

# Annual Quality Assurance Report (AQAR) 2017-18



**E.M.E.A. COLLEGE OF ARTS AND SCIENCE,  
KONDOTTI - 673638**



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

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**  
*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year.(For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

**1. Name of the Institution: E.M.E.A. COLLEGE OF ARTS AND SCIENCE, KONDOTTY**

- Name of the Head of the institution : **Dr.M.P.Abdulla**
- Designation: **Principal**
- Does the institution function from own campus: **Yes**

Phone no./Alternate phone no.: **0483 2712030, 0483 2713530, 0483 2715020**

Mobile no.: **9446451096**

Registered e-mail: **mail@emeacollege.ac.in**

- Alternate e-mail : **principal@emeacollege.ac.in**

Address : **KUMMINIPARAMBA**

- City/Town : **KONDOTTY, MALAPPURAM**
- State/UT : **KERALA**

Pin Code : **673638**

**2. Institutional status: Affiliated**

- Affiliated / Constituent: **Affiliated**
- Type of Institution: Co-education/Men/Women: **Co-education**
- Location : Rural/Semi-urban/Urban: **Rural**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify): **Grants-in aid/UGC 2f and 12 (B)**

• Name of the Affiliating University: **Calicut University**

• Name of the IQAC Co-ordinator : **Dr.T.V.Zacaria**

• Phone no:

**9995042688**

• Alternate phone no.

**9946428776**

• Mobile:

**9995042688**

• IQAC e-mail address:

**iqac@emeacollege.ac.in**

• Alternate Email address:

[mail@emeacollege.ac.in](mailto:mail@emeacollege.ac.in)

**3. Website address:**

[www.emeacollege.ac.in](http://www.emeacollege.ac.in)

Web-link of the AQAR:  
(Previous Academic Year):

<http://www.emeacollege.ac.in/IQAC/AQAR 2017-18>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

**4. Whether Academic Calendar prepared during the year?**

Yes/No. **YES**...., if yes, whether it is uploaded in the Institutional website:

**Yes**

Weblink:

<http://www.emeacollege.ac.in/academic calendar>

**5. Accreditation Details:**

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B++	81.80	2005	from:20/09/2005 to: 20/09/2010
2 <sup>nd</sup>	A	3.02	2014	from:09/12/2014 to: 09/12/2019

6. Date of Establishment of IQAC : **17.11.2005**

**7. Internal Quality Assurance System**

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
'Applause 2018' A programme to honour best performers among teachers and students	30 March 2018 (One Day)	80
Mega Alumni Meet	28.1.2018 (one day)	1500 Alumni +70 teachers +500 students + 20 Retired Teachers
ERACE 2018 a training and orientation programme for the administrative staff in the districts of Kasargode, Kannur, Calicut, Wayanad, and Malappuram,	2018 April 8-11 (Four days)	80

**Note: Some Quality Assurance initiatives of the institution are:**

**(Indicative list)**

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

**8. Provide the list of funds by Central/ State Government-  
UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Department of Microbiology	FIP	UGC	2017-18	30000
Department of West Asian Studies	Seminar	UGC	2017-18	39750
Department of Microbiology	FIP	UGC	2017-18	75333
IQAC	Contingency, Clerical Assistance	UGC	2017-18	34000
Department of Microbiology	Add on Course in Plant Tissue Culture	UGC	2017-18	50000
Department of Biotechnology	Science day Celebration	Kerala State Council for Science, technology and Environment, TVM	207-18	10000

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes**

\*upload latest notification of formation of IQAC:Yes

**10. No. of IQAC meetings held during the year:4**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website

Yes/No :Yes

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes  No**

If yes, mention the amount: 34000 Year: 2017-18

**12. Significant contributions made by IQAC during the current year (maximum five bullets)**

- \* Instituted Alumni Awards
- \* Mega Alumni Meet
- \* ERACE 2018
- \* Applause 2018
- \* Fully equipped Audio Visual Theatre

**13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
<ol style="list-style-type: none"> <li>1. Strict adherence to the Action Plan EMEA@2020</li> <li>2. Acknowledge the achievements of teachers and students particularly in the field of research and publication</li> <li>3. Strengthen Alumni Association Alumni Awards</li> <li>4. Reinforce the knowledge of teachers in quality parameters</li> </ol>	<ol style="list-style-type: none"> <li>1. Detailed Project Report(DPR) submitted to RUSA prepared strictly in compliance with EMEA @2020</li> <li>2. IQAC organised Applause 2018 to honour the teachers and students.</li> <li>3. In order to strengthen the Alumni Association IQAC took two major steps. Firstly, Instituted 9 Awards for Alumni and distributed the same in a function held on 9<sup>th</sup> April 2018 alumni awards. ( best teacher award, best entrepreneur award, best artist award, best sportsperson award, best researcher award, best professional award, best trainer award, best social worker award and the best alumni chapter awards). A Mega Alumni Meet was organised on the campus on 28<sup>th</sup> January 2018</li> <li>4. IQAC organised an orientation class on the topic Quality enhancement in institutions of Higher Learning, on 23 march 2018</li> </ol>

**14. Whether the AQAR was placed before statutory body? Yes /No: **Yes****

Name of the Statutory body: **College Council**      Date of meeting(s): 19/12/2018

**15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: **No**

Date:

**16.** Whether institutional data submitted to AISHE: Yes/No: **Yes**

Year: 2018

Date of Submission: **3/3/2018**

**17.** Does the Institution have Management Information System?

Yes/No: **Yes**

If yes, give a brief description and a list of modules currently operational.

### **Details of Management Information System**

Name of the Software: Online TCS EMEA

Name of the Company: MeshiLogic

Value: Rs. 2 Lakh

The Software TCS has been developed to Suite College in India and abroad by simplifying the Management and Administration process of all institutions. This ERP suite control and manage the entire functions and operations of an institution. TCS is not only a complete work flow Management System but also cost effective and affordable. By implementing TCS along with its online features, anybody can streamline and control the entire activities of the institution from any corner of world. Students and teachers are the direct beneficiaries of the system. They can enjoy the embodiment of professionalism implemented through the system in the way they perform in the institution and outside campus.

