



KOTTAKKAL FAROOK
ARTS & SCIENCE COLLEGE

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

**DEPARTMENT OF COMMERCE AND
MANAGEMENT**

ANNUAL REPORT 2020-2021

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ANNUAL REPORT 2020-2021

INTRODUCTION

The main goal of the B.Com and BBA programs at Kottakkal Farook Arts and Science College is to provide our students with a robust education and practical skills in commerce and management. The Department of Commerce and Management Studies is dedicated to helping students navigate the complex fields of finance, business administration, and computer applications in commerce, equipping them to succeed in their careers. Our mission is to ensure that every student is professionally prepared for the annual placement programs.

To achieve this, we offer a variety of orientation programs and bridge courses that familiarize students with the courses and curriculum, ensuring a smooth transition into their academic journey. During the challenging period of the COVID-19 pandemic in 2020-2021, our department adapted swiftly to the unprecedented situation. We transitioned to online learning platforms to continue delivering quality education, ensuring that our students remained engaged and on track with their studies.

Despite the difficulties posed by the pandemic, we implemented several new initiatives to support our students. Virtual workshops, webinars, and online skill development sessions were conducted regularly to keep the learning process uninterrupted. These efforts were instrumental in maintaining the academic momentum and preparing our students for the evolving job market.

This annual report highlights the achievements and activities of the Commerce and Management Department during the 2020-2021 academic year, showcasing our resilience and commitment to providing excellent education even in the face of global challenges.

The Department of Commerce and Management Studies at our college offers the following programs:

UNDERGRADUATE COURSES:

B.Com (Finance)

B.Com (Computer Applications)

BBA (Bachelor of Business Administration)

POSTGRADUATE COURSE:

M.Com (Finance): Provides advanced education in financial management and accounting.



M. ABDUL AZEEM
PRINCIPAL
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PROGRAMMES	COURSE CODE	TITLES OF COURSE	H/W	NO.OF CREDITS
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I ST SEMESTER BBA

Common courses	ENG1A01	Transactions: Essential English Language Skills	4	3
	ENG1A02	Ways With Words: Literatures In English	5	3
	ARB1A07(1)	Communicative Arabic	5	4
	HIN1A07(2)	Prose Forms In Hindi Literature	6	4
	MAL1A07(2)	Malayala Sahithya Padanam 1	5	4
Core courses	BBA1B01	Management Theory And Practices	6	4
Complimentary course	BBA1C01	Managerial Economics	5	4
Audit course	AUD1E01	Environmental Studies	0	4



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M. ABDUL AZEEZ
PRINCIPAL
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SECOND SEMESTER BBA

Common courses	ENG2A03	Writing For Academic And Professional Success	4	4
	ENG2A04	Zeitgeist: Reading On Contemporary Culture	5	3
	ARB2A08(2)	Reading Arabic Prose And Poetry	5	4
	HIN2A08(2)	Poetry Correspondance And Translation	5	4
	MAL2A08(2)	Malayala Sahithya Padanam 2	5	4
Core courses	BBA2B02	Financial Accounting	6	4
Complimentary course	BBA2B03	Marketing Management	5	4
Audit course	AUD2E02	Disaster Management	0	4




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THIRD SEMESTER BBA

COMMON COURSES	BBA3A11	Basic Numerical Methods	5	4
	BBA3A12	Professional Business Skill	4	4
CORE COURSES	BBA3B04	Corporate Accounting	6	4
	BBA3A05	Financial Management	5	4
COMPLIMENTARY COURSE	BBA3C02	Business Regulation	5	4
AUDIT COURSE	AUD3E03	Human Rights	0	4

FOURTH SEMESTER BBA

COMMON COURSES	BBA4A13	Entrepreneurship Development	5	4
	BBA4A14	Banking And Insurance	4	4
CORE COURSES	BBAAB06	Cost And Management Accounting	6	4



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COMPLIMENTARY COURSE	BBA4C03	Corporate Regulation	5	4
	BBA4C04	Quantitative Techniques For Business	5	4
AUDIT COURSE	AUD4E04	Gender Studies	0	4

FIFTH SEMESTER BBA

CORE COURSES	BBA5B07	Human Resources Management	4	4
	BBA5B08	Business Research Methods	4	3
	BBA5B09	Operation Management	4	4
	BBA5B10	Income Tax	5	4
	BBA5B11	Financial Markets And Institutions	5	4
Open course	BBA5B02	E-Commerce	3	3



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M. M. ABDUL AZEEZ
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SIXTH SEMESTER BBA

CORE COURSES	BBA6B12	Organisation Behaviour	5	4
	BBA6B13	Management Science	5	4
	BBA6B14	Project Management	3	2
	BBA6B15	Financial Service	5	4
	BBA6B16	Investment Management	5	4
PROJECT	BBA6B17(P/R)	Three Week Project And Viva Voce	2	2



M. Abdul Azeem
M. ABDUL AZEEM
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B.COM PROGRAMME

FIRST SEMESTER

Common courses	ENG1A01	Transactions: Essential English Language Skills	4	3
	ENG1A02	Ways With Words: Literatures In English	5	3
	ARB1A07(2)	Communicative Arabic	5	4
	HIN1A07(2)	Prose Forms In Hindi Literature	6	4
	MAL1A07(2)	Malayala Sahithya Padanam 1	5	4
Core courses	BCM1B01	Business Management	6	4
Complimentary course	BCM1C01	Managerial Economics	5	4
Audit course	AUD1E01	Environmental Studies	0	4



M. Abdul Azeez
M. ABDUL AZEEZ
PRINCIPAL
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SECOND SEMESTER B.COM

Common courses	ENG2A03	Writing For Academic And Professional Success	4	4
	ENG2A04	Zeitgeist: Reading On Contemporary Culture	5	3
	ARB2A08(2)	Reading Arabic Prose And Poetry	5	4
	HIN2A08(2)	Poetry Correspondance And Translation	5	4
	MAL2A08(2)	Malayala Sahithya Padanam 2	5	4
Core courses	BCM2B02	Financial Accounting	6	4
Complimentary course	BCM2C02	Marketing Management	5	4
Audit course	AUD2E02	Disaster Management	0	4



J. M. Abdul Azeez
J. M. ABDUL AZEEZ
PRINCIPAL
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THIRD SEMESTER B.COM

COMMON COURSES	BCM3A11	Basic Numerical Methods	5	4
	BCM3A12	Professional Business Skill	5	4
CORE COURSES	BCM3B03	Business Regulation	4	4
	BCM3B04	Corporate Accounting	6	4
COMPLIMENTARY COURSE	BCM3C03	Human Resources Management	5	4
AUDIT COURSE	AUD3E03	Human Rights	0	4

