

Annual Quality Assurance Report (AQAR)

2015 - 16

OF



**M.E.S. ASMABI COLLEGE, P. VEMBALLUR, (P.O),
KODUNGALLUR, THRISSUR (DIST.),**

KERALA, PIN 680671

(RE- ACCREDITED BY NAAC AT 'A' LEVEL IN 2012)

SUBMITTED TO



विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

The Annual Quality Assurance Report (AQAR) of MES Asmabi College, P. Vemballur prepared by the IQAC is given hereunder.

Part – A

AQAR for the year 2015 - 16

1. Details of the Institution

1.1 Name of the Institution

M.E.S.ASMABI COLLEGE

1.2 Address Line 1

P.VEMBALLUR (P.O)

Address Line 2

KODUNGALLUR

City/Town

THRISSUR

State

KERALA

Pin Code

680671

Institution e-mail address

principal.mesasmabi@gmail.com

Contact Nos.

0480 – 2851171
09446194905

Name of the Head of the Institution:

DR.AJIMS P MOHAMMED

Tel. No. with STD Code:

0480 – 2851171

Mobile:

09446194905

Name of the IQAC Co-ordinator:

DR.KESAVAN K

Mobile:

09495247407

IQAC e-mail address:

iqac.asmabi@gmail.com

1.3 NAAC Track ID

Track ID not available
Institution Code: 12241

1.4 NAAC Executive Committee
No. & Date:

EC / 61 / RAR / 13

1.5 Website address:

www.mesasmabi.com

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺		2004	2004 to 2009 (5 years)
2	2 nd Cycle	A	3.04	2012	2012 to 2017 (5 years)
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

05 / 09 / 2004

1.8 AQAR for the year

2015 - 16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2012 -13 submitted to NAAC on 30/09/2013
- ii. AQAR 2013-14 submitted to NAAC on 30/07/2015
- iii. AQAR 2014-15 submitted on to NAAC on 30/07/2018
- iv.

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

NIL

1.12 Name of the Affiliating University

UNIVERSITY OF CALICUT

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	NIL		
University with Potential for Excellence	NIL	UGC-CPE	NIL
DST Star Scheme	NIL	UGC-CE	NIL
UGC-Special Assistance Programme	NIL	DST-FIST	NIL
UGC-Innovative PG programmes	NIL	Any other (<i>Specify</i>)	
UGC-COP Programmes	ADD ON COURSE IN ORNAMENTAL FISH CULTURE		

2. IQAC Composition and Activities

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	NIL
2.8 No. of other External Experts	NIL
2.9 Total No. of members	16
2.10 No. of IQAC meetings held:	05 [(July, September, November (2015), January, March (2016)]

2.11 No. of meetings with various stakeholders: No. S Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Significant activities by IQAC during this reporting year were:

- Conducted awareness on 'Academic Search Tools' for Teachers and students.
- Advising the institution in extension activities.
- Improvement of IT infrastructure.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Efforts to fill vacant permanent faculty/non teaching staff positions.	One permanent faculty each were recruited to the departments of Commerce and Botany.
Efforts to bring in more research projects and workshops/seminars.	Proposals for minor research projects and/or seminars were submitted to UGC by all departments.
Increased and effective participation of students in cultural events.	Gave special coaching for many of the fine arts items with expert trainers. Won 9 prizes in group items and 6 prizes in individual items in D zone Arts fest of Calicut University. Won 3 prizes in group items and 3 prizes in individual items of inter-zone Arts fest of the University. 3 students

	got prizes for cultural events held in other colleges. The college conducted 3 cultural events including Fine Arts Fest which marked enhanced participation of students.
Conduct massive community interaction programmes/events.	A National Aquarium show- cum science exhibition christened “Scientia -16” was held from 21 st -26 th January which attracted nearly 6000 visitors.
Sustain and promote eco-consciousness among students and staff and community.	Conducted a Green audit for the campus efforts are on to meet the recommendations of the audit team. Activities on environment were conducted with increased participation of students. Conducted a workshop on ‘Reduce, Reuse or Recycle’.
Encourage faculty to attend skill enhancement programmes and national/international seminars, workshops and symposia.	48 Faculties participated in seminars. 10 faculties attended in different workshops and 4 workshops (4 regional and 1 national) were conducted in the college.
Promote student participation in sports and games.	Seven students got selection to State level and University level teams for various sports items and many individual/team level prizes were won by the college teams.
Establish some MoU with suitable agencies.	Dr. K.H. Amitha Bachan signed a MoU with Natural Justice and Western Ghats Hornbill Foundation for developing and publication of a book on “Tribal Rights, Conservation and applicability of CFR in Kerala”.
Install a medium – scale solar power plant.	Discussions and invitation of quotations held with two agencies and the decision is pending.
Improve institution level transportation facilities to students	One more college bus for students funded by PTA started the service.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The report for 2015 - 16 was approved by the Managing Committee after consultation with IQAC.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	0	0	0
PG	5	0	0	0
UG	13			0
PG Diploma	0	0	0	0
Advanced Diploma	1 (Ornamental Fish Culture)	0	0	1(Ornamental Fish Culture)
Diploma	1(Ornamental Fish Culture)	0	0	1(Ornamental Fish Culture)
Certificate		1	0	1 (Tally)
Others	0	0	0	0
Total	21	3	7	3

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options:

Choice Based Credit and Semester System for UG and Semester System for PG are available. Core electives exist for all UG programmes and nine open courses are available during fifth semester of study for UG programmes. Students from all disciplines can join for Add-on programmes and diploma programmes. Credit transfer system is being planned by the University for all UG programmes.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19 (13 UG + 5 PG)
Trimester	NIL
Annual	3 (Diploma and Advanced Diploma Programmes of Add-on course and Tally certificate course)

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

***Please provide an analysis of the feedback in the Annexure**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No change in syllabi has been done by the University after the small scale revision in 2014.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	32	13	0	0

2.2 No. of permanent faculty with Ph.D.

12

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
04	04	0	3	0	0	3	0	0	08

2.4 No. of Guest and Visiting faculty and Temporary faculty:

Guest:
Faculty:
28

Visiting
Faculty:
03

Temp.
Faculty:
NA

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	23	42	2
Presented papers	2	27	6
Resource Persons	0	0	3

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Group teaching.
- Use of online video lectures, documentaries.