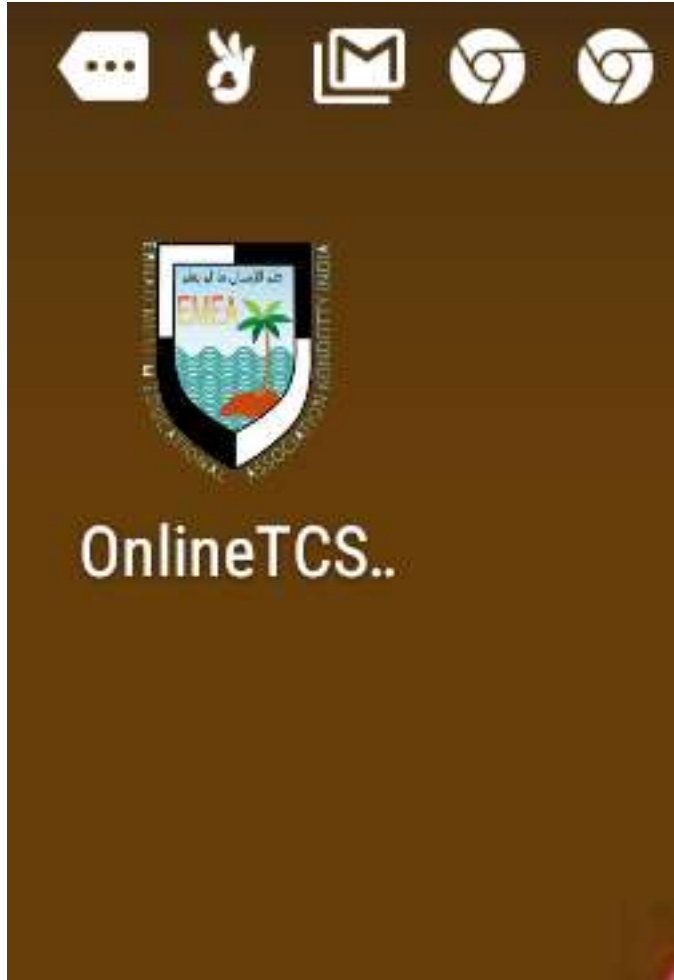
- Link among faculty, parents, administrators, and students
- Management of multiple branches from anywhere on internet
- History for all the major transactions created for future references
- Short serving curve for any user

### **Modules in Use**

1. Academic Management
2. Programme Management
3. Student Management
4. Attendance
5. Examinations
6. Faculty
7. Fees
8. Class Room Management
9. Performance Evaluation
10. Time Table
11. Finance

The main highlights of Online TCS EMEA are;

- Mobile App with facility for Online attendance marking, intra group communication, college calendar and facility to generate reports such as student list, time table, , paper wise attendance,
- Online feedback system to collect feedback from different stake holders with facility to produces reports
- Online fee collection
- Online facility for Issuing TC





2:29 PM

## Mark Attendance

Political Science: Ideas and Concep...

**Hour 2** 21 Dec 2018   
Friday

101	AMEENA FEBI.M.C II Sem-BA Eng	<input checked="" type="checkbox"/>
102	ANSAL MUHAMMAD. V II Sem-BA Eng	<input checked="" type="checkbox"/>
103	AYSHA THASNI .K II Sem-BA Eng	<input checked="" type="checkbox"/>
104	FATHIMA SHADIYA II Sem-BA Eng	<input checked="" type="checkbox"/>
105	HADY MANSOOR.P. II Sem-BA Eng	<input checked="" type="checkbox"/>
106	HANAN M P	<input type="checkbox"/>

**Total 48 (42) Students**

## **Part-B**

### **CRITERION I–CURRICULARASPECTS**

#### **1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

#### **Institutional Mechanism for Curriculum Delivery and Documentation**

The College has a coherent, sequenced plan for curriculum delivery that ensures consistent teaching and learning expectations and a clear reference for monitoring learning across the semester levels. The plan, within which evidence-based teaching practices are embedded, is as per the Curriculum developed by the duly authorized academic bodies of university of Calicut. This plan is shared with students in the beginning of the programme. The main advantages of this plan are;

- It makes clear what (and when) teachers should teach and students should learn;
- It makes possible the feedback on curriculum design
- It makes works of faculty in tune with curriculum expectations
- It leads to discussions about the best ways to maximize learning

The curriculum delivery plan includes term and unit plans, classroom teaching and the regular assessment of student progress in relation to curriculum expectations.

# Specimen of Curriculum Plan

## OUTLINE OF THE CORE COURSES

FROM JUNE 2012 ONWARDS.

NEW COURSE CODE	TITLE OF THE COURSE	NO. OF CONTACT HOURS/WEEK	NO. OF CREDITS	SEMESTER
EN1B1	READING POETRY	6	4	1
EN2B1	READING PROSE	6	4	2
EN3B1	READING DRAMA	4	4	3
EN3B2	READING FICTION	5	4	3
EN4B1	MODERN ENGLISH LITERATURE	5	4	4
EN4B2	METHODOLOGY OF HUMANITIES	4	4	4
EN5B1	INDIAN WRITING IN ENGLISH	5	4	5
EN5B2	LANGUAGE & LINGUISTICS	5	4	5
EN5B3	METHODOLOGY OF LITERATURE	5	4	5
EN5B4	INFORMATICS	5	4	5
EN5B5	PROJECT*	2	0	5
EN6B1	LITERARY CRITICISM & THEORY	5	4	6
EN6B2	LITERATURE IN ENGLISH: AMERICAN & POST COLONIAL	5	4	6
EN6B3	WOMEN'S WRITING	5	4	6
EN6B4	WRITING FOR THE MEDIA	5	4	6
EN6B5	PROJECT*	0	4	6

\*The Project works begin in the V Semester and shall be submitted in the end of the VI Semester. The credits shall be considered in the VI Semester only.

Course code	Name of the course	No. of contact hours/week	No. of Credit	Semester
DMEN1B1	READING POETRY	6	4	1
DMEN2B1	READING PROSE	6	4	2
DMEN3B1	READING DRAMA	5	4	3
DMEN3B2	READING FICTION	5	4	3
DMEN4B1	MODERN ENGLISH LITERATURE	5	4	4
DMEN5B1	INDIAN WRITING IN ENGLISH	5	4	5
DMEN5B2	LANGUAGE AND LINGUISTICS	5	4	5
---	OPEN COURSE	3	4	5
DMEN5B5(Pr)	PROJECT*	2	0	5
DMEN6B1	LITERARY CRITICISM AND THEORY	5	4	6
DMEN6B3E(1/2/3)	ELECTIVE	3	3	6
DMEN6B6(Pr)	PROJECT*	0	4	6

**\* The project work begins in the 5<sup>th</sup> semester and shall be submitted in the end of 6<sup>th</sup> Semester. But the credits (4) will be considered only in Semester 6**

UNIVERSITY OF CALICUT

RESTRUCTURED CURRICULUM FOR  
UNDERGRADUATE PROGRAMMES

**REVISED SYLLABI FOR COMMON COURSES 2012 – 13  
ONWARDS**

**A 01: Communication Skills in English**

COURSE CODE	A01
TITLE OF THE COURSE	COMMUNICATION SKILLS IN ENGLISH
SEMESTER IN WHICH THE COURSE IS TO BE TAUGHT	
NO. OF CREDITS	3
NO. OF CONTACT HOURS	72 (4 hrs/wk)