FOURTH SEMESTER B.COM

COMMON COURSES	BCM4A13	Entrepreneurship Development	5	4
	BCM4A14	Banking And Insurance	5	4
CORE COURSES	BCM5B05	Cost Accounting	6	4
	BCM4B06			




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PRINCIPAL
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		Corporate Regulation	4	4
COMPLIMENTARY COURSE	BCM4C04	Quantitative Techniques For Business	5	4
AUDIT COURSE	AUD4E04	Gender Studies	0	4

FIFTH SEMESTER B.COM


CORE COURSES	BCM5B07	Accounting For Management	5	4
	BCM5B08	Business Research Methods	4	4
	BCM5B09	Income Tax Law And Accounts	5	4
	BCM5B10	Financial Markets And Services/ Computer Application In Business	4	4
	BCM5B11	Financial Management/Business Information System	4	4
Open course	BCM5D02	Basics Of Entrepreneurship And Management	3	3



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Prof. M. ABDUL AZEEM
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SIXTH SEMESTER B.COM

CORE COURSES	BCM6B12	Income Tax And GST	6	4
	BCM6B13	Auditing And Corporate Governance	5	4
		Fundamentals Of Investments/Office Automation Tools	5	4
	BCM6B14	Financial Derivatives/Computerised Accounting With Tally	5	5
PROJECT	BCM6B16(PR)	3 Weeks Project And Viva Voce	4	2


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M.COM PROGRAMME

FIRST SEMESTER M.COM

CORE COURSES	MCM1C01	Business Environment And Policy	5	4
	MCM1C02	Corporate Governance And Business Ethics	5	4
	MCM1C03	Quantitative Techniques For Business Decisions	5	4
	MCM1C04	Management Theory And Organizational Behaviour	5	4
	MCM1C05	Advanced Management Accounting	5	4
AUDIT COUSES	MCM1A0	Ability Enhancement Course	0	4




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SECOND SEMESTER M.COM

CORE COURSES	MCM2C06	Advanced Corporate Accounting	5	4
	MCM2C07	Advanced Strategic Management	5	4
	MCM2C08	Advanced Cost Accounting	5	4
	MCM2C09	International Business	5	4
	MCM2C10	Management Science	5	4
AUDIT COUSES	MCM2A0	Professional Competency Course	0	4




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PRINCIPAL
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THIRD SEMESTER M.COM

CORE COURSES AUDIT COUSES	MCM3C11	Financial Management	5	4
	MCM3C12	Income Tax Law Practice And Tax Planning 1	5	4
	MCM3C13	Research Methodology	5	4
	MCM3EF01	Elective-1 Investment Management	5	4
	MCM3EF02	Elective -1 Financial Market And Institutions	5	4



Abdul Aziz
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FOURTH SEMESTER M.COM

CORE COURSES AUDIT COUSES	MCM4C14	Financial Derivatives And Risk Management	5	4
	MCM4C15		5	4
	MCM4EF03	Income Tax Law Practice And Tax Planning 2	5	4
	MCM4EF04	Elective-3 International Finance	5	4
		Elective-4 Advanced Strategic Financial Management	5	4
PROJECT	MCM4PV01	Project Work And Comprehensive Viva Voce	5	4




Prof. M. ABDUL AZEEL
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Our department is dedicated to providing a high-quality education that equips students with the knowledge and skills necessary to succeed in the dynamic and ever-changing world of commerce.

As the COVID-19 pandemic swept across the globe, colleges and universities were compelled to reimagine traditional classroom arrangements in the interest of safety and continuity of education. From hybrid models to fully virtual instruction, institutions were tasked with balancing academic excellence with health considerations. In this exploration, we'll delve into the intricate world of class arrangements during COVID-19, examining the diverse strategies employed to facilitate learning while navigating the challenges of physical distancing, technology integration, and equitable access. Join us as we uncover the innovative approaches adopted by educational institutions to ensure students continue to thrive in an ever-evolving educational landscape. At our department, students can expect to engage with a diverse faculty that brings a wealth of experience and expertise in the areas of accounting, finance, economics, marketing, and business management. Our faculty members are committed to providing a comprehensive and challenging curriculum that prepares students for a wide range of career opportunities in the business world. As a Commerce UG student at our college, you will have access to a range of resources and opportunities, including internships, industry visits, workshops, and seminars, which will help you gain practical experience and stay up-to-date with the latest trends and developments in the field of commerce. During this period, we introduced Zoom, Edmodo and Teams Apps for tutorial purposes.

FACULTY

Faculties in a department play a crucial role in shaping the academic environment. They are key to delivering quality education, fostering research, and mentoring students. A strong faculty contributes to the department's reputation, attracting talented students and fostering a dynamic learning community. Their expertise and commitment are vital for the overall success and growth of the department.



A. Abdul Azeez
A. ABDUL AZEEZ
PRINCIPAL
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NANDHINI PC	Head of Department	M.COM,BEd,SET
MUJEEB TP	Department Co ordinator	M.COM, MBA, BEd, M PHIL,
SAFOORA P	Assistant Professor	M.COM, NET, BEd, SET
SREENJA M	Assistant Professor	M.COM,NET,BEd,SET,DTP, DIPLOMA IN FINANCIAL ACCOUNTING
RAIHANATH KAKKOTTIL	Assistant Professor	M.COM, BEd, SET,TALLY,Peach tree
FASEELA P	Assistant Professor	M.COM, BEd , SET
NIMISHA N	Assistant Professor	M.COM, BEd, SET
NAJMA.P	Assistant Professor	M.COM, Bed, SET
BASIMA KOLAKKATTIL	Assistant Professor	M.COM, NET
SUMAYYA.E	Assistant Professor	M.COM, SET
NISHATH	Assistant Professor	M.COM, MEd B.Ed., SET
DIVYA NEETTATH	Assistant Professor	M.COM, Bed, SET
SISNI	Assistant Professor	M.COM, NET, Bed

• **FACULTY- STUDENT RATIO**

A faculty-student ratio of 1:35 in the Department of Commerce and Management Studies indicates that for every faculty member in the department, there are approximately 35 students. This ratio provides insight into the level of attention and support that students may receive from faculty members within the department.



J. M. Abdul Azeez
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• INSTRUCTIONAL METHODS

The COVID-19 academic era prompted a widespread adoption of online classes as a primary instructional method. This approach proved crucial in maintaining educational continuity while ensuring the safety of students and faculty.

Educational institutions rapidly embraced various digital tools and platforms to facilitate online learning. Learning Management Systems (LMS), video conferencing apps, and collaborative software became essential for delivering lectures, conducting discussions, and sharing resources.