2.7 Total No. of actual teaching days during this academic year: 205

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Online attendance system with SMS facility

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

05

2.10 Average percentage of attendance of students

85.50

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc. Aquaculture	23	8.69	69.56	0.00	0.00	78.00
B.Sc. Botany	24	0.00	58.33	0.00	0.00	58.33
B.Sc. Mathematics	31	6.45	35.48	0.00	0.00	42.00
B.Sc. Physics	30	3.33	60.00	0.00	0.00	63.33
B.A. English	33	0.00	57.57	18.18	0.00	76.00
B.A. Economics	39	0.00	56.41	7.69	0.00	64.00
B. Com. Co-operation	59	10.16	79.66	3.38	0.00	93.00
B.Com. Computer Application	48	0.00	62.50	20.83	0.00	83.33
B.Com. Finance.	37	2.70	45.94	29.72	0.00	78.36
BBA	32	0.00	31.25	34.37	0.00	66.00
BCA	21	0.00	61.90	14.28	0.00	76.18
BA Mass Communication	11	0.00	73.00	0.00	0.00	73.00
M.Com. Fin. Mgt	20	0.00	95.00	5.00	0.00	100.00
M.A. English	17	0.00	70.58	11.76	0.00	82.00
M.Sc. Botany	12	0.00	100.00	0.00	0.00	100.00
MA Economics	13	0.00	53.84	7.69	0.00	62.00
M.Com Marketing	11	0.00	81.81	0.00	0.00	82.00

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Sharing of teaching methods among faculty members is encouraged.
- Results of internal and external examinations are discussed in IQAC and essential suggestions for improvement are given.
- Loss of teaching days due inadvertent reasons is duly compensated by extra classes.
- Instituted intra-institutional best teacher award based on feedback and other academic achievements.
- Academic Monitoring Committee is always kept alive by discussing the progress in each programme of study.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	0
UGC – Faculty Improvement Programme	01 (continuation of 2014-15)
HRD programmes	0
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	07
Summer / Winter schools, Workshops, etc.	11 participations in workshops
Others (Faculty development / training programme conducted by the college)	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	6	0	6
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC and the Research Promotion Council met four in the year and discussed the possibilities of bringing in more research projects. It has been decided to direct all departments to submit proposals for Research projects and/or seminars/workshops to different funding agencies.
- As per the recommendation of IQAC the Principal has made discussions with the College Managing Committee about the possibilities of mobilizing funds for an exhibition for the public towards the end of the academic year. The Management has agreed to consider the matter with due importance.
- Faculties are given constant encouragement to avail Major/Minor Research Projects from various funding agencies.
- The faculties are advised to publish a minimum of one research paper in their field per academic year.
- Workshops on IPR and research methodology are planned.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	1
Outlay in Rs. Lakhs	0	0	0	2.0

3.3 Details regarding minor projects.

	Completed	Ongoing	Sanctioned	Submitted
Number	0	7	0	0
Outlay in Rs. Lakhs	0	7.55	0	NA

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	3	1
Non-Peer Review Journals	0	2	0
e-Journals	0	0	0
Conference proceedings	1	10	0

3.5 Details on Impact factor of publications:

Range: 0.14 – 0.86 Average: 0.13 h-index: 0 Nos. in SCOPUS: 1

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	NA	NA	NA
Minor Projects	Nil	NA		
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University / College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	1	Nil	Nil	Nil
Any other(Specify)	Nil	KSCSTE	INR 10000	INR 10000
Total	Nil	Nil	Nil	Nil

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: NOT APPLICABLE

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE

Any other (specify): Scholar Support Programme (SSP) and Additional Skill Acquisition Programme (ASAP) of Higher Education Department of Kerala Govt.

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number	3	2	0	0	7
Sponsoring agencies	MES Asmabi College, Reader Forum	UGC	0	0	MES Asmabi College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year: NIL

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): NIL

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	158	State level	2
National level	0	International level	0

3.22 No. of students participated in NCC events:

University level	26	State level	05
National level	7	International level	0

3.23 No. of Awards won in NSS:

University level	0	State level	0
National level	2	International level	0

3.24 No. of Awards won in NCC:

University level	0	State level	0
National level	0	International level	0

3.25 No. of Extension activities organized

University forum	NA	College forum	06		
NCC	NIL	NSS	06	Any other	NIL

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility.

- Blood donation camps by NCC and NSS.
- College NSS unit organised one day workshop on Dalit Problems in India on 17-02-2016.
- Volunteers participated in the first and second phase of the cancer survey camp organized at Pathiyassery.
- 3 volunteers participated in the district level seminar on national integration and awareness programme on soil conservation on 4 Dec 2015 at St.Thomas College, Thrissur.

- NSS of the college hosted the blood donation camp organized by HDFC bank in association with Jubilee Mission Hospital.
- In collaboration with Dept of Politics, NSS hosted the UGC sponsored workshop on human rights.
- Organised many social development programmes as a part of seven day Residential Camp of NSS.
- NSS unit of the college co ordinated the neighbourhood youth Parliament organized by Nehru Yuva Kendra on 31 Dec 2015.
- M.E.S Asmabi College N.S.S unit and anti drug club jointly organized a poster and drawing exhibition with anti drug message on 1st July 2015.
- M.E.S Asmabi College gave a hearty reception to the horse expedition rally led by Lieu. Colonel Sri. Anoop, as part of Nationwide Sanitation Initiative “ *Suchitwamission* ”
- NCC Unit conducted BLOOD DONATION CAMP on 8th September 2015 and 54 members donated blood.
- M.E.S Asmabi College N.S.S unit in collaboration with ‘The Leaf’ and Western Ghats Hornbill Foundation organized a photography exhibition on Wildlife Conservation and People and consciousness for the society on 16 October 2015.
- The College N.S.S Unit conducted *Nature Education Camp* for NSS students at Peechi Wildlife Sanctuary from 19-10-2015 to 21-10-2015.
- A health awareness program organised by Thrissur Medical Office was held in the college on 14-03-2016. A puppet show named Kitty the monkey was also arranged as part of the program
- Dr. Asma.V.M & Sabin P.Q along with the UG&PG students and Alumni members went to Palluruthy, Cochin for visiting COTTELENGO BROTHERS rehabilitation home for the poor.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	22.6 Acres	NIL	NA	22.6 Acres
Class rooms	55	NIL	NA	55
Laboratories	07	1	Management	08
Seminar Halls	03	NIL	NA	03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	20 (computers)	NIL	Management and MLA fund	20

