2020 | Department of Computer Application ,MES Asmabi College |
| 24 | One week National Research Methodology webinar series  | Webinar | National | 10/08/2020 to 20/08/2020 | Research Department of Commerce,IQAC and Research Forum of Mar Thoma College,Chungathara,Malappuram |
| 25 | Digital Health Mission  | Webinar | National | 27/08/2020 | Department of Psychology, MES College Marampally in collaboration with Government of India, Ministry of I & B, Field Outreach Bureau, Ernakulam  |
| 26 | National webinar on Opportunities in Indigenous Tourism :Post Covid- 19  | Webinar | National | 28/09/2020 | Young Indians Rajagiri, Department of Commerce & Professional Studies in association with IQAC, Rajagiri College of Social Sciences (Autonomous),Kalamassery |
| 27 | Robotics for Accounting and auditing  | Webinar | National | 10/10/2020 | Department of Commerce and IQAC of Government First Grade College,Karnataka  |
| 28 | World Mental Health Observation 2020-Theme “Mental health for all greater investment-Greater Access”  | Webinar | National | 17/10/2020,24/10/202031/10/2020 | Department of Psychology and IQAC of MES Asmabi College,P Vemballur  |
| 29 | National Education Policy-2020.  | Webinar | National | 03/11/2020 |  Mahaveer College of Commerce,Rajastan  |
| 30 | Banking 2025  | Webinar | National | 02/11/ 2020. | Department of Commerce,Metas Adventist College,Gujarat |
| 31 |  Indian Banking At Crossroads Today  | Webinar | National | 24/11/ 2020 | PG Department of Commerce,Karanataka University ,Dharwad, |
| 32 |  Ezhuth-Edam Anubhavam  | Webinar | State level | 01/11/ 2020 |  IQAC and Department of Malayalam ,MES Asmabi College ,P Vemballur  |
| 33 | Investors Awareness Program conducting by Sraddha Talent Management Pvt Ltd  | Webinar | State level | 27/01/ 2021 | Research Department of Commerce,Panamppilly Memorial Government College,Chalakkudy  |
| 34 | Inculcating Research Culture as part of Research Orientation Webinar Series (ROWS 2021) | Webinar | National | 15/03/2021 |  Research Committee, Government College, Thripunithura  |
| 35 | “Reliablity,Validity and Normality” as part of “Research Orientation Webinar Series (ROWS 2021)  | Webinar | National | 15/04/ 2021 | Research Committee, Government College, Thripunithura |
| 36 | “Descriptive Statistics and One Factor ANOVA using MS Excel” as part of “Research Orientation Webinar Series (ROWS 2021) | Webinar | National | 15/04/ 2021 | Research Committee, Government College, Thripunithura |
| 37 | “Exploratory Factor Analysis” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 16/04/ 2021 | Research Committee, Government College, Thripunithura |
| 38 | “Financial Modelling using MS Excel -Beta” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 19/04/ 2021 | Research Committee, Government College, Thripunithura |
| 39 | “Financial Modelling using MS Excel-EMI” as part of “Research Orientation Webinar Series (ROWS 2021)  | Webinar | National | 20/04/ 2021 | Research Committee, Government College, Thripunithura |
| 40 |  “Contemporary Research in Human Resource Management” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 21/04/ 2021 | Research Committee, Government College, Thripunithura |
| 41 | “Regression Analysis” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 23/04/ 2021 | Research Committee, Government College, Thripunithura |
| 42 | “Discriminant Analysis” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 26/04/ 2021 | Research Committee, Government College, Thripunithura |
| 43 | “Simple Regression Models using E-Views” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 27/04/ 2021 | Research Committee, Government College, Thripunithura |
| 44 | “Research Metrics” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 28/04/ 2021 | Research Committee, Government College, Thripunithura |
| 45 | “Contemporary Research in Finance” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 29/04/ 2021 | Research Committee, Government College, Thripunithura |
| 46 |  “From Drop to Hope: Balancing your Research Journey” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 30/04/ 2021 | Research Committee, Government College, Thripunithura |
| 47 | “Theoretical Foundations of CFA and SEM” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 03/05/2021 | Research Committee, Government College, Thripunithura |
| 48 | “Confirmatory Factor Analysis and Testing Validity” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 04/05/ 2021 | Research Committee, Government College, Thripunithura |
| 49 | “Structural Equation Modelling: Mediation and Moderation Analysis” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 05/05/ 2021 | Research Committee, Government College, Thripunithura |
| 50 | “Behavioural Biases in Finance” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 06/05/ 2021 | Research Committee, Government College, Thripunithura |
| 51 | “Research in Special Events” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 07/05/ 2021 | Research Committee, Government College, Thripunithura |
| 52 | “Research in Emotional Intelligence: An HR Perspective” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 10/05/ 2021 | Research Committee, Government College, Thripunithura |
| 53 | “Contemporary Research in Commerce ” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 11/05/ 2021 | Research Committee, Government College, Thripunithura |
| 54 | “Report Writing” as part of “Research Orientation Webinar Series (ROWS 2021)”  | Webinar | National | 12/05/ 2021 | Research Committee, Government College, Thripunithura |
| 55 | Mendeley :Reference Manager | Webinar | National | 22/05/2021 | SD Analytics,Banglore |
| 56 | Contribution of Family Managed Business in Development of Indian Economy | Webinar | National | 29/05/2021 | Acropolis Institute of Management Studies and Research,Indore in association with Asian Institute of Family Managed Business,Washim |
| 57 | “Effective and Efficient Writing of Research Papers forthe Web of Science, Scopus Indexed Journal and Conference Papers Using Typeset ResearchStudio” | Webinar | National | 29/05/2021 | Vatel Hotel & Tourism Business School and Library Resource Centre ,Sushant University,Gurugam |