Online classes offered a level of flexibility that traditional classrooms couldn't provide. Students could access lectures and course materials at their own pace, accommodating diverse learning styles and time constraints. This flexibility helped bridge geographical barriers, allowing students to participate from different locations.

Educators had to adapt their teaching methods to suit the online environment. Strategies like asynchronous learning, interactive online sessions, and multimedia-rich content became prevalent. This shift encouraged creativity in instructional design, aiming to maintain engagement and enhance the learning experience. Such as internet connectivity issues, digital literacy disparities, and difficulties in replicating hands-on experiences. To address these challenges, institutions implemented solutions like providing offline resources, conducting tech support sessions, and leveraging alternative assessment methods.

Maintaining student engagement in virtual classrooms was a priority. Interactive features in video conferencing tools, discussion forums, and collaborative projects were utilized to foster student participation. Educators explored innovative ways to create a sense of community and interaction among students.

ASSESSMENT AND EVALUATION

Traditional methods of assessment underwent modifications to suit the online format. Open-book exams, project-based assessments, and continuous evaluation gained prominence. Ensuring academic integrity and fair evaluation methods became focal points in the online learning environment.

1. INTERNAL EXAMINATION COMMITTEE

Coordinators : Mujeeb TP [BBA]

Safoora .p [Bcom CA]

Sreenija .m [Bcom finance]



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The internal examination committee is responsible for evaluating students performance in internal assessments and projects. It includes discussions on assessment methods ,grading criterion,assessment schedules and performance analysis

2.ED CLUB

Co Ordinator : Mujeeb TP

Members Najma .P
 Sumayya.E

The ED Club serves as a collaborative platform for students and educators, fostering discussions, organizing educational events, and implementing initiatives to enhance the overall learning experience. Events like food fest ,art gallery , managent fest ,field trip etc. were organised by ED Club

3.INDUSTRIAL VISIT/TOUR COMMITTEE

Co- Ordinator : MUJEEB .TP

Members Nishath
 Divya Neettath

The TOUR / Industrial visit (IV) committee is responsible for organising educational tours and industrial visits for students .It give an outline of the planning ,budgeting and execution of such programmes

4. GRIEVANCE REDRESSAL CELL

Convenor : Nandhini PC

Members : Safoora .p
 Sreenija.M

Raihanath kakkoti




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The Grievances and Redressal committee deals with student grievances and ensures their timely resolution . During committee meetings a discussion made on grievances raised ,action taken and decision made to address student concerns.During this year main focus given to online classes and issues related to portion completion.

5.DEPARTMENTAL ACADEMIC COMMITTEE

Chairman : RAIHANATH KAKKOTTIL

Members :Sreenija M

Mujeeb TP

Nishath

FACULTY LEARNING FORUM

A faculty development programme relating to Zoom and Teams app conducted on 12/06/2020 provides an overview of the faculty training conducted to enhance proficiency in utilizing the Zoom application for remote teaching purposes. Amidst the shift to online learning platforms, the training aimed to equip faculty members with the necessary skills and knowledge to conduct engaging and interactive virtual classes. The report summarizes the key objectives, content covered during the training sessions, feedback received, and implications for future professional development in leveraging Zoom and other remote teaching technologies.




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Training programme attended through online platform at commerce department

CERTIFICATE COURSE CURRICULUM

This section gives an overview of a list of certificate programmes conducted and new certificate courses introduced in the academic year, and the total number of students who benefitted from the programme.

DEPARTMENT OF MANAGEMENT

- 1. ODD SEMESTER CERTIFICATE PROGRAMME:** (June to September)- (*offered for the second year*)

BBACHT02 : HOSPITALITY AND TOURISM MANAGEMENT

Course Description:

The Hospitality and Tourism Management Certificate Course is designed to provide a comprehensive understanding of the hospitality and tourism industry. The course will cover a wide range of topics related to hotel management, travel and tourism, customer service, and marketing. The course is ideal for individuals who want to pursue a career in the hospitality and tourism industry or for professionals who want to enhance their knowledge and skills.

Course Overview



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The course will cover various aspects of hospitality and tourism management, including customer service, marketing, sales, and revenue management. The course will also cover hotel operations, food and beverage management, and travel and tourism. The course will be delivered through lectures, case studies, and group discussions.

Learning Objectives:

Upon completion of the course, the learners will be able to:

- Understand the key concepts and principles of hospitality and tourism management.
- Identify the key components of hotel operations and food and beverage management.
- Apply customer service principles to improve customer satisfaction and loyalty.
- Develop marketing strategies to promote hospitality and tourism products and services.
- Understand the role of revenue management in the hospitality industry.
- Identify the key trends and challenges facing the hospitality and tourism industry.

Course Outcomes:

Upon completion of the course, the learners will have developed the following skills:

- Ability to manage hotel operations and food and beverage management.
- Ability to apply customer service principles to improve customer satisfaction and loyalty.
- Ability to develop marketing strategies to promote hospitality and tourism products and services.
- Ability to apply revenue management principles to maximize revenue.
- Ability to identify trends and challenges facing the hospitality and tourism industry.

Syllabus

Module 1: Introduction to Hospitality and Tourism Management (2 hours)

- Definition of hospitality and tourism management
- History and evolution of the hospitality and tourism industry
- Key players in the industry

Module 2: Hotel Operations (8 hours)

- Front office operations
- Housekeeping operations




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- Food and beverage operations
- Sales and marketing in hotel operations

Module 3: Food and Beverage Management (6 hours)

- Introduction to food and beverage management
- Menu planning and development
- Kitchen operations
- Restaurant operations

Module 4: Travel and Tourism (4 hours)

- Introduction to travel and tourism
- Types of travel and tourism
- Destination management

Module 5: Customer Service (6 hours)

- Introduction to customer service
- Customer service principles
- Communication skills
- Handling customer complaints

Module 6: Marketing and Sales (6 hours)

- Introduction to marketing and sales
- Market research
- Marketing strategies
- Sales techniques

Module 7: Revenue Management (4 hours)

- Introduction to revenue management
- Pricing strategies
- Revenue optimization techniques



M. Abdul Azeez

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2. EVEN SEMESTER CERTIFICATE PROGRAMME: (November to March) - (*offered for the first year*)

BBACCBC01 : BUSINESS ETHICS AND CORPORATE SOCIAL RESPONSIBILITY

Course Description:

The Business Ethics and Corporate Social Responsibility (CSR) Certificate Course is designed to provide participants with an understanding of the importance of ethical business practices and their role in promoting corporate social responsibility. This course will explore the ethical frameworks and principles that guide business conduct, and the ways in which businesses can implement CSR strategies to promote sustainable and socially responsible practices. Participants will learn about the current issues and challenges facing businesses, including environmental sustainability, social responsibility, and ethical decision-making.