Value of the equipment purchased during the year (Rs. in Lakhs)	Not estimated.	1.46 lakhs.		1.46
Others	NIL	NA	NA	NA

4.2 Computerization of administration and library

The information on this aspect is more or less the same as submitted in the year 2014-15. All the (1) admission and registration related data of the students, (2) pay-roll related data of the teaching and non-teaching staff (SPARK) and (3) data regarding college library have been computerised in due manner. Library is linked to INFLIBNET. Student scholarship are registered and availed through e – grants portal. Internal assessment details are conveyed to the University via online. Office has Wi Fi and wired broadband connection. Entire administrative machinery is interconnected through LAN. Online attendance management system is introduced. CCTV surveillance system is improved

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29274	115.98 lakhs	504	Rs. 1.159 lakhs	29778	117.139 lakhs
Reference Books	383	Rs.2.53 lakhs.	42	0.42 lakhs	425	2.95 lakhs
e-Books	NIL	NA	NIL	NA	NA	NA
Journals	66	Rs. 0.60 lakhs	NIL	NA	66	0.6 lakhs
e-Journals	14	Open access	06	Open access	20	NA
Digital Database	06	Open access	04	Open access	06	NA
CD & Video	291	0.3755 lakhs	20	Rs. 0.06 lakhs	311	0.4355 lakhs
Others (specify): Dailies	13	Rs. 0.175 lakhs	NIL	NA	13	Rs. 0.175 lakhs

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	122	65	15	5 (library)	10	8	13	6
Added	20	6	3	2	3	1	3	2
Total	142	71	18	7	13	9	16	8

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.).

- The Department of Statistics conducted a one day seminar on “*Statistics in Practice*” on 18th October 2014. The resource persons are (1) Dr. Sandhya E, Associate Professor, Dept. of Statistics, Prajyothi Nikethan College, Pudukad and (2) Dr. Satheesh S., Prof. and HOD, Dept. of Applied Sciences, Vidya Academy of Science and Technology, Thalakkottur, Thrissur.
- Department of Computer Application - Conducted Workshop on Digital Photography on 5th February 2015. Sri Mohanan Kizhakumpurath, National Award Winner in Digital Photography was the Resource Person.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1.71
ii) Campus Infrastructure and facilities	3.15
iii) Equipments	2.45
iv) Others (Cleaning, freight and, wages	0.91
Total :	8.22

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

- Career guidance programmes and personality/skill development programmes are frequently conducted.
- Tutors are entrusted with the duty of persuading students to refer the leading employment related publications like ‘Employment News’ available in the college library.
- Highly educated and well placed alumni of different departments visit the college and interact with the students.
- One more college bus started operating for the conveyance of students from far off rural locales. This was sponsored by

- As per IQAC request all departments gave guidance about the higher education opportunities in their respective subjects. Study material for PG entrance examinations wherever applicable are supplied by some departments.
- Tutors of individual classes were entrusted with the duty of ensuring the availability of student support services (including e-grants, scholarships, counselling services etc) to their students.
- The department of Psychology opened a platform for counselling of students as an intra-institutional counselling facility.
- Information about job/competitive examination opportunities are transmitted to students through notices and public address system.
- IQAC recommended purchase of more books on career guidance and reference guides for competitive examinations. The suggestion was implemented. The career corner of the library is placed in such a way that students can easily notice them and get information about the references at a glance.

5.2 Efforts made by the institution for tracking the progression:

- The tracking process includes documentation, comparison and discussion of the performance and progress of the students in their examinations and other academic activities.
- Department meeting minutes are checked by IQAC team.
- Direct and telephonic interaction with parents and / or local guardians about improvement in academic performance of students and counseling requirements.
- Holding discussion in department council meetings and also in general staff meetings.
- The progression in teaching-learning activities are tracked in direct interaction in tutorial sessions, and class level PTA meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1509	108	3	NIL

(b) No. of students outside the state

02

(c) No. of international students

NIL

Men	No	%	Women	No	%
	586	36.17		1034	63.82

Last Year	This Year
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General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
430	198	0	783	02	1413	475	266	0	879	02	1620

Demand ratio: Not available as the registration process is ONLINE through the Centralised Allotment Process of affiliating University. Dropout%: 1.87

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Sumedha', a programme for civil service coaching to college students started a coaching unit in the college. This is an initiative of MLA of Kaipamangalam Assembly constituency in which the college is located.
- Additional Skill Acquisition Programme (ASAP) is in place.
- Walk With Scholar (WWS) for advanced learners and Scholar Support Programme (SSP) for slow learners are continuing.
- Coaching classes were conducted for UGC - CSIR – JRF & NET (science stream) and UGC – JRF & NET (Commerce and humanities stream).
- Career Guidance Cell is conducting guidance programmes.
- Department level coaching and/or guidance for PG entrance examinations of Universities.

No. of students beneficiaries

340

5.5 No. of students qualified in these examinations

NET	4	SET/SLET	0	GATE	NIL	CAT	NIL
IAS/IPS etc	NIL	State PSC	4	UPSC	NIL	Others	Nil

5.6 Details of student counselling and career guidance:

- The department of Psychology is offering free counselling to students in all working days from 3.30 to 4.30 PM.
- In addition to the above, class tutors are giving necessary primary level counselling to students to identify those who need advanced discussion with professional counsellors.