**1. AIMS OF THE COURSE**

- a. To impart advanced training in standard pronunciation, word stress and intonation
- b. To train students in the correct use of English in a formal way
- c. To improve the learners' vocabulary by familiarizing them with the ways of word formation
- d. To develop communication skills by providing theoretical knowledge of the mechanism of effective communication

**2. OBJECTIVES OF THE COURSE**

On completion of this course, the student should be able to:

- a. speak English with an unaffected accent using stress and intonation
- b. use acceptable English in academic writing
- c. use English language in a more meaningful way with an enriched word power
- d. communicate in a professional way using various communication strategies

**3. COURSE DESCRIPTION**

**i. COURSE SUMMARY**

Module 1:	Phonetics Basics	10 hours
Module 2:	English Language	27 hours
Module 3:	Vocabulary	10 hours
Module 4:	Communication	15 hours
Evaluation:		10 hours
Total		<b>72</b> hours

**ii. COURSE DETAILS**

**MODULE – I: PHONETICS BASICS**

Received Pronunciation – Sounds: Vowels/Diphthongs, Consonants –

1.1.2 Certificate/ Diploma Courses introduced during the Academic year <b>Nil</b>					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
-----	-----	-----	-----	-----	
<b>1.2 Academic Flexibility</b>					
1.2.1 New programmes/courses introduced during the Academic year: <b>NIL</b>					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
-----	-----	-----	-----		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.: Already adopted					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Economics	<b>UG</b>		2014 Admission onwards	<b>UG</b>	
English	”		”	”	
BA West Asian Studies	”		”	”	
B Com Cooperation	”		”	”	
BCom Computer Application	”		”	”	
BBA	”		”	”	
BSc Computer Science	”		”	”	
BSc Microbiology	”		”	”	
BSc Biotechnology	”		”	”	
BSc Biochemistry	”		”	”	
MA Economics		<b>PG</b>	2009 Admission onwards		<b>PG</b>
MSc Microbiology		”	”		”
MA History		”	2014-15		”
MA English		”	”		”
MCom		”	”		”
Already adopted CBCS (PG-2009 onwards and UG 2014 onwards)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate	Diploma Courses			
No of Students	46	-----			
<b>1.3 Curriculum Enrichment</b>					
1.3.1 Value-added courses imparting transferable and life skills offered during the year: <b>Nil</b>					
Value added courses	Date of introduction	Number of students enrolled			
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
UG Economics- Project work			50		
UG Commerce- Project work			100		
UG English- Project work			40		
UG West Asian Studies- Project Work			50		
UG Computer Science-Project Work			36		

UG Microbiology _Project Work	36
UG Bio chemistry-Project Work	36
UG Biotechnology-Project Work	36
UG Business Administration- industrial visits	50
PG Economics- Project Work	20
PG English	20
PG History	15
PG Commerce	20
PG Microbiology	12

#### **1.4 Feedback System**

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

## **FEEDBACK SYSTEM**

### **Importance of Feedback**

The College aims to offer the best possible environment and learning experience to encourage students to perform to their full potential. Students play a critical part in the evaluation, development and enhancement of the quality of this learning experience. Feedback from students allows the College to evaluate how its service provision is viewed by its most important group of stakeholders, namely its students. The Feedback system has put an increasing emphasis on the need for involvement of students in the quality assurance of higher education. Student involvement requires that students act as collaborators in, rather than merely passive receivers of, teaching and learning. Apart from student feedback there is provision for collecting feedback from Alumni, Parents, and Teachers.

### **How Feedback Obtained?**

Students are invited, to complete a brief online feedback form, on an anonymous basis, towards the end of a semester. This process occurs on a twice-yearly basis: towards the end of the first semester, in October, and towards the end of the second Semester, in March. Whereas, the feedback of other stake holders is collected once a year by using separate questionnaires.

### **How Feedback is used?**

After each semester, results of the feedback process are made available to the faculty members of the classes concerned, Heads of Departments, and areas for appropriate follow-up action are identified and communicated to the Departments.

**EMEA College of Arts and Science, Kondotti**  
**Annual Quality Assurance Report (AQAR) 2017-18**

**Student Feedback on Teacher: Sample Analysis**

Name of Teacher: Dr. Ibrahim Cholakkal

Department: Economics

Class: Second Semester MA Economics

Paper: Microeconomic Theory II

Parameters	Students															Average	Grade
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
1. Knowledge base of the teacher (as perceived by you)	3	2	1	3	4	3	2	3	4	4	2	3	2	3	2	2.73	Good
2. Communication Skills (in terms of articulation and comprehensibility)	2	3	4	1	2	3	4	3	4	4	3	3	2	3	3	2.93	Good
3. Sincerity / Commitment of the teacher	2	3	4	3	2	3	4	4	4	2	3	3	2	3	2	2.93	Good
4. Interest generated by the teacher	2	3	4	5	3	4	4	2	3	2	3	2	3	2	3	3	Good
5. Ability to integrate course material with environment/other issues, to provide a broader perspective	2	3	3	3	4	4	3	4	2	2	2	4	4	3	3	3.06	Good
6. Ability to integrate content with other courses	3	4	3	4	3	3	3	4	4	2	3	4	4	2	4	3.33	Good
7. Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class)	3	4	4	3	4	3	3	3	4	2	2	2	3	3	3	3.06	Good
8. Ability to design quizzes /Tests /assignments / examinations and projects to evaluate students understanding of the course	3	4	3	4	4	4	3	4	4	3	3	4	3	4	4	3.6	Very Good
9. Provision of sufficient time for feedback	2	3	3	3	3	4	4	4	3	3	3	4	2	2	3	3.06	Good
10. Overall rating	3	3	4	2	2	3	3	4	4	3	3	4	3	4	3	3.2	Good

**Overall Grade= 3.09 (Good)**

**Scales: 3.5 and Above= Very Good,**

**2.5 – 3.49 = Good,**

**1.5 – 2.49 = Satisfactory**

**0 – 1.49 =**

**Unsatisfactory**



**CRITERION II -TEACHING-LEARNING AND EVALUATION****2.1 Student Enrolment and Profile****2.1. 1 Demand Ratio during the year: 1:48**

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
BA English	45	4383	43
BA Economics	65	4830	64
BA WAS	65	1178	64
BSc Microbiology	40	4171	40
BSc computer Science	40	1599	40
BCom Co-operation	65	3822	64
BCom computer Application	60	4355	50
BBA	50	1291	49
BSc Biotechnology	36	648	35
BSc Biochemistry	36	840	36
MA Economics	21	201	20
M Com	21	829	21
MA English	21	160	20
MA History	20	181	18
MSc Microbiology	13	139	12

**2.2 Catering to Student Diversity****2.2.1. Student - Full time teacher ratio (current year data)**

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	1339	182	56	20	76

**2.3 Teaching - Learning Process****2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)**

Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
76	48	Yes	25	3	online courseware, discussion groups“, e-journals(INF LIBNET), Electronic Theses and Dissertations