Course Overview:

The course is designed to provide a comprehensive understanding of business ethics and corporate social responsibility. The course will cover the fundamental principles and theories that underpin ethical decision-making in business, as well as the practical applications of CSR strategies. The course will include case studies, group discussions, and interactive activities to enhance the learning experience.

Learning Objectives:

- Understand the fundamental principles and theories of business ethics and CSR.
- Analyze the ethical issues facing businesses today, including environmental sustainability, social responsibility, and ethical decision-making.
- Develop strategies for implementing CSR practices in businesses.
- Apply ethical decision-making frameworks to real-world business scenarios.
- Develop an understanding of the role of stakeholders in ethical business practices.

Course Outcomes:

Upon completion of the course, participants will be able to:

- Understand the fundamental principles and theories of business ethics and CSR.
- Analyze the ethical issues facing businesses today, including environmental sustainability, social responsibility, and ethical decision-making.



M. Azeez
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- Develop strategies for implementing CSR practices in businesses.
- Apply ethical decision-making frameworks to real-world business scenarios.
- Develop an understanding of the role of stakeholders in ethical business practices.

Syllabus:

Module 1: Introduction to Business Ethics and CSR (2 hours)

- Introduction to the course
- Definition and importance of business ethics
- Definition and importance of CSR
- Historical context of business ethics and CSR

Module 2: Ethical Frameworks and Principles (6 hours)

- Ethical frameworks and principles in business
- Utilitarianism, deontology, and virtue ethics
- Stakeholder theory
- Corporate citizenship

Module 3: CSR Strategies (10 hours)

- CSR strategies and their implementation
- Social responsibility and sustainability
- Ethical leadership
- Corporate governance

Module 4: Ethical Decision-Making (8 hours)

- Ethical decision-making frameworks
- Decision-making in ethical dilemmas
- Whistleblowing and ethical leadership

Module 5: Challenges and Opportunities in Business Ethics and CSR (10 hours)

- Challenges facing businesses today
- Environmental sustainability
- Social responsibility
- Ethical decision-making in a global context



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DEPARTMENT OF COMMERCE

COMCCLS01 : CERTIFICATE COURSE IN LEAN SIX SIGMA (SECOND YEAR BCOM)

Course Description:

This 36-hour certificate course in Lean Six Sigma provides a comprehensive understanding of the Lean Six Sigma methodology and its implementation in an organization. This course covers the principles of Six Sigma, its tools and techniques, and the integration of Lean methodology to achieve process improvement and optimization.

Course Overview:

The course is designed to provide participants with a practical understanding of Lean Six Sigma methodology and its application in a business environment. The course covers the following topics:

1. Introduction to Six Sigma and Lean
2. DMAIC (Define, Measure, Analyze, Improve, Control) Methodology
3. Lean principles and techniques
4. Statistical Process Control (SPC)
5. Design of Experiments (DOE)
6. Root Cause Analysis
7. Lean Six Sigma implementation in an organization
8. Lean Six Sigma case studies

Learning Objectives:

Upon completion of this course, participants will be able to:

1. Understand the principles of Lean Six Sigma
2. Apply DMAIC methodology to improve business processes
3. Use statistical process control to monitor and control processes
4. Implement Lean techniques to reduce waste and improve efficiency
5. Conduct root cause analysis to identify and address process problems
6. Understand how to implement Lean Six Sigma in an organization



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Course Outcomes: At the end of the course, participants will have:

1. A practical understanding of Lean Six Sigma methodology and its application in a business environment.
2. Knowledge of the DMAIC methodology and the ability to use it to improve business processes.
3. Knowledge of statistical process control techniques and the ability to use them to monitor and control processes.
4. Knowledge of Lean principles and techniques and the ability to use them to reduce waste and improve efficiency.
5. The ability to conduct root cause analysis to identify and address process problems.
6. An understanding of how to implement Lean Six Sigma in an organization.
7. A certificate of completion.

Syllabus:

Module 1: Introduction to Six Sigma and Lean (4 hours)

- What is Six Sigma?
- Six Sigma history and evolution
- Six Sigma methodology overview
- Lean principles and concepts

Module 2: DMAIC Methodology (8 hours)

- Define phase
- Measure phase
- Analyze phase
- Improve phase
- Control phase

Module 3: Lean Principles and Techniques (8 hours)

- Value Stream Mapping
- 5S
- Kaizen
- Poka-Yoke



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- Standard Work
- Visual Management

Module 4: Statistical Process Control (SPC) (6 hours)

- Control charts
- Process capability
- Variance analysis

Module 5: Design of Experiments (DOE) (4 hours)

- Basic concepts of DOE
- Types of experiments
- Factorial designs

Module 6: Root Cause Analysis (4 hours)

- Fishbone diagram
- 5 Whys analysis
- Pareto chart

Module 7: Lean Six Sigma Implementation in an Organization (4 hours)

- Organizational readiness for Lean Six Sigma
- Project selection and prioritization
- Change management and communication
- Project tracking and reporting

Module 8: Lean Six Sigma Case Studies (2 hours)

RISK MANAGEMENT(FIRST YEAR BCOM)

Course Description:

The Risk Management Certificate Course is designed to provide an overview of the principles and practices of risk management. The course covers the essential aspects of risk management such as identification, analysis, evaluation, treatment, and monitoring of risks. Participants will learn how to use various risk management tools and techniques to effectively manage risks in their



M. Abdul Azeez
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PRINCIPAL

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organization. The course also covers the legal and regulatory framework surrounding risk management.

Course Overview:

The course is designed for professionals who are responsible for managing risks in their organizations. It is also suitable for those who are interested in learning more about risk management. The course will be delivered over 36 hours in a classroom setting. Participants will have access to a range of learning resources, including case studies, exercises, and group discussions.

Learning Objectives:

At the end of the course, participants will be able to:

1. Understand the principles and practices of risk management.
2. Identify and assess risks in their organization.
3. Develop and implement a risk management plan.
4. Monitor and evaluate the effectiveness of risk management strategies.
5. Understand the legal and regulatory framework surrounding risk management.

Course Outcomes:

Upon completion of the course, participants will be able to:

1. Understand the key principles of risk management.
2. Identify and assess risks in their organization.
3. Develop and implement a risk management plan.
4. Use various risk management tools and techniques to manage risks effectively.
5. Understand the legal and regulatory framework surrounding risk management.