No. of students benefitted

128

5.7 Details of campus placement: ASAP SDE selection: 4 SDEs

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited (ASAP selection team)	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	18	4	13

5.8 Details of gender sensitization programmes: 1

- Department of Economics organised U G C sponsored National Seminar on the topic- *Domestic Violence and women in kerala* on 30th and 31st Decembe r 2015

5.9 Students Activities:

5.9.1 No. of students participated in Sports, Games and other events.

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount (Rs/-)
Financial support from institution (PTA)	41	41,000
Financial support from government (e- grants and scholarships)	769	3,861,918
Financial support from other sources (College Alumni gold medals & scholarships)	64	168,064

and departmental alumni scholarships)		
Number of students who received International/ National recognitions	NIL	NA

5.11 Student organised / initiatives

Fairs : State/ University level	NIL	National level	NIL	International level	NIL
Exhibition: State/ University level	01	National level	NIL	International level	NIL

5.12 No. of social initiatives undertaken by the students

05

5.13 Major grievances of students (if any) redressed: No commendable grievances received.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

- To play a role in the remoulding process of the higher education system and rejuvenate its spirit by providing quality education to youth resulting in the development of competent and diligent human resource to face the growing challenges at global level.
- Empowerment of backward classes, education of women, promotion of secularism and democracy, moral uplift through trust in God and maintenance of communal amity are the general visions.
- To become a part of the efforts for attaining higher levels of access, equity and excellence at all levels in higher education system with greater efficiency, transparency, accountability and responsiveness.

Mission:

- To generate and promote competence for community service.
- To bring an atmosphere that enables the transformation of learners into self-reliant citizens with social responsibility.
- To empower stakeholders by identifying and tapping their hidden talents.
- To create a youth brigade having eco-consciousness, and respect for culture and heritage.
- To leave an imprint of the institution in the State's higher education sector.
- To achieve equity in education at gender, societal and regional levels.

6.2 Does the Institution has a management Information System

- Management Information System is being developed in the College and is in formative phase. Meetings of the Governing Body and various committees and subcommittees like College Managing Committee, IQAC, Admission Committee, Planning Board, Staff Council, Purchase committee, Examination Committee, Library Advisory Committee, and Academic Monitoring Committee occurs and a track record of these are maintained.
- Student admissions, e-grants disbursement, internal grade uploading are done online. Staff salary bill submission done through spark. Library is partially automated.
- Office data are fully computerised and stored in cloud. Digitisation of documents is in progress.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development:

- Wherever possible propose strong suggestions in BoS, Academic Council and such academic bodies the views and suggestions of the members from the institution.
- Institutional level initiatives are to be done for short-term courses on communication skills and other programmes to enhance the employability of students.
- More open courses can be offered as more departments are added to the institution.
- Mechanisms for effective planning and delivery are ensured.
- Analysis of curriculum feedback are discussed in departments, IQAC and staff council.

6.3.2 Teaching and Learning:

- Interaction among academia about the current trends in teaching and learning.
- Provide specialised training to faculties inside and outside of the institution. Participation of teachers in FLAIR programme of Higher Education Department of Kerala State Govt. is an initiative to achieve such goals.
- Explore all possibilities of enhancing the effectiveness of internal evaluation.
- Participation of teachers in orientation programmes, refresher courses and summer/winter schools.
- Self review of T & E process and peer feedback among faculties themselves.

6.3.3 Examination and Evaluation

- Ensure timely conduct of internal examinations and settle the examination related grievances if any at the earliest.
- Provide a second chance to appear in internal examination absentees after a thorough enquiry about the reason for absence and obtaining consent from the Principal.
- Implement compulsory participation in field visits and study tours wherever such activities are a part of evaluation process.
- Timely submission of assignments and projects of students.

6.3.4 Research and Development

- Frequent meetings of Research Promotion Council to review research processes and make fresh suggestions and recommendations.
- Promote faculty research projects.
- Provide institutional incentives and appreciations to encourage and instill research culture among faculties, and students.
- Give awareness to PG and research students about how they can contribute to national development and achieve a credible career through research.
- Linkages/ MoUs with research institutes and universities or reputed private laboratories/NGOs/funding agencies are planned for future research projects.
-

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Exploit the faculty expertise in suggesting books, e-books and journals of value. Seek suggestions of all faculties before purchase of library resources and discuss it in Library advisory committees.
- Direct all departments to provide requirement list of additional ICT facilities and justifications for them to ensure that the expended money is fruitfully utilized.
- Promote the use of open access journals and databases in departments.
- Invite a requirement list for new physical facilities and maintenance needs.
- Ensure that faculty suggestions and recommendations of purchase committee are considered in purchase of equipment.
- Annual verification of stocks are to be done.
- Ensure calibration and maintenance of equipments as per schedules and instrument manual.

6.3.6 Human Resource Management

- Suitable appreciate commendable administrative and academic achievements of staff.
- Fill the staff (both teaching and non-teaching) vacancies by Management Committee whenever delay.
- Duly appreciate the extra time engaged in works.
- Delegation of authority is practiced to relieve burden and to ensure efficiency of works. This is done at departmental as well as institutional levels. All academic and extra-academic duties are equitably divided among faculty members.

6.3.7 Faculty and Staff recruitment

- Teaching and non – teaching staff are recruited on ad-hoc basis to compensate the deficiency of employees for which Managing Committee is making reasonable payment. So also services of retired staff of proven skill are re-employed on contract basis wherever necessary.

- Appointment to permanent vacancies is made by Management against posts sanctioned by the State Government.

6.3.8 Industry Interaction / Collaboration

- According to the IQAC direction newly established self financing departments have to establish linkages with other institutions for student internship and/or training.
- Steps to maintain existing linkages for field trips/training (of departments of Aquaculture, Commerce, Botany, Mass Communication and Physics) with various institutes are taken.
- Entrepreneurship Development Club, Career Guidance Cell, Women's Development Cell and Science Forum have to create suitable collaborations.

6.3.9 Admission of Students

- Admission process for UG and PG programmes is initiated and allotment of students is undertaken by the affiliating University through a Centralized Admission Process (CAP). This system offers facility for online submission of single application for admission to various degree programmes in multiple colleges affiliated to the University.
- Set a minimum of 60% marks for UG and PG admissions under Management Quota.
- The seats available in the colleges are classified as merit, reservation and community / management seats. Merit seats are filled by the University purely on the basis of merit. The seats of reservation category are earmarked for SEBC / BPL / SC / ST / OBC etc. and for candidates from Lakshadweep / Persons with disabilities / Sports etc.
- CAP ID is mandatory for admission in all categories of seats.
- The Principal constitutes an admission committee to monitor the admission procedure. The CAP system places certain restrictions on the part of the college in flexibility of student selection process.