**2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)**

## **1. Student Advisory Scheme**

Teacher in Charge: **Dr. Abdul Muneer V**

It is an institutional mechanism for student mentoring. One advisor is there for each class to act as the mentor of that learner group. The roles and Responsibilities of class advisors are

- Help students achieve the goals which would lead to success in their program;
- Understand and assess students' fundamental needs in terms of their ages, life circumstances, and culture;
- Recognize when the role of "advisor" should shift to that of mentor, information or referral agent, advocate, and/or caring person;
- Be an effective "coach" in helping the student move through a problem-solving process;
- Accept and appreciate differences in learning styles and abilities; treat students with respect;
- Be open to receiving students' concerns, even those involving personal or ethical dilemmas--and respond in an open manner (and refer to appropriate resources);

## **2. Walk With a Scholar (WWS) scheme**

Teacher in Charge. **Mr.JafharOdakkal**

Walk With a Scholar (WWS) scheme proposes to arrange specialized mentoring programs for students in Under Graduate Programs in Arts, Science and Commerce and to provide guidance for their future.

### **Guidelines**

- (i) The College Council should identify a College level Coordinator for the WWS Scheme from the faculty of the college. Preference can be given to faculty who have worked as placement officers or coordinators of career guidance unit in the college
- (ii) The scheme should be discussed by the College Council and amongst the faculty members

- (iii) The College Council should act as a Monitoring Committee for the implementation of the Programme and the Coordinator should function in consultation with the Principal and the College Council Student Selection:
- (iv) Students (Scholars) of first year Degree Programme alone are to be included in the Scheme
- (v) The number of students identified under WWS Scheme, should not exceed 30.
- (vi) For the purpose of mentoring, two categories of mentors are to be identified. One will be 'Internal Mentor' and the second will be 'External Mentor'
- (vii) The Internal mentor has to be a faculty from the Institution in which the student (Scholar) is studying.

### **3. Scholar Support Programme(SSP)**

Teacher in Charge: **Mr.Hussain V**

SSP is another mentoring mechanism introduced by government of Kerala mainly for the benefit of slow learners

#### **General Guidelines**

1. The candidates selected under the Programme must be from the first semester of the Under Graduate Programme.
2. A college should select a maximum of 6 subjects and a maximum of 50 students under the Programme. The selection of the subjects should be done at the college level. One of the subjects to be identified must be English (Part I) for which 10 students may be selected.
3. A student should be included only for one subject other than English
4. The marks in the qualifying examination should be the criterion for selection of students.

5. Although it has been specified that those with marks below 60% only in the qualifying examination is to be included under the Programme, it may not be always possible to get students satisfying this criterion.
6. The subjects selected, the students identified and the list of Faculty members engaging the classes should be intimated to the Directorate of Collegiate Education at the earliest.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1521	76	1:20

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
2	02	0	02	0

### 2.4.2 Honours and recognitions received by teachers

*(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )*

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
NIL			

## 2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
B Com Cooperation	BC6	6 <sup>th</sup> Semester	26-03-2018	31-5-2018
B Com CA	BC6	6 <sup>th</sup> Semester	26-03-2018	31-5-2018
BBA	BBVI	6 <sup>th</sup> Semester	26-03-2018	31-052018
BA English	ENG6	6 <sup>th</sup> Semester	16-04-2018	12-06-2018
BA Economics	ECO6	”	”	”
BA WAS	WAS6	”	”	”
BSc Computer Science	BCS6	”	”	”

BSc Microbiology	MB6	”	”	”
BSc Biotechnology	BT6	”	”	”
BSc Biochemistry	BC6	”	”	”
MA Economics	ECO4	4 <sup>th</sup> Semester	22-07-2017	25-11-2017
MA History	HISCSS4	”	”	”
MA English	EN4	”	”	”
M Com	MC4	”	”	”
MSc Microbiology	MB4	”	”	”

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

**Major institutional efforts to reform the Continuous Internal Evaluation System are:**

1. Question banks
2. Encouragement to solve University Exam question papers
3. Model examinations to first semester students prior to University Exams
4. Group discussions and class room seminars conducted regularly.
5. Special efforts to deal with frequent absenteeism
6. WhatsApp groups formed to exchange information related to the examination and academics
7. Special care to different learner groups
8. 2017-18 Calendar was unique in describing the system for continuous evaluation system.

Scanned copy of one specimen page is given below.

**10. EVALUATION THROUGH INDIRECT GRADING SYSTEM**

Indirect grading based on a 7-point scale is used to evaluate the performance of students. Mark system is followed instead of direct grading for each question. Evaluation (both external and internal) is carried out using mark system. The mark is later converted to corresponding grades based on a 7-point scale. For each course in the semester letter grade point and percentage of marks are introduced in a 7-point grading system. The percentage of obtained by the student shall be approximated to two decimal place.

The seven point grading system is as follows:-

% of mark	Grade	Interpretation	Grade Point Average(G)
90 & above	A+	Outstanding	6
80 & above but below 90	A	Excellent	5
70 & above but below 80	B	Very Good	4
60 & above but below 70	C	Good	3
50 & above but below 60	D	Satisfactory	2
40 & above but below 50	E	Pass /Adequate	1
Below 40	F	Failed	0

Each course is evaluated by assigning marks with a letter grade (A+, A,B,C, D, E and F) to that course by the method of external and internal put together) is required in each course for a pass. Appearances for internal and external evaluation are compulsory and no grade shall be awarded if not present in internal/external evaluation.

A student who fails to secure a pass in a course is permitted to write the examination along with the next batch. For the successful completion of a semester the candidate to move to the next semester irrespective of the grades obtained in each course

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The evaluation of each Course contains two parts:-

- (1) External Evaluation:- 80% weightage (of the total marks)
- (2) Internal Evaluation 20% weightage (of the total marks)

**11. EXTERNAL EVALUATION**

External evaluation carries 80% of total marks. External examination for the semesters will be conducted by the University. Evaluation of answer scripts of even semester will be conducted in Centralised Valuation camps and that of odd semesters will be done by home evaluation method.

The external examination of practical courses shall be conducted by two examiners appointed by the University -one internal and one external. The project evaluation with viva-voce can be conducted either internal or external as decided by the Board of Studies concerned.

After the evaluation of external examination, only marks are entered in the answer scripts which will be converted to corresponding grades at the University through software.