Syllabus:

Module 1: Introduction to Risk Management (4 hours)

- Introduction to Risk Management



- Key principles of Risk Management
- Benefits of Risk Management

Module 2: Risk Identification (8 hours)

- Identifying Risks
- Types of Risks
- Risk Register
- Risk Identification Techniques

Module 3: Risk Assessment (8 hours)

- Risk Assessment Process
- Risk Analysis Techniques
- Risk Rating and Prioritization

Module 4: Risk Treatment (8 hours)

- Risk Treatment Options
- Risk Treatment Plan
- Risk Treatment Monitoring and Review

Module 5: Risk Monitoring and Reporting (4 hours)

- Risk Monitoring Process
- Risk Reporting

Module 6: Legal and Regulatory Framework (4 hours)

- Legal and Regulatory Framework
- Compliance Requirement

STUDENTSHIP

This section carries information about students, learner-centric initiatives taken by the department, and student development and support services. The cultural and extracurricular activities, the industrial and village visits, and extension activities have also to be mentioned.

- **ACADEMIC MONITORING**

Academic mentoring played an even more critical role in supporting students through unprecedented challenges in the 2019-2020 academic year. The pandemic disrupted traditional learning environments, and academic mentoring adapted to address the unique needs arising from



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these disruptions. Mentors helped mentees navigate virtual classrooms, manage new types of coursework, and set realistic academic goals amidst uncertainty. They provided strategies for staying organized and focused in a remote learning environment. The heightened stress and anxiety brought by the pandemic were addressed by mentors who offered essential emotional support, helping students cope with isolation and maintain their well-being. Additionally, mentors assisted with problem-solving specific to remote learning issues, such as technology challenges and time management. They continued to provide constructive feedback on academic work, ensuring that students remained engaged and motivated despite the lack of in-person interaction. Furthermore, mentors introduced mentees to virtual networks and resources, facilitating connections crucial during a time of physical distancing. Career development discussions also adapted to the changing job market, with mentors guiding students on how to navigate virtual job fairs, online interviews, and remote work opportunities. Overall, academic mentoring during the 2019-2020 academic year was pivotal in helping students overcome obstacles and achieve success in a transformed educational landscape.

- **SUPPLY OF STUDY MATERIELS**

Faculty members provided useful study materials beyond the standard textbooks, enriching students' understanding of specific topics. These additional resources offered valuable information and insights, aiding in a deeper comprehension of the subject matter. All these materials are accessible in the College's D Space repository.

- **DOCUMENTATION OF ACADEMIC ACTIVITIES**

In the Department of Commerce and Management Studies, academic activities are rigorously documented to uphold standards of excellence in teaching, research, and service. Research endeavours encompass a diverse array of projects, spanning from innovative studies to collaborative efforts with external partners. These projects are meticulously recorded, detailing their inception, funding sources, and resultant outcomes. Similarly, publications stemming from departmental research efforts are catalogued, including peer-reviewed journal articles, book



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chapters, and conference proceedings. Faculty members are also actively engaged in disseminating knowledge through presentations at national and international forums, further enriching the scholarly discourse within their respective fields. In parallel, teaching materials such as syllabi, lesson plans, and innovative pedagogical approaches are meticulously documented to enhance the quality of instruction and support student learning outcomes.

- **TEACHERS DIARY MAINTENANCE**

In the Department of Commerce and Management Studies, teachers' diaries serve as essential tools for faculty members to record and organize their lesson plans, duties, responsibilities, and student monitoring strategies, promoting effective teaching and learning practices. Every faculty member in the department diligently maintains their respective teacher's diary, ensuring that a comprehensive and accurate record of their academic and administrative activities is available for assessment and improvement purposes.

Faculty members regularly update their lesson plans, outlining the curriculum content, teaching methodologies, and assessment strategies. These plans are aligned with the institution's academic objectives, providing a clear roadmap for delivering quality education. Additionally, they document their assigned duties and responsibilities, including committee memberships, administrative tasks, and extracurricular activities, which promotes transparency and accountability in the department's functioning.

Furthermore, faculty members record their strategies for monitoring student progress, performance, and engagement. These records enable the identification of students who may need additional support and facilitate interventions to enhance overall learning outcomes.




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CONTENTS OF TEACHERS DIARY

1	Academic Action Plan For 2021-2022
2	Notes on Roles & Responsibilities
3	Code of Professional Ethics
4	Administrative/Curricular/Co-Curricular Duties
5	Participation in Academic Activities
6	Meeting Attended in the college
7	Abstract of Minutes
8	Participation in Seminars/Workshop etc
9	Achievements, Awards
10	Details of Exam Duties
11	Details of Valuation Camp/practical
12	Filed Trips, Industrial Visit etc.
13	Usage of ICT Tools
14	Guidance for Projects
15	E-Content Developed
16	Student Profile
17	Parents-Teachers Meeting Record
18	Parents Contacts/Visit
19	Advisory Notes
20	Mentees Details
21	Advanced & Slow Learners



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22	Tutorial Register
23	Student Counselling, Mentoring Done
24	Supplemental Instruction
25	ODD Semester Time Table
26	ODD Semester Work Allocation
27	ODD Semester Plan
28	ODD Semester Daily Events
29	Even Semester Time Table
30	Even Semester Work Allocation
31	Even Semester Plan
32	Even Semester Daily Events
33	Result Analysis (University)
34	Teacher Leave Record
35	Notes
36	Self-Assessment for the Performance based Appraisal System (PBAS) (UGC Format)

LIST OF CLASS ADVISORS

I st sem	
Bcom CA	RAIHANATH KAKKOTTIL
Bcom finance	FASEELA .P
BBA	MUJEEB . TP
II nd sem	
Bcom CA	RAIHANATH KAKKOTTIL



Bcom finance	FASEELA.P
BBA	MUJEEB TP
III rd sem	
Bcom CA	SUMAYYA.E
Bcomfinance	SAFOORA.P
BBA	NISHATH.V
IV th sem	
Bcom CA	SUMAYYA.E
Bcom finance	SAFOORA.P
BBA	NISHATH.V
V th sem	
Bcom CA	MUNEER.M
Bcom finance	SREENIJA.M
BBA	DIVYA NEETTATH
VI th sem	
Bcom CA	MUNEER.M
Bcom finance	SREENIJA.M
BBA	DIVYA NEETTATH
Ist sem Mcom	BASIMA KOLAKKATTIL
IInd sem Mcom	BASIMA KOLAKKATTIL
IIIrd sem Mcom	NAJMA.P
IV th sem Mcom	NAJMA.P



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STUDENT SUPPORT AND DEVELOPMENT ACTIVITIES

The student support and student development initiatives that have been undertaken in this academic year are presented.

1. **Mentoring for students**
2. **Bridge/ Orientation courses**
3. **Special Coaching provided for supplementary examinations**
4. **Placement workshops for students**

On the developmental front, initiatives such as Commerce Lab, Journal Club, Finance Club, orientation in banking, etc. were conducted.