6.4 Welfare schemes for:

Teaching	GPF, Facility to avail loan, Group insurance, All admissible leave and LTC. Staff Association fund. Salary advance facility in case of any inadvertent delay in salary payment.
Non teaching	GPF, Facility to avail loan, Group insurance, All admissible leave.
Students	Government aid for minorities (OBC and others), Fishermen Scholarship, SC/ST scholarships, various other scholarships, (including UGC, single girl child, Muslim girls, Lakshadweep etc.), fee waivers , stipends, Alumni gold medals, Alumni scholarship, PTA scholarships, Scholarship for differently abled students Career guidance cell, tutorial classes, remedial coaching etc. Emergency financial support in case of accidents or illness occurring from the college is met by PTA.

6.5 Total corpus fund generated (Rs)

SELF FINANCING COURSE FEE –	10711224.00
AIDED COURSE FEE –	1896375.00
PTA FUND –	1319400.00

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		No	

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

n

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- In the case of certificate courses the external examinations of which are conducted and evaluated by the internal faculties double valuation is done to reduce the chances of errors.
- The affiliating University strives hard for timely publication of results by conducting rigorous centralized valuation camps within few weeks of completion of end semester examinations by declaring suspension of regular classes which enables effective participation of teachers in CV camps. Practical and viva voce examinations are conducted within days of the conclusion of theory exams and sometimes even before the commencement of theory papers.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University raises no objection in acquiring autonomy of affiliated colleges.

6.11 Activities and support from the Alumni Association:

- Departmental level farewell for retiring Heads of the Departments are given by the departments of Physics, Economics, and Commerce.

- Annual get together of Botany department alumni held on 15-8-15. Around 60 alumni were participated. Scholarships for meritorious students for both M.Sc and B.Sc were distributed on the same day.
- Departmental alumni meet of Aquaculture, Commerce, Mathematics, Economics and Physics were held on 15th August 2015.
- Annual Meet of P.G Department of English “Memoria” was conducted on 12 December 2015. It was inaugurated by the notable alumni Sri Prasoon and many retired teachers participated in the function.
- General alumni Association and Departmental alumni associations gave away cash prizes and Gold medals to meritorious students.

6.12 Activities and support from the Parent – Teacher Association:

- PTA Executive Committee met four times and general PTA meeting held twice during 2015-16.
- Donated a college bus in June 2015 and 16 ceiling fans in December 2015.
- Contributed loan advance amount towards salary of guest lecturers.
- Thirty nine scholarships each worth Rs.1000/- were distributed to students.

6.13 Development programmes for support staff:

- Department of Computer Science of the college is providing computer training to office staff whenever required to update their knowledge in data management.

6.14 Initiatives taken by the institution to make the campus eco-friendly:

- Conducted green audit and published the report. Efforts are underway to meet the recommendations of the audit team.
- Placed eco-friendly waste bins in corridors of all verandahs and classrooms suitable for segregated collection of degradable and non-degradable stuff.
- Littering is prohibited and tree litters are buried to promote organic enrichment of soil instead of burning them.
- Developed a well-deined green policy as per the guidelines given by the Green Audit Team.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- It was a combined decision of the staff and managing committee of the college that at least one massive community oriented programme should be conducted every year. The details of the current year’s activity have been described below.

SCIENTIA 16 –Science exhibition organised by MES Asmabi college from 21st to 26th January 2016.

- National Aquarium show- cum science exhibition
- Venue-MES Asmabi college ground
- Date-from 21st-26th January

- In connection with the exhibition various programs were held:
 - 21st January: Ganamela by Rafi Mathilakam and Party.
 - 22nd January: Smile and Smart kid competition. Ghazal evening.
 - 23rd January: Selected Cultural programmes by students of MES Asmabi College.
 - 24th of January: Kamal Sandhya: Ganamela incorporating the songs from the films of famous Malayalam actor, Sri. Kamal. Sri. Kamal and Sri. Jayaraj Warriar were the chief guest on the occasion.
 - 25th of January: Ganamela and competitions for public and college staff.

The expo ended with high appreciation from the public. The heavy people turnout coupled with encouraging feedback indicated the success of the event. The programme helped the college to reach to the community in a totally different angle. Further, the students organizing skills touched its zeniths from the very beginning to the end.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year:

ACTION PLAN	ACTION TAKEN REPORT
Massive social contact programmes	Conducted ‘Scientia – 16’ National Science Exhibition-cum-Aquarium Show in January 2016.
Improvement of ICT facilities.	Purchased 20 computers
Betterment of IT infrastructure	20 more computers were purchased.
Conduct of green audit.	Conducted green audit, report published and discussed the recommendations in IQAC and handed over to Management. Efforts started to implement the audit recommendations.
Productive participation of students in cultural events.	Won 18 prizes in University level Arts fests. Won 7 th place in D-zone Arts Fest of University of Calicut.
Conduct of international programmes	Departments of Arabic, Commerce and Hindi conducted international programmes during the months of October, November and September respectively.

7.3 Give two Best Practices of the institution

- Introduction of Massive Social Contact programmes.
- ‘Cloud Culture’ in academics and administration.