**(International : 11,National: 43,State:3,Total :57)**

20 C) Faculty **presentation** in Seminars/ Webinars/Workshops/Conferences and Symposia during the year

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Title of the Program | Specify Seminar/Webinar/Workshop/Conference/Symposia | International/National/State/Regional | Dates(DD/MM/YY) | Organised By | Title of the paper |
|  |  |  |  |  |  |  |

21) Patents filed/Sanctioned

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No | Details of Patent | Patent No | Indian/US/International |
|  |  |  |  |

22) Seminars/Workshops/Conferences/FDP/Training Programmes/Fests etc. co-ordinated

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Title | Seminars/Workshops/Conferences/FDP/Training Programmes/Fests | Dates | Funding Agency | Total funds received |
| **1.** | International Webinar on Consumer Behaviour during the Post Covid-19 | International | 17th July 2020 | Nil | **0** |
|  |  |  |  |  |  |

23) Details of Internships/Apprenticeship/OJT/Study Tours/ Field Trips/Industrial Visits/Project Work(done at outside) etc. co-ordinated

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Nature of linkage | Title of the linkage | Name of the partnering institution/industry/research lab with contact details | Duration from(DD/MM/YY) | Duration to (DD/MM/YY) | No of Participants |
|  |  |  |  |  |  |  |

24) Details of Extension, Out-reach programmes co-ordinated

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. |  Name of the Activity | Organising unit/agency/collaborating agency | Specify NSS/NCC/Red Cross/YRC/Swachh Bharat/AIDS awareness/Gender awareness etc. | Dates | Number of StudentsParticipated | Number of teachers co -ordinated such activities |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

25) Details of other duties engaged and Contribution to corporate life

|  |  |  |
| --- | --- | --- |
| Sl No | Other duties in-charge, Contribution to corporate life | Activities Organized with dates |
| 1 | Co-ordinator of Criterion III – Research , Innovation & Extension | 1. Convened meetings and completed AQAR for the academic 2019-2020
2. Prepared action plan of Criterion III for the academic year 2019-2020
 |
| 2 | UG & PG Admission duty | 1. Sorting,filing,uploading of applications and all other activities in connection with admission duty ( October-November 2020)
 |
|  3 | Member of IIC  | Nil |
| 4 | Office Automation work. | 1. Convened many meetings and prepared some files as per the requirement of the office automation work (26th November 2020)
 |

26) Membership in Academic/Professional bodies (Existing only)

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Details of Membership | Organization | Period/Duration |
|  |  |  |  |
|  |  |  |  |

27) Awards & Recognitions received

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No | Name of Award/Recognition | Awarded by | International/national/state/University/College | Details |
|  |  |  |  |  |
|  |  |  |  |  |

27 A) Incentives to the teachers who receive recognition/awards

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No | Name of the teacher | Name of the Department | Name of Award/Recognition | Awarded by | International/National/State | Details |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

28) Library Visit/N list access

|  |  |  |
| --- | --- | --- |
| No of library visits as per Library record | No of books borrowed | No of reference books borrowed |
|  |  |  |

29) Details of Leave (other than Casual Leave) and deputation availed

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Leave | LPL | CML | HPL | Maternity/Paternity Leave | Duty Leave | FIP | Deputations | Any Other Leave | Total |
| No of days | Nil | Nil | Nil | Nil |  | Nil | Nil | Nil |  |

30) Individual action plan reflecting opportunities and challenges in your domain.

|  |  |
| --- | --- |
| Opportunities |  |
| Challenges |  |

31) Any Other relevant information

|  |
| --- |
| Joined as Part-time Research Scholar in Research Department of Commerce ,MES Asmabi College, University of Calicut under the guidance of Dr Princy Francis, Head & Assistant Professor of Commerce,MES Asmabi College,P Vemballur on 24th May 2021. |

**Name and Signature of Teacher Name and signature of HoD Name and Signature of Principal**

**Date:**