1. MENTORING

Mentoring groups were formed under various mentees.

in this mentor-mentee program, each mentor is responsible for helping and guiding 15 students. This setup ensures that each student gets individual support and makes the learning experience better for everyone

- **SPECIAL MENTORING DONE**

Extra time for Exams- The special students who needed extra time were mentored and with the help of the office of examinations extra time was provided both for mid-semester and end-semester exams.

- **MENTORING FOR WEAK SUBJECTS**

The students were continuously mentored regarding their academics. They were motivated and continuously encouraged to seek help from the teachers of the subjects in which they are weak.

- **ENCOURAGEMENT TO PARTICIPATE IN ASSOCIATION AND CULTURAL ACTIVITIES**

The students were constantly encouraged to participate in all the co-



curricular and inter-class events to help them develop self-confidence. One of the special students is also a member of the Theatre Club of the department.

- **MID SEM RESULT ANALYSIS-**

Result analysis of Mid-semester exams of the special students was done separately to know their performance. It was found that compared to the first year, the second-year students fared better.

In the weekly departmental meetings, issues related to these students were discussed. For instance, teachers were requested to go a little slow while speaking to these students as they found it difficult to grasp. In another instance, the teachers were requested to give extra time for the completion of written assignments to first-year students who had problems comprehending and articulating using the English language. This was observed more in the case of Malayalam medium students.

The students of the FIRST year found the subject of financial Accounting to be tough. After speaking to them it was concluded that lack of practice and not being able to grasp fast during the lecture hours were the main reasons for not being able to cope with the subject. The teachers teaching the subject were met in person and were requested to take a few one-to-one sessions for these students. The teachers obliged and some students even managed to get help during study holidays.

An effort was made to bring them together to study problem-based papers on campus with assistance from teachers and a few senior students (supplemental learning) who were good at the subject. It was observed that this group study helped them in looking at each other's notes and getting their doubts cleared. Buddies were identified from their own classes to help them with any doubts regarding the subjects or any other thing. They became friendly with their seniors during meetings and so took help from them too. At the end of each semester their scores in all subjects were taken note of and they were advised and helped accordingly. Students who had attendance issues were constantly monitored and mentored and helped to sort out the same.




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2. ORIENTATION PROGRAMMES FOR FIRST YEARS

A ten-day departmental-level orientation for the first semester B. Com and BBA students was organized with a special timetable before the commencement of regular sessions. The main objective was to orient the students to KFASC academic culture with a focus on presentation and writing and referencing skills.

• TIMETABLE -ORIENTATION AND BRIDGE CLASSES

On (31/8/2023), the first-year students were given a college-level induction program in the main auditorium along with the PTA gathering. Here the students were briefed about the rules and regulations of the department with respect to dress- code, discipline, attendance, the various clubs, associations, and other activities. This was clubbed with the Freshers" welcome program" organized by the senior students.

FIRST SEMESTER FINANCE INDUCTION SCHEDULE 2020 – 2021

DATE	10.00 AM -11.00 AM	12.00 PM-1.00PM	2.00PM -3.00PM
1/12/2020	MARKETING MUJEEB .TP	REGULATION NANDIN.LPC	SL SL
2/12/2020	BANKING NISHATH	ENG	REGULATION NANDIN.LPC
3/12/2020	EDP SREENIJA	INCOMETAX NAJMA.P	BASICS OF ACCOUNTING SAFOORA.P
4/12/2020	ENGLISH	SL	HRM RAIHANATH.K
7/12/2020	MARKETING MANAGEMENT MUJEEB TP	EDP SREENIJA.M	INCOME TAX NAJMA.P
8/12/2020	EDP SREENIJA	ENGLISH	ACCOUNTING SAFOORA.P
9/12/2020	ACCOUNTING SAFOORA.P	ENGLISH	MARKETING MUJEEB .TP
10/12/2020	ENG	SL	INTRODUCTION TO EDP SREENIJA.M
11/12/2020	INCOME TAX NIMISHA.N	ACCOUNTING SAFOORA.P	SL



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FIRST SEMESTER BBA INDUCTION SCHEDULE 2020 – 2021

DATE	10.00AM-11.00AM	12.00 -1.00 PM	2.00 PM-3.00 PM
1/12/2020	REGULATION NANDHINI PC	MARKETING MUJEEB. TP	ENG SREENATH
2/12/2020	SL LABEEB.M	HRM RAIHANATH	INCOME TAX NIMISHA
3/12/2020	ACCOUNTING SUMAYYA.E	ENGLISH SREENATH	BUSINESS MANAGEMENT FASEELA.P
4/12/2020	MANAGERIAL ECONOMICS PRABHITHA	EDP SREENIJA	MANAGERIAL ECONOMICS PRABHITHA
7/12/2020	BUSINESS MANAGEMENT FASEELA.P	MARKETING MUJEEB .TP	MANAGERIAL ECONOMICS PRABHITHA
8/12/2020	BANKING NISHATH	INCOME TAX NIMISHA.N	MANAGERIAL ECONOMICS PRABHITHA
9/12/2020	ENGLISH NOUFAL	BUSINESS MANAGEMENT FASEELA.P	BANKING NISHATH.V
10/12/2020	MANAGERIAL ECONOMICS PRABHITHA	HRM RAIHANATH.K	BANKING NISHATH.V
11/12/2020	INCOME TAX NIMISHA.N	MARKETING MARKETING MUJEEB.TP	ENGLISH NOUFAL




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FIRST SEMESTER CA INDUCTION SCHEDULE 2020 – 2021

DATE	10.00AM -11.00 AM	12.00 PM-1.00PM	2.00 PM -3.00PM
1/12/2020	MARKETING MUJEEB. TP	REGULATION NANDHINLPC	SLSL
2/12/2020	BANKING NISHATH.V	ENG	<u>REGULATION</u> <u>NANDINLPC</u>
3/12/2020	EDP SREENIJA	SL	HRM RAIHANATH.K
4/12/2020	ENGLISH	SL	HRM RAIHANATH
7/12/2020	MARKETING MUJEEB.TP	EDP SREENIJA.M	INCOME TAX NAJMA.P
8/12/2020	EDP SREENIJA	ENGLISH	BASICS OF ACCOUNTING SAFOORA.P
9/12/2020	BASICS OF ACCOUNTING SAFOORA.P	ENGLISH	MARKETING MUJEEB .TP
10/12/2020	ENGLISH	SL	EDP SREENIJA.M
11/12/2020	INCOME TAX NIMISHA	BASICS OF ACCOUNTING SAFOORA.P	SL