(Annexure iii is attached)

7.4 Contribution to environmental awareness / protection

- Organic vegetable farming (with drip irrigation facility) and planting of tree saplings are practiced.
- Suitable observed World Environment Day, and Ozone day.
- Installed waste collection and segregation system in all corridors and classrooms.
- Replacement of fluorescent lamps with LED lamps.
- The College N.S.S Unit conducted *Nature Education Camp* for NSS students at Peechi Wildlife Sanctuary from 19-10-2015 to 21-10-2015.
- Organized a workshop on ‘Reduce, Reuse and Recycle’ on 10th June 2015 jointly with Bhoomithra Sena club.
- Conducted green audit with NSS participation and external academic agency.
- Developed a green policy for the institution.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT ANALYSIS

As MES Asmabi College is on the path of self improvement a need for identifying and analyzing its strengths, weaknesses, opportunities and challenges is strongly felt as such a study would tremendously contribute to the achievement of excellence in all spheres. The method adopted for the SWOT study for the current year was more or less the same as reported for the previous year, the commendable difference being a consultation with environmental experts the inclusion of which we felt that it would work as a guide for improving the verdant campus of the institution. The core team was formed accommodating the heads of all main departments, College Managing Committee and the Principal. Copies SWOT analysis questionnaire was circulated in all departments to get a clear vision about its aims, objectives and modus operandi. The core team under the headship of the Principal and IQAC met four times and had consultations/brain storming sessions in participatory mode. Core committee and sub-committees were constituted which had diverse groups from science, humanities and commerce departments, establishment section, library staff, alumni and students. This helped to work out and determine the institutional strengths, weaknesses, opportunities and threats and accordingly action plan was drafted as per the priorities. Two meetings each of PTA, Alumni and students were convened by the SWOT analysis team to derive suggestions from them.

SWOT – SUMMARY

Major areas in which the institution is performing well at present (strengths), potential lacunae where it needs betterment (weaknesses), scope for improvements in future by efficient harnessing of available resources (opportunities) and limitations/factors that interfere with some of the fields of development (threats) were exposed during the analysis. Major conclusions of SWOT study have been described below.

Strengths: Ever felt presence of **dynamic PTA and Alumni** emerged as the foremost point of institutional strength as they were involved in almost all areas of the development of the college.

The PTA have been involved in encouraging the academic growth of the institution both by providing scholarships to students from financially poor families and giving salary advance to guest faculties and permanent staff in case of inadvertent delay in payment of salary. In addition to that PTA is involved in making creative suggestions and translating those into realities in student support activities. For example PTA has donated a college bus this year to reduce the conveyance problems of the students. Likewise General Alumni Association, departmental alumni associations and \Gulf chapter of Alumni association (the 'pravasi' alumni) have made creditable contributions to the multilateral development of the institution. They regularly dispense scholarships to top scorers and financially backward students both in the form of cash and gold medals. Feedback on academic and infrastructure from parents and alumni is immensely helpful in undertaking corrective measures.

Weaknesses:

Inadequacy of technical and supporting staff is strongly felt. As this deficiency is related to the policy matter of the State Government, limitations exist for the management in filling up the vacancies. Addition of more self financing programmes and increase in the number of students enrolling year after year has doubled the administrative burden. Even though sincere efforts are made by the management to face this situation by appointing staff on contract basis the workload of administrative wing is so enormous that the office personnel have to work hard to settle the duties on time. Efforts are being made to find out a solution to resolve this issue by pressurizing the Government machinery so that vacancies can be filled.

Opportunities:

More avenues of activities can be opened to the stronger pillars of PTA and Alumni. There is ample scope for expansion of both of these supporting bodies both at departmental and general alumni levels. Widening of social contacts through these stakeholders would help the institution in attaining a better future by positively exploiting them for getting information on employment, career consultants, recruitment agencies, resource persons etc. Sometimes members of these associations (Alumni and PTA) themselves might function as one or more of these facilitators.

Threats:

Spurt in the number of autonomous colleges in Thrissur and neighbouring districts seems to lure more meritorious students, the major point of attraction being hassle free completion of the academic schedule and timely publication of results. Being an affiliated aided institution, the college is literally helpless in making the timely publication of the results of external examinations. To make the condition worse the delay in publication of results leads to loss of chances of higher studies. This is because by the time the University releases the results the autonomous colleges might close their admission procedure. Many of the students are unable to improve their marks/grades in previous examinations due to the untimely publication of results. The college is in the path of achieving autonomy by working hard to meet the stipulated conditions for it.

8. Plans of institution for next year

1. Expansion of Wireless Network.
2. To achieve more recognitions in student cultural/sports activities.
3. Betterment of student performance in University examinations.
4. Conduct massive community interaction programmes/events.
5. To conduct more programmes on gender sensitization.
6. Improvement of library resources.
7. Skill development programmes in teaching.
8. Improvement of ICT facilities in classrooms.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Annexure (ii)

Analysis of the feedback from Stakeholders

Manual feedback on Curriculum, Infrastructure, Student Support and Teaching & Learning are collected from **students, parents, alumni** and **teachers**. The collected feedbacks are analyzed and appropriate actions are taken after discussions in departments, staff council, IQAC and management.

- I. **Students:** Separate feedback on curriculum (for even and odd semesters separately) is taken. In all types of feedbacks, students are allowed to maintain anonymity in responses. The format is supplied to and recollected from the students by the head of the institution directly. Views, opinions and assessment made by the students are carefully processed and necessary follow-up is made by the Department/Faculty/Heads in terms of teaching methodology, rapport, and support. The head of the institution has made it mandatory for all teachers to obtain the feedback made by students on them and to take necessary corrective action. Departmental meetings are conducted after collecting completed feedback forms from students for the improvement of infrastructural facilities, library matters and other academic activities.
- II. **Alumni:** Meetings of General and departmental Alumni Associations are organised in the college and share their views and opinions on all matters. This also provides an opportunity for the present teachers to bridge the gap between the old and the new. It has been indicated from Alumni feedback that more field trainings are needed in Aquaculture as many of the alumni employed in seafood and farming sector felt such a requirement.
- III. **Parents:** Questionnaire for parent feedback is prepared in Malayalam to facilitate response marking from them. Conduct of Class-wise PTA at least once in one semester for each class is a micro level arrangement to obtain direct feedback from parents. In addition to this frequent telephonic discussions are made in necessary cases among class tutors and/or Head of Departments and guardians/parents. Executive Committee of PTA makes a minimum of six sittings per calendar year in which the representatives of parents' wing can express any matter related to administrative, academic or infrastructural areas. Such comments if any are registered in minutes to facilitate tackling of it at the earliest.
- IV. **Teachers:** Peer feedback among teachers and student feedback on teachers taken. The feedback on teachers is taken directly from students by the Principal and IQAC. Peer feedback is taken at department level and discussed in department meetings. Teacher feedback by students are analysed in IQAC meetings and necessary remedial measures are suggested wherever required.

Annexure (iii)

Best Practices of the Institution

- Introduction of Massive Social Contact programmes.
- ‘Cloud Culture’ academics and administration.