**12. INTERNAL EVALUATION**

20% of the total marks of each course is awarded through internal evaluation. Detailed criteria for internal evaluation may be framed by the BOS concerned. Fraction of marks, if any, shall be rounded off to the nearest whole number. The internal marks are assessed on the basis of the following components:-

Criteria	Theory	Practical
Attendance	25%	25%
Assignment/Seminar/Viva	25%	-
Test Papers	50%	-
Record		50%
Lab involvement		25%

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**2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)****Academic Calendar 2017-2018****JUNE 2017****JULY 2017**

Activity	Date	Day	Date	Activity
	1	Thu		
	2	Fri		
	3	Sat	1	
	4	Sun	2	
	5	Mon	3	
	6	Tue	4	

	7	Wed	5	
<b>First Term tuition without fine</b>	8	Thu	6	
	9	Fri	7	
<b>Second Saturday</b>	10	Sat	8	<b>Second Saturday</b>
	11	Sun	9	
	12	Mon	10	
	13	Tue	11	
	14	Wed	12	
	15	Thu	13	
<b>First term tuition fee with fine Rs.5</b>	16	Fri	14	
	17	Sat	15	
	18	Sun	16	
	19	Mon	17	
	20	Tue	18	
	21	Wed	19	
	22	Thu	20	
	23	Fri	21	
<b>Fourth Saturday</b>	24	Sat	22	<b>Fourth Saturday</b>
<b>Eid-ul-Fithr</b>	25	Sun	23	
	26	Mon	24	
	27	Tue	25	
<b>First term tuition fee with fine Rs.10</b>	28	Wed	26	
	29	Thu	27	
	30	Fri	28	
		Sat	29	
		Sun	30	
		Mon	31	

AUGUST 2017		SEPTEMBER 2017		
First Internal Exam (Odd Semester)	1	Tue		
	2	Wed		
	3	Thu		
	4	Fri	1	Eid-ul-Azha
	5	Sat	2	
	6	Sun	3	Onam
	7	Mon	4	Onam
	8	Tue	5	Onam
	9	Wed	6	SreeNarayana Guru Jayanthi
	10	Thu	7	
	11	Fri	8	
Second Saturday	12	Sat	9	Second Saturday
	13	Sun	10	
	14	Mon	11	
Independence Day	15	Tue	12	Sri Krishna Jayanthi
	16	Wed	13	
	17	Thu	14	
	18	Fri	15	
	19	Sat	16	
	20	Sun	17	Viswakarma Day
	21	Mon	18	
	22	Tue	19	
	23	Wed	20	
	24	Thu	21	Sri Narayana Samadhi
	25	Fri	22	
Fourth Saturday	26	Sat	23	Fourth Saturday



	27	Sun	24	
AyyankaliJayanthi	28	Mon	25	
	29	Tue	26	
	30	Wed	27	
	31	Thu	28	
		Fri	29	Mahanavami
		Sat	30	Vijayadashami, Muharram
<b>OCTOBER 2017</b>		<b>NOVEMBER 2017</b>		
	1	Sun		
Gandhi Jayanthi	2	Mon		
	3	Tue		
	4	Wed	1	
Second Internal Exam (Odd Semester)	5	Thu	2	
	6	Fri	3	
	7	Sat	4	
	8	Sun	5	
	9	Mon	6	
	10	Tue	7	
	11	Wed	8	
	12	Thu	9	
	13	Fri	10	
Second Saturday	14	Sat	11	Second Saturday
	15	Sun	12	
	16	Mon	13	
	17	Tue	14	
Deepavali	18	Wed	15	
	19	Thu	16	

	20	Fri	17	
	21	Sat	18	
	22	Sun	19	
	23	Mon	20	
	24	Tue	21	
	25	Wed	22	
	26	Thu	23	
	27	Fri	24	
Fourth Saturday	28	Sat	25	Fourth Saturday
	29	Sun	26	
	30	Mon	27	
	31	Tue	28	
		Wed	29	
		Thu	30	
<b>DECEMBER 2017</b>			<b>JANUARY 2018</b>	
	1	Fri		
	2	Sat		
	3	Sun		
	4	Mon	1	
	5	Tue	2	MannamJayanthi
	6	Wed	3	
	7	Thu	4	
	8	Fri	5	
Second Saturday	9	Sat	6	
	10	Sun	7	
	11	Mon	8	Fine Arts Day
Milad-i-Shereef	12	Tue	9	

	13	Wed	10	
First Internal Exam (Even Semester)	14	Thu	11	
	15	Fri	12	
	16	Sat	13	Second Saturday
	17	Sun	14	
	18	Mon	15	
	19	Tue	16	
	20	Wed	17	Annual Sports Day
	21	Thu	18	
	22	Fri	19	
Fourth Saturday	23	Sat	20	
	24	Sun	21	
X'mas	25	Mon	22	
	26	Tue	23	
	27	Wed	24	
	28	Thu	25	
	29	Fri	26	Republic Day
	30	Sat	27	Fourth Saturday
	31	Sun	28	Mega Alumni Meet
		Mon	29	
		Tue	30	
		Wed	31	
<b>FEBRUARY 2018</b>			<b>MARCH 2018</b>	
	1	Thu	1	
	2	Fri	2	
	3	Sat	3	
	4	Sun	4	

	<b>5</b>	<b>Mon</b>	<b>5</b>	
	<b>6</b>	<b>Tue</b>	<b>6</b>	
	<b>7</b>	<b>Wed</b>	<b>7</b>	
	<b>8</b>	<b>Thu</b>	<b>8</b>	
	<b>9</b>	<b>Fri</b>	<b>9</b>	
<b>Second Saturday</b>	<b>10</b>	<b>Sat</b>	<b>10</b>	<b>Second Saturday</b>
	<b>11</b>	<b>Sun</b>	<b>11</b>	
	<b>12</b>	<b>Mon</b>	<b>12</b>	
	<b>13</b>	<b>Tue</b>	<b>13</b>	
	<b>14</b>	<b>Wed</b>	<b>14</b>	
	<b>15</b>	<b>Thu</b>	<b>15</b>	
	<b>16</b>	<b>Fri</b>	<b>16</b>	
	<b>17</b>	<b>Sat</b>	<b>17</b>	
	<b>18</b>	<b>Sun</b>	<b>18</b>	
	<b>19</b>	<b>Mon</b>	<b>19</b>	
	<b>20</b>	<b>Tue</b>	<b>20</b>	
	<b>21</b>	<b>Wed</b>	<b>21</b>	
	<b>22</b>	<b>Thu</b>	<b>22</b>	<b>Maundy Thursday</b>
	<b>23</b>	<b>Fri</b>	<b>23</b>	<b>Good Friday</b>
<b>Fourth Saturday</b>	<b>24</b>	<b>Sat</b>	<b>24</b>	<b>Fourth Saturday</b>
	<b>25</b>	<b>Sun</b>	<b>25</b>	
<b>Second Internal Exam (Even Semester)</b>	<b>26</b>	<b>Mon</b>	<b>26</b>	
	<b>27</b>	<b>Tue</b>	<b>27</b>	
	<b>28</b>	<b>Wed</b>	<b>28</b>	
		<b>Thu</b>	<b>29</b>	
		<b>Fri</b>	<b>30</b>	
		<b>Sat</b>	<b>31</b>	