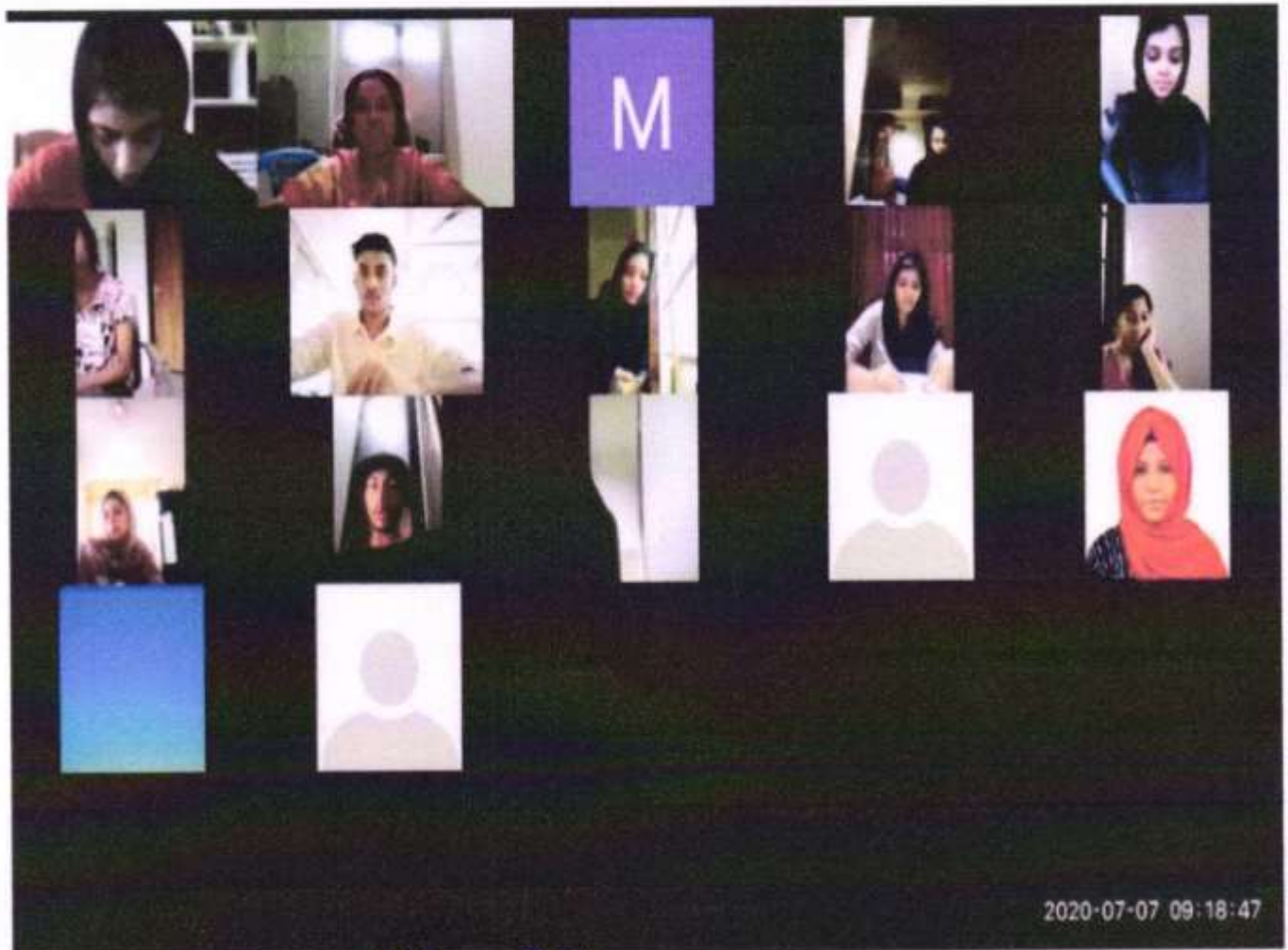



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COACHING FOR SUPPLEMENTARY EXAMINATIONS

Special coaching was given to final-year students writing the supplementary exams by faculty members so that they can clear the exam with confidence. The support was extended outside Online class hours in the months of December 2020- and January 2021-. Following are the subjects for which special coaching was provided during the year.

1. Income tax and GST
2. Management science
3. Financial services
4. Numerical Skill
5. Corporate Accounting



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DEPARTMENTAL MEETINGS HELD

A detailed online departmental meeting conducted on 23/09/2020. HOD Nandhini PC welcomed all the members and discussed about the online classes and problems faced by teachers and students.

FUNCTIONAL RESPONSIBILITY ALLOCATION

RESPONSIBILITY AREA.	STAFF IN CHARGE
NAAC CO ORDINATOR	NANDHINI.PC
CERTIFICATE PROGRAMME	NAJMA.P
COMMERCE ASSOCIATION	MUJEEB .TP
COMMERCE LAB	SAFOORA.P
DOCUMENTATION	RAIHANATH KAKKOTTIL
CSS	DIVYA NEETTATH
NEWSLETTERER	NISHATH.V
GUEST LECTURES	BASIMA
SEMINARS, NATIONAL, ETC	NANDHINI.PC
JOURNALS, MAGAZINES	BASIMA
TEXTBOOK LIBRARY	NAJMA.P
DIGITAL RESOURCES	SISNI
ONLINE CLASSES	FASEELA.P
LMS ISSUES	PRABHITHA
STUDENT MENTOR-LEADER	NIMISHA.N
PROJECT & VIVA	RAIHANATH.K
PLACEMENT AND INTERNSHIP	SREENIJA.P
QUESTION BANK	SAFOORA.P
SPORTS	MUJEEB.TP
FACULTY DEVELOPMENT PROGRAMMES	NANDHINI.PC



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STAFF TOUR	MUJEEB .TP
OUTREACH ACTIVITIES	MUJEEB .TP

- **CLASS ADJUSTMENT DURING FACULTY LEAVE**

The students were effectively engaged and continued their learning during the absence of regular faculty members. To ensure minimal disruption to the students' learning, the department adopted a comprehensive approach that involved engaging students with other qualified faculty members. Highly competent and experienced substitute faculties were assigned to conduct the classes during the leave period. The substitutes were well-versed in the subject matter and had a good understanding of the curriculum. During the faculty leave, students actively utilized various academic resources available in the department. They made extensive use of the digital library, accessing e-books, online journals, and research materials pertinent to their coursework. Students made frequent visits to the department's bookshelves, taking advantage of the diverse collection of question papers and reference materials.

- **STUDENT ATTENDANCE MONITORING AND MENTORING BY CLASS TEACHER**

The Department of commerce and management has implemented an efficient class monitoring system which involves regular assessments, class observations, and feedback sessions to gauge students' progress. The system ensures that student performance is closely monitored, and appropriate interventions are made when necessary.