Best Practice 1

- Introduction of Massive Social Contact programmes.

Introduction:

MES Asmabi College has always been keen in exercising its societal commitment by interfering with matters of public’s needs. The college is aware and vigilant of the problems of the villages around the institution. We felt it is our duty to extend our helping hands to the community.

Goal:

Boost the point of institutional social responsibility through involvement in massive social service activities.

The Context:

The locality of the college is typically rural inhabited predominantly by poor and backward communities deserving the support of the only higher education institution available in the area. A lion section of the population belongs to deprived fishermen community. People of all ages of the villages require guidance and direct support or services/awareness in education, health care, sanitation, employment, infrastructure, banking & finance management, agriculture, live stock management etc. In this context the college community has unanimously decided to conduct at least one major social service drive in addition to the existing services provided under the aegis of different departments, NCC, NSS and other forums functioning in the college.

The Practice:

As decided by different departments, and discussed in college council the whole college should involve in one way or other in the organisation and conduct of the activity (s) earmarked for the year. Collective participation is ensured through meetings and submission of minutes and reports.

For the academic year 2015-16, a National Science Exhibition was conducted from 21st to 26th of January 2016. Stalls set by Govt. Medical College Calicut, Zoological Survey of India, Kerala Agricultural University, Excise Department, Indian Army, CMFR, CIFT, NIFPHAT, MATSYAFED, Fishery Survey of India, Geology and Aquaculture departments of MES College, Ponnani, all science departments of MES Asmabi College where the highlights. Preparations for organisation started in October 2016 with formation of working committees in which people’s representatives of Local Self Government Bodies including Grama Panchayaths, Block Panchayaths and District Panchayaths participated. President of the District Panchayath was the Chairman of the working committee.

School and college students from different parts of the district visited the week long exhibition. Total visit turnout was nearly 7000. The entry for school children up to 7th std was free and 5 rupee per head was charged students up to plus two. 10 rupees per head was the charge levied for the public. The college also facilitated conveyance of school students by making the college bus available for transportation.

The expenses for the event were met by the college management.

A summary is given below.

SCIENTIA 16 –Science exhibition organised by MES Asmabi college from 21st to 26th January 2016.

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- Date-from 21st-26th January
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 - 25th of January: Ganamela and competitions for public and college staff.

The expo ended with high appreciation from the public. The heavy people turnout coupled with encouraging feedback indicated the success of the event. The programme helped the college to reach to the community in a totally different angle. Further, the students organizing skills touched its zeniths from the very beginning to the end.

Evidence of Success:

Heavy turnout of visitors even on working days coupled with very positive and encouraging feedback. Extensive coverage in print and visual and social media is another indicator of success. Moreover sponsorships that poured in before the beginning of the programme was an evidence of popularity of the programme.

Problems encountered and Resources required:

Sticking on to the timing allotted to visit of schools and timely conveyance were felt as the major hurdles. The rural location of the college forced us to close the stalls by 8.30 pm as people from farther locations cannot return due to absence of public transportation services 8.30 at night. Providing sufficient parking spaces during rush hours was another problem encountered. Supply of power and drinking water was not very smooth during the conduct of the event. Ensuring these two essentials was a major challenge. Resources are needed for electricity back up, drinking water and transportation.

Best Practice 2

- ‘Cloud Culture’ in academics and administration.

Introduction:

Cloud storage of data and files is a recent trend in office file handling and management. This method gives better protection of data in addition to saving money and space.

The Context:

Adoption of a green approach is required in every moment in life to safeguard the Mother Earth. Such initiatives in certain aspects of institutions/organisations can not only contribute to ecological protection but also save precious money and time. Setting a ‘cloud culture’ in file storage and management is a best practice in this perspective. Data security is not merely a problem in cyberspace. File kept as physical materials are liable to destruction or theft or misuse at any time in an institution. Suitably encrypted cloud based file storage and management would be a better way of ensuring security of data. Apart from this the practice can make the file available anytime anywhere.

The Practice:

Awareness on needs and advantages of cloud storage of files and data was created among faculties and non-teaching staff. Methods of scanning and documenting the files were also taught. A team comprising teachers from BCA department and other staff with better and deeper awareness on internet use have exercised this duty. Storage in email accounts, Google Drive was given stress during this creation of awareness.

Departmental and Office files and data were made as soft copies. So also forms for accounting, leave, purchase etc. were kept as soft copies. The practice of storing blank forms in bulk unnecessarily was stopped.

The files, forms and data converted to soft form are encrypted using passwords wherever necessary and put into folders with appropriate name. The documents are then uploaded in mail accounts and shared among group of faculties/non teaching staff depending on the nature of data/documents.

Evidence of Success:

Significant decrease quantum of paper used was recorded. Departments and administrative office found it very easy to locate the required files at a click of the mouse saving precious time and human effort.

Problems encountered and Resources required:

Network problems and reduced speed connectivity often creates troubles. Likewise lack of sufficient number of scanning devices is experienced. High speed connectivity and more number of scanners are required. But these problems would be easily resolved as steps to rectify these inadequacies are in progress.

COLLEGE ALMANAC 2015-2016
JUNE 2016

Date	Day	
1	MON	
2	TUE	Reopening of College after summer vacation
3	WED	
4	THU	
5	FRI	World environment day
6	SAT	
7	SUN	World Ocean Day
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	World day Against Child Labour (ILO)
13	SAT	
14	SUN	
15	MON	World Blood Donors Day
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	World Refugee Day
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	World Diabetes Day
27	SAT	
28	SUN	
29	MON	
30	TUE	

Total No. of Working days during the month 21

CALENDAR & HAND BOOK 2015-2016

FEE STRUCTURE

M.A. ENGLISH				
Semester	Tuition Fee	Special Fee	C.D. Exam Fee	
I	1800	800	600	330
II	-	-	-	330
III	1800	720	-	330
IV	-	-	-	430

M.Sc. PLANT SCIENCE				
Semester	Tuition Fee	Special Fee	C.D. Exam Fee	
I	1800	1900	600	280
II	-	-	-	680
III	1800	1835	-	280
IV	-	-	-	580