## 2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

Outcome based education yet to be introduced

### 2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
ENG	BA English	32	23	71.87
ECO	BA Economics	39	24	61.5
WAS	BA West Asian Studies	41	23	56
BC	B.Com Co-operation	53	45	85
BC	B.Com Computer Application	44	22	50
BB	BBA	30	17	57
MB	BSc Microbiology	29	25	86
BCS	BSc Computer Science	27	11	41
BCH	BSc Biochemistry	34	31	91
BT	BSc Biotechnology	27	22	81
EN	MA English	15	14	93
ECO	MA Economics	17	15	88
HISCSS	MA History	14	13	93
MC	MCom	20	18	90
MB	MSc Microbiology	13	13	100

## 2.7 Student Satisfaction Survey

**1.7.1** Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) College has a system of collecting feedback of pass out students on overall institutional performance.  
[http://www.emeacollege.ac.in/Downloads/Student\\_Feedback\\_Questionnaire](http://www.emeacollege.ac.in/Downloads/Student_Feedback_Questionnaire)  
[http://www.emeacollege.ac.in/Downloads/Results\\_of\\_Student\\_Satisfaction\\_Survey](http://www.emeacollege.ac.in/Downloads/Results_of_Student_Satisfaction_Survey)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects	-	-	-	-

(other than compulsory by the College)				
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

### 3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year **NIL**

Title of Workshop/Seminar	Name of the Dept.	Date(s)
--	---	---

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
---	---	---	---	---

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
--	---	---

Name of the Start-up	Nature of Start-up	Date of commencement
---	--	---

### 3.3 Research Publications and Awards- NIL

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
-	-----	-----

3.3.2 Ph.Ds awarded during the year (applicable for PG College, Research Centre)

Name of the Department	No. of Ph. Ds Awarded
Research Department of Economics	<b>NIL</b>

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	1. Journalism	5	---
	2. Arabic	3	
International	1. Computer Science	1	1.95
	2. Biotechnology	1	
	3. Economics	7	
	4. Arabic	1	

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
1. Arabic	5

2. Microbiology	1
3. Biotechnology	3

3.3.5Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Socio-economic Status of Muslim Majority District of Kerala: An Analysis	Dr. Ibrahim Cholakkal	Asia Pacific Journal of Research-ISSN-2320-5504(P)	October-2017	--	UGC approved	---
Education and Health Status of Households in Malappuram District of Kerala-A Community wise Analysis	Dr. Ibrahim Cholakkal	International Journal of Research in Management, Economics and Commerce, ISSN 2250-057X,	Nov.2017	--	UGC approved	--
Co-operative Banks and Agricultural Credit-An Analysis	Dr. Ibrahim Cholakkal	ZENITH International Journal of Business Economics & Management Research - ISSN 2249- 8826	January 2018	--	UGC approved	--
Consumption Behaviour Towards Eco-friendly Products: The Influencing Factors	Dr. Ibrahim Cholakkal	ZENITH International Journal of Multidisciplinary Research - ISSN 2231-5780	February 2018	--	UGC approved	--
Islamic Economic Programmes: An alternative to Poverty Alleviation	Dr. Ibrahim Cholakkal (Co-author)	Vidyawarta-ISSN 2319-9318	March 2018		UGC approved	--
A Study on Growth Performance of Different Structural Characteristics of Electrical Equipment Industry in Tamil	Hussain.V	Pune Research World-An International Journal of Interdisciplinary Studies (ISSN-2455-359X)	Aug 2017		Pune Research	--

Nadu						
A Study on Problems and Prospects of Industrial Sector in Tamil Nadu	Hussain.V	Pune Research Scholar- An International Multidisciplinary Journal (ISSN-2455-314X)	July 2017	--	Pune Research	----
Islamic Economic Programmes: An alternative to Poverty Alleviation	Mohamed Sadiq.P.A	Vidyawarta-ISSN 2319-9318	March 2018		UGC approved	---
Bacteria from Coral Ecosystem of Kiltan Island, Lakshadweep: Resource of Hydrolytic Enzymes	Dr. Mashhoor.K	International Journal of Cell Science and Biotechnology-(ISSN-2320-7574)	Jan.2018	--	UGC approved	---
A Novel Analytical Approach for Identifying Outliers from Web Documents	Riyad.A.M	International Journal of Applied Engineering Research (ISSN-0973-4562)	Nov.2017		UGC approved Scopus Indexed	---
Television as Politics Tutor: Analysing the Influence of Television on Political Learning	Dr. Abdul Muneer.V	Communication and Media Studies: An Indian Research Journal (ISSN: 2395-1559)	July-Dec 2017		Department of Communication and Journalism, University of Kerala, India  UGC Approved	---
The Demographics of Malayalam Television Debates Viewership	Dr. Abdul Muneer.V	Communication and Journalism Research (ISSN: 2348-5663)	July-Dec 2017		Department of Journalism and Mass Communication, University of Calicut, Kerala  UGC Approved	----
Political Communication: An Interdisciplinary Enquiry into a Multifaceted Communication Discourse	Dr. Abdul Muneer.V	Communication and Media Studies: An Indian Research Journal (ISSN: 2395-1559)	March 2018		Department of Communication and Journalism, University of Kerala, India  UGC Approved	---
Michel Naeemy: a Versatile Genius	Dr. Mohammed Haneefa.P	Al Sabab Lil Buhooth	Jan 2018		Research Article, Farook College,	---



					Calicut	
Hubbuthabeeah Wa Wal Adab al Mahjari	Dr. Mohammed Haneefa.P	Kalikoorth Quarterly Arabic Journal	May 2018		Department of Arabic, University of Calicut	----

### 3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) **NIL**

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

### 3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year : 2017-18

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	10	19	12	76
Presented papers	7	17	6	
Resource Persons		2	6	

### 3.4 Extension Activities

#### 3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers <b>co-ordinated</b> such activities	Number of students participated in such activities
Water Purity Analysing Programme	Department of Microbiology , Pallikkal Grama Panchayath	2	100
IT Awareness Programme	IT Club & Government Childrens Home ,Thavanur	2	100
Socio Economic Survey in Ward IV of Kannamangalam Panchayath	NSS Units & Kannamangalam Panchayath	2	100
Social Security Mission Camp at Quassiiyarakam Juma Masjid	NSS Units & Social Welfare Department, Government of Kerala	2	10
Health and Hygiene Awareness Programme for Anganawadi Students	NCC	1	30
Inspire -18 -How to face interview for students in the adopted	NSS & Kummniparamba Arts and Sports Club	2	50

village				
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
Armed Forces Flag Day Fund collection	Chief Ministers Rolling Trophy	Government of Kerala	50	
Social Work and extensions Activites	Best NSS unit Award	Government of Kerala	200	
Social Work and extensions Activites	Best NSS PO Award	Government of Kerala	200	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>coordinated</b> such activities	Number of students participated in such activities
Swatch Bharath	NCC	Cleaning Drive at Mini Ooty	1	50
SwachBharathA bhiyan	SBI, Kondotti	Bike Rally	2	100
SwachBharath	Kannamangalam Panchayth	CherurTown Cleaning	2	100
Mental Health Day	KondottiMunicipali ty	Film Festival and Open Forum	2	100
National Postal Day	Postal Department	Revive the Post	2	100
Vigilance Awareness Week	Airport Authority of India	Corruption Free India	2	300
Republic Day Celebration	Nehru Yuva Kendra, Malappuram	Declamation Contest on Patriotism& National Integration	2	200
National Energy Conservation Day	KSEB	Energy Rally	2	300
Immunisation Programme	Kondotti Municipality	Pulse Polio Immunisation Programme at Kondotti Bus stand	2	20
Health Awareness	District PanchayathMalapp uram	Campaign against viral deceases	2	200
Palliative Care	Palliative Initiative, Malappuram	Pattuvandi campaign	2	100

<b>3.5 Collaborations</b>				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity		Participant	Source of financial support	Duration
-		---	---	---
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Project work	The Production of Avian Antibodies igY against streptococcus angionosus. Purification and neutralizing	<b>Pazhassi Raja College of Arts and Science, Pulpalli</b>	2017 December to 2018 April	<b>Shaheena (MSc Microbiology Student)</b>
Project Work	Isolation and Purification of tyrosinase from edine mushroom- Agaricus bisporus and pleurotus	<b>Pazhassi Raja College of Arts and Science, Pulpalli</b>	2017 December to 2018 April	<b>Aswathy (MSc Microbiology Student)</b>
Project work	Inhibitory and combination effect of Nisi isolated from Lactococcus against listeria monocytogene s	<b>Pazhassi Raja College of Arts and Science, Pulpally</b>	2017 December to 2018 April	<b>Najva</b>
3.5.3 MOUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MOU signed	Purpose and Activities	Number of students/teachers participated under MOUs	
KINFRA Techno Industrial Techno park	August 2017	Hazard Analysis and Critical Control Points (HACCP) Level 3 Training Programme of HABC	<b>37</b>	

**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 Physical Facilities**

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
50,00000	4500000

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	80120M <sup>2</sup>	Nil
Class rooms	48	3
Laboratories	6	---
Seminar Halls	2	--
Classrooms with LCD facilities	25	----
Classrooms with Wi-Fi/ LAN	10	---
Seminar halls with ICT facilities	2	--
Video Centre	0	0
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	7	3
Value of the equipment purchased during the year (Rs. in Lakhs)	11077824	614590
Others	--	---

**4.2 Library as a Learning Resource**

4.2.1 Library is automated {Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha	Fully	Koha 18.05	2017

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22646	7870907	161	68887	22807	7939794
Reference Books	2889	2801353	15	13040	2904	2814393
e-Books	NLIST	-----	----	-----	80409	
Journals	15	30150				
e-Journals	NLIST	----	--	---	3828	
Digital Database	--	-----	---	-----	-----	
CD & Video	277		3		280	
Library automation	Book Magic		Koha		2	-----
Weeding (Hard & Soft)						
Others (specify)	36	30882	10	3980	46	34862

<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Up-gradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	138	2	128	18	1	11	10	20 Mbps	6
Added	3	0	3	0	0	0	0	-	-
Total	141	2	131	18	1	11	10	20	6
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
20 MBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
-----					-----				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc: Nil									
Name of the teacher		Name of the module			Platform on which module is developed			Date of launching e - content	
-----		-----			-----			-----	

<b>4.4 Maintenance of Campus Infrastructure</b>			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1000000	1112421	50000	31600
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sportscomplex,computers,classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link) <a href="http://www.emecollege.ac.in-downloads/facilites">www.emecollege.ac.in-downloads/facilites</a>			
<b>CRITERION V - STUDENT SUPPORT AND PROGRESSION</b>			
<b>5.1 Student Support</b>			
5.1.1 Scholarships and Financial Support			
	Name /Title of the scheme	Number of students	Amount in Rupees
PTA	ShihabThangal	30	150000

	Memorial Scholarships		
Own	Student Aid Fund	15	3000
Financial support from other sources			
a) National	Various Government Scholarships	600	3884810
b) International		NIL	—

**5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,**

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Bridge Courses	July 2017	500	Student Advisory Scheme, Various Department
Yoga	April 8-11 2018	50	Deputy Directorate of Collegiate Education
Mediation	December 2017	100	National Service Scheme

**5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year**

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-18	Motivation Class	320	----	-----	-----
2017-18	Job Workshop with the Support of MBA Journey, Manjeri	123	-----	-----	-----
2017-18	Career Counselling	-----	135	-----	-----
2017-18	Career Opportunities in IT	-----	120	-----	-----
2017-18	Career Guidance and Higher Education	-----	108	-----	-----

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
2		2		4	
<b>5.2 Student Progression</b>					
5.2.1 Details of campus placement during the year - Nil					
<b>On campus</b>			<b>Off Campus</b>		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
-----	----	----	----	-----	-----
5.2.2 Student progression to higher education in percentage during the year : <b>49.36%</b>					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	10	BSC Microbiology	Department of Microbiology	EMEA College, Komndotti	MSc Microbiology
“	1	BSC Microbiology	Department of Microbiology	School of Biological Sciences, MG University, Kottayam	MSc Microbiology
“	1	BSC Microbiology	Department of Microbiology	School of Health Science, University of Calicut	MSc Food Technology
“	1	“	“	MA College Kothamangalam	MSc Microbiology
“	1	”	”	Pazhasi Raja College Pulpally	MSc Microbiology
“	1	”	“	Coimbatore	MSc Microbiology
“	1	”	”	Nursing College Kasargode	Diploma in Health Science
”	1	”	”	EMEA Training College, Kondotti	B. Ed
”	1	”	”	Maharaja College of Co-education Arts & Science, Erode	MSc Microbiology
”	1	”	”	Indira Gandhi College of Arts and	MSc

				Science, Eranakulam	Microbiology
2017-18	1	BBA	Department of Business Administration	AIT College Coimbatore (Anna University)	MBA
„	1	„	„	Central University of Karnataka	MBA
„	1	„	„	Happy Valley College Coimbatore (Anna University)	MBA
„	1	„	„	IGNOU University	M Com
„	1	„	„	Calicut University	M Com
„	1	„	„	Lambton College, Canada	MBA
„	2	„	„	University of Greenwich, London	MBA
„	1	„	„	Edinburg Napier University UK	MBA
„	1	„	„	Cardiff Metropolitan University	MBA
2017-18	3	B Com Co-op	Department of Commerce	EMEA College of Arts and Science, Kondotti	M Com
„	2	„	„	PSMO College Thirurangadi	M Com
„	5	„	„	Sullamusalam Science College, Areacode	M Com
„	2	„	„	Govt. Arts and Science College, Calicut	M Com
„	1	„	„	Unity Women’s College manjeri	M Com
„	1	„	„	Northampton University UK	MBA
„	1	„	„	St. Xavier’s College Bangalore	MBA
„	1	„	„	T.John College Bangalore	MBA
„	3	„	„	Various Institutes	CMA
2017-18	1	B Com CA	„	Sree Krishna College Guruvayur	M Com
„	2	„	„	Bharathiar University Coimbatore	M Com
„	1	„	„	Kashmir University	M Com
„	1	„	„	Noble Women’s College Manjeri	M Com
„	1	„	„	SAFI Institute of Advanced Studies Vazhayur	M Com
„	1	„	„	Farook Arts and Science, College, Kottakkal	M Com



„	2	„	„	MIC Arts and Science College Athanikkal	M Com
„	4	„	„	School of Distance Education, University of Calicut	M Com
„	1	„	„	Tamil Nadu University	MBA
2017-18	4	BSc Computer Science	Department of Computer Science	MES College Kuttipuram	MCA
„	1	„	„	RIT Kottayam	MCA
„	2	„	„	Calicut University	MSc Computer Science
„	1	„	„	Pondicherry University	MCA
„	1	„	„	Madras University, Chennai	MBA
„	1	„	„	IGNOU University	MCA
„	1	„	„	CCSSIT Vadakara	MSc Computer Science
2017-18	1	BSc Biotechnology	Department of Biotechnology	Central University Hariyana	MSc Biotechnology
„	3	„	„	Kannur University	MSc Biotechnology
„	2	„	„	Calicut University	MSc Food Science & Technology
„	4	„	„	SIAS, Vazhayoor	MSc Biotechnology
„	1	„	„	ZG College Calicut	MSc Health and Yoga Therapy
„	1	„	„	St. Thomas College, Thrissur	MSc Biotechnology
„	1	„	„	IGNOU University	MA Psychology
„	1	„	„	EMEA Training College, Kondotti	BEd
„	1	„	„	Periyar University	MSc Biotechnology
2017-18	3	BA English	Department of English	EMEA College of Arts and Science, Kondotti	MA English
„	2	„	„	PSMO College Thirurangadi	MA English
„	1	„	„	Farook College Calicut	MCJ

„	1	„	„	Pazhasiraja College, Pulpalli	MCJ
„	2	„	„	Bhavans training College, Ramanattukara	B. Ed
„	5	„	„	EMEA Training College Kondotti	B. Ed
„	1	„	„	DarulUloom College, Vazhakad	B. Ed
„	1	„	„	JamiaSalafiaya college Pulikkal	TTC
„	3	„	„	School of Distance Education, University of Calicut	MA English
2017-18	6	BA Economics	Department of Economics	EMEA College, Kondotti	MA Economics
„	2	„	„	John Mathai Centre, Aranattukara, Calicut University Centre	MA Economics
„	3	„	„	School of Distance Education, University of Calicut	MA Psychology
„	3	„	„	„	MA Economics
„	3	„	„	EMEA Training College, Kondotti	B. Ed
„	1	„	„	Training College, University Centre, Manjeri	B. Ed
„	2	„	„	Farook College Calicut	BLISc
„	2	„	„	Computer Academy, Manjeri	PGDCA
„	1	„	„	Annamalai University	MBA
„	1	„	„	Calicut	ITI
„	1	MA Economics	„	SH College Thevara, Kochin	MPhil
„	2	„	„	EMEA Training College, Kondotti	B.Ed
„	1	„	„	AWH Makkam	B.Ed
„	1	„	„	Aligarh Muslim University	Ph.D
„	1	„	„	Training College Thrissur	B.Ed
2017-18	2	BA West Asian Studies	Department of West Asian Studies	EMEA College of Arts and Science, Kondotti	MA History
„	1	„	„	EMEA Training College, Kondotti	B.Ed
„	1	„	„	Kerala University	MA Islamic History

„	1	„	„	Punjab University	MA History
„	1	„	„	Kerala University	MA Islamic Studies
„	1	„	„	IGNOU	MA English
„	2	„	„	Oriental College Kondotti	TTC
2017-18	2	BSc Biochemistry	Department of Biochemistry	Karpakon College Coimbatore	MSc Biochemistry
„	1	„	„	SAFI College Vazhyoor	MSc Food Technology
„	3	„	„	EMEA Training College, Kondotti	B.Ed
„	2	„	„	Markaz College Valancheri	MSc Biochemistry
„	2	„	„	MES Marampally College Aluva	MSc Biochemistry

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/qualifying	Registration number/roll number for the exam
NET	<b>Total Nos.8</b>	
	1.NusrathKottekkadan	36001004
	2.Soumya.T	36002532
	3.SaleelAhamed	36004668
	4.Safana	36006441
	5.Hyderali	36008145
	6.Sana Sha	36001713
	7.Fasela.K.P	36006586
	8.Sadiqueali	36003290
SET	<b>Total Nos. 4</b>	
	1.Shabna.K	51140118

	2.Jubairiya.P	40140066
	3.Fousiya	70140124
	4.Jinni mol	70140226
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services (Kerala PSC)	<b>Total Nos.2</b>	
	1.Mohammed Rafi	LD Typist
	2.Abdul Hameed	HAS social Studies
Any Other	1.Keerthana.PP	Microbiologist, Green Water Concepts India PVT Ltd. Ecolab, Calicut
	2.SafvanaFathima.P	Microbiologist, Clean and Care Analytical lab- Calicut
	3.Sadiqeali.M	Quality controller, Ayurveda Hospital, Manjeri
	4.FathimaShahala	Microbiologist, MES Medical College, Perinthalmanna
	5.AnjuParwin	Quality Controller in Lab
	6.Jasna.K	Infosis
	7.Sangeeth.S	Sysin Technologies, Calicut Airport
	8.Nishad.K	Cybrosys Calicut
	9.Asihiq Kurunian	Cybrosys Calicut
	10.Navas Shareef.N	SBI Malappuram
	11.Rayees.PA	SBI Kondotti
	12.Sadiqali Mullan	Manager, Prasanth Lab
<b>5.2.4 Sports and cultural activities / competitions organised at the institution level during the year</b>		
<b>Activity</b>	<b>Level</b>	<b>Participants</b>
1. Calicut University B- Zone Football championship	University Level	36Teams
2. Calicut University Intercollegiate Weight Lifting Championship	University Level	36Teams (80 Participants)
3. Annual Sports Day	College Level	846

4. EMEA Super League Football (ESL)		College Level			100	
<b>5.3 Student Participation and Activities</b>						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	National Athletic	National	Athletic			Fayis.N.H
„	State Weight Lifting Silver Award	State	Weightlifting			Amrutha
„	State Weight Lifting Gold Award	„	„			Ethu