Mentoring Program: The mentoring program in the commerce Department plays a crucial role in providing personalized guidance and support to students. Each advisor is assigned a group of students to mentor throughout the academic year. The mentors actively engage with their mentees, discussing their academic goals, strengths, and areas for improvement.

Tracking Leaves Taken by Students: The Department keeps a comprehensive record of leaves taken by students to monitor their attendance and identify patterns that may affect their academic performance. Early intervention measures are taken when students show a consistent pattern of absenteeism.



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Connecting with Parents: Regular communication with parents is a key aspect of the mentoring program.

- **WORKSHOP, FDP, AND OTHER TRAINING PROGRAMMES ATTENDED**


1. A webinar titled "Insight to Research" on project skills was conducted on 09/09/2020 by Dr. Sreesha C. H., Assistant Professor, Department of Commerce and Management, PSMO.


The poster is for a webinar titled "Insight to Research" organized by the Department of Commerce in association with IQAC, Kottakkal Farook College. It features two individuals: Prof. Abdul Azeez M., Principal of Kottakkal Farook College, who is the inaugurator, and Dr. Sreesha C.H., Assistant Professor and Research Guide at PSMO College, Tirurangadi, who is the speaker. The webinar is held on Zoom. The date is 09/09/2020, Wednesday, from 10:00 AM to 12:00 PM. The college's address is Parappur P.O., Kottakkal, Malappuram District, Kerala, 674503.

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PARAPPUR P.O., KOTTAKKAL, MALAPPURAM DISTRICT, KERALA. 674503


Webinar on
Insight to Research


PLATFORM | Zoom

Inauguration

Prof. ABDUL AZEEZ M.
Principal
Kottakkal Farook College

Speaker

DR. SREESHA C.H
M.Com, MBA, DCP, Ph.D
Assistant Professor and
Research Guide
PSMO College, Tirurangadi

ORGANISED BY
DEPARTMENT OF COMMERCE
In association with
IQAC, KOTTAKKAL FAROOK COLLEGE

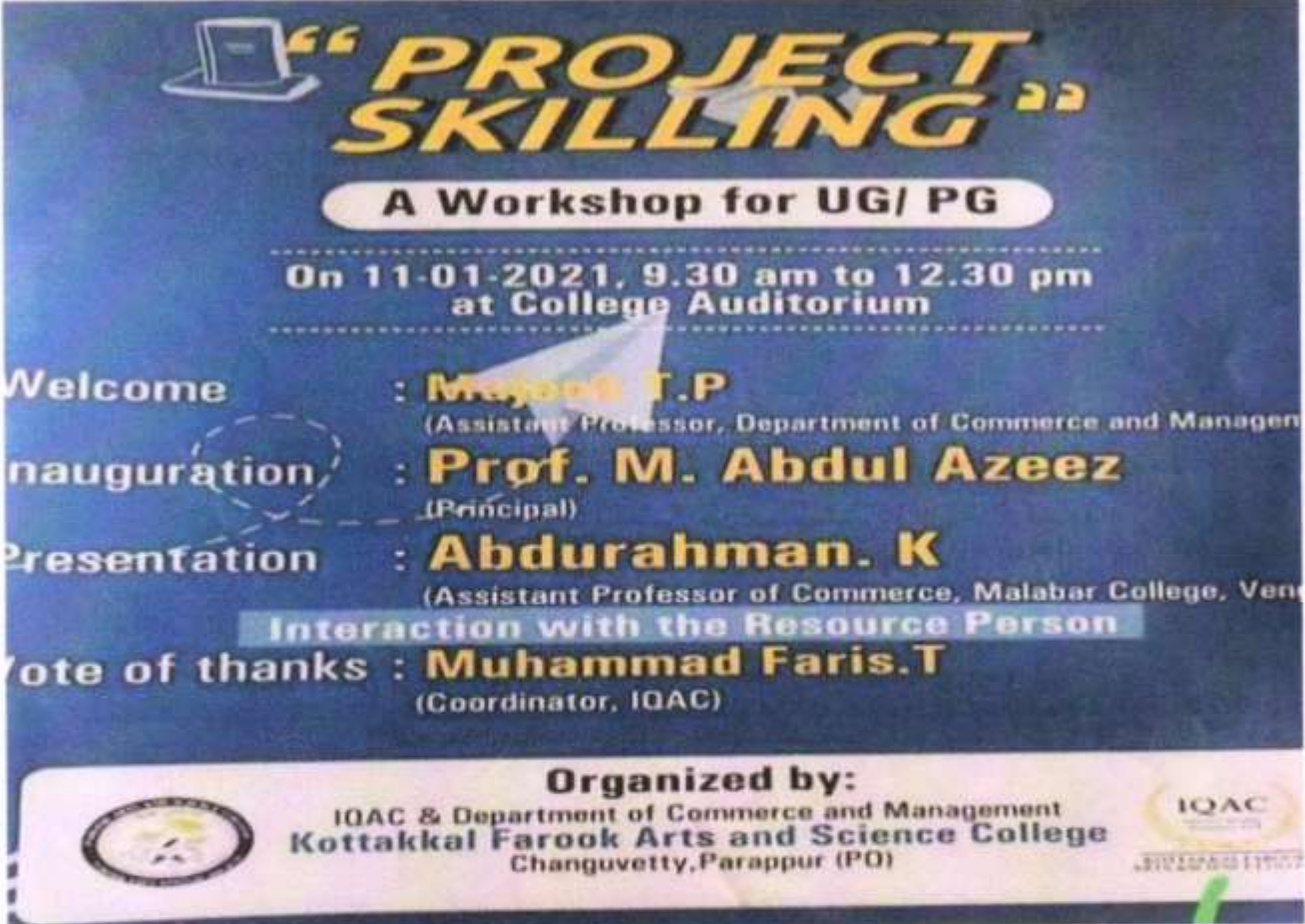
 09/09/2020
Wednesday

 10:00 AM to
12:00 PM




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2. A workshop was conducted by IQAC and Department of commerce and management for all UG and PG students on project skilling.



“PROJECT SKILLING”
A Workshop for UG/ PG

On 11-01-2021, 9.30 am to 12.30 pm
at College Auditorium

Welcome : **Majid T.P**
(Assistant Professor, Department of Commerce and Management)

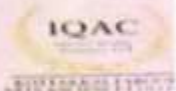

Inauguration : **Prof. M. Abdul Azeez**
(Principal)

Presentation : **Abdurahman. K**
(Assistant Professor of Commerce, Malabar College, Ven)

Interaction with the Resource Person

Note of thanks : **Muhammad Faris.T**
(Coordinator, IQAC)

Organized by:
IQAC & Department of Commerce and Management
Kottakkal Farook Arts and Science College
Changuvetty, Parappur (PO)



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