To view Announcements in our college

COLLEGE ALMANAC 2015-2016
JULY 2015

Date	Day	
1	WED	
2	THU	
3	FRI	
4	SAT	
5	SUN	OH
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	OH
12	SUN	OH
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	OH
19	SUN	OH
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	OH
27	MON	
28	TUE	
29	WED	
30	THU	
31	FRI	

Doctor's Day
World Population Day
World Hepatitis Day
Eid-ul-Fitar

Total No. of Working days during the month 22

The rest of the month is a holiday

COLLEGE ALMANAC 2015-2016
AUGUST 2015

Date	Day	
1	SAT	
2	SUN	OH
3	MON	
4	TUE	
5	WED	
6	THU	Hiroshima Day
7	FRI	
8	SAT	OH
9	SUN	OH
10	MON	Qatar Health Day
11	TUE	
12	WED	
13	THU	International Youth Day
14	FRI	Kaddikavayal
15	SAT	OH
16	SUN	OH
17	MON	
18	TUE	
19	WED	
20	THU	Saibbhavana Day
21	FRI	
22	SAT	Colleges Close for Oram Vacation
23	SUN	OH
24	MON	
25	TUE	
26	WED	
27	THU	OH
28	FRI	OH
29	SAT	OH
30	SUN	OH
31	MON	OH

Total No. of Working days during the month 20

The rest of the month is a holiday

COLLEGE ALMANAC 2015-2016
SEPTEMBER 2015

Date	Day	
1	TUE	
2	WED	
3	THU	
4	FRI	
5	SAT	
6	SUN	OH
7	MON	OH
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	OH
13	SUN	OH
14	MON	
15	TUE	Hindi Day
16	WED	Democracy Day
17	THU	Ozone Day
18	FRI	
19	SAT	
20	SUN	
21	MON	OH
22	TUE	U.N. Peace Day
23	WED	Three Panchajanya Ganga Samskara, Atanar's Day
24	THU	OH
25	FRI	Band
26	SAT	
27	SUN	OH
28	MON	
29	TUE	
30	WED	

Total No. of Working days during the month 22

Quality is not an act, it is a habit!

COLLEGE ALMANAC 2015-2016
OCTOBER 2015

Date	Day	
1	THU	
2	FRI	OH
3	SAT	
4	SUN	OH
5	MON	
6	TUE	Air Force Day
7	WED	Postal Day
8	THU	World Mental Health Day (WHO)
9	FRI	International Day of Girl Child
10	SAT	OH
11	SUN	OH
12	MON	
13	TUE	
14	WED	World Standards Day
15	THU	National Self Reliance Day
16	FRI	
17	SAT	World Food Day
18	SUN	OH
19	MON	
20	TUE	
21	WED	
22	THU	OH
23	FRI	OH
24	SAT	OH
25	SUN	OH
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	
31	SAT	

Total No. of Working days during the month 21

CALENDAR & HAND BOOKS 2015-2016

**COLLEGE ALMANAC 2015-2016
NOVEMBER 2015**

Date	Day	
1	SUN	OH Kerala Pongal Day
2	MON	
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	OH
9	MON	
10	TUE	World Science Day
11	WED	National Education Day
12	THU	World Pneumonia Day (WHO)
13	FRI	
14	SAT	OH Children's Day, World Diabetes Day
15	SUN	OH World Philosophy Day
16	MON	International Day for Tolerance
17	TUE	
18	WED	
19	THU	Mother's Day, Citizen's Day
20	FRI	Universal Children's Day
21	SAT	World Television Day
22	SUN	OH
23	MON	
24	TUE	
25	WED	
26	THU	Constitution Day
27	FRI	
28	SAT	
29	SUN	OH
30	MON	

Total No. of Working days during the month 19

A date leaving is a day of absence

**COLLEGE ALMANAC 2015-2016
DECEMBER 2015**

Date	Day	
1	TUE	
2	WED	World AIDS Day
3	THU	World Disabled Day
4	FRI	Navy Day
5	SAT	
6	SUN	OH
7	MON	Flag Day
8	TUE	
9	WED	
10	THU	Human Rights Day
11	FRI	
12	SAT	OH
13	SUN	OH
14	MON	National Energy Conservation Day
15	TUE	
16	WED	
17	THU	
18	FRI	College closes for X-mas holidays
19	SAT	
20	SUN	OH
21	MON	
22	TUE	
23	WED	
24	THU	
25	FRI	OH X-mas
26	SAT	
27	SUN	OH
28	MON	College reopens after X-mas holidays
29	TUE	
30	WED	
31	THU	

Total No. of Working days during the month 16

CALENDAR & HOLIDAY SCHEDULE 2015-2016

COLLEGE ALMANAC 2015-2016
FEBRUARY 2016

Date	Day	
1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	OH
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	OH - World Religion Day
14	SUN	OH
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	OH
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	OH - National Science Day
29	MON	

World Cancer Day

World Day of Social Justice
International Mother Language Day

Total No. of Working days during the month 20

COLLEGE ALMANAC 2015-2016
JANUARY 2016

Date	Day	
1	FRI	
2	SAT	
3	SUN	OH
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	
10	SUN	OH
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	
17	SUN	OH
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	OH
25	MON	
26	TUE	
27	WED	
28	THU	
29	FRI	
30	SAT	
31	SUN	

National Youth Day

Army Day

Republic Day

Martyr's Day

Total No. of Working days during the month 22

COLLEGE ALMANAC 2015-2016
MARCH 2016

Date	Day	
1	TUE	
2	WED	
3	THU	World Wildlife Day
4	FRI	
5	SAT	
6	SUN	OH
7	MON	
8	TUE	
9	WED	International Women's Day
10	THU	
11	FRI	
12	SAT	OH
13	SUN	OH
14	MON	
15	TUE	
16	WED	
17	THU	
18	FRI	
19	SAT	
20	SUN	OH
21	MON	World Forest Day
22	TUE	World Water Day
23	WED	
24	THU	
25	FRI	
26	SAT	
27	SUN	OH
28	MON	
29	TUE	
30	WED	
31	THU	

College closes for Summer Vacation

Total No. of Working days during the month 22

Refer to yearbook, for rest of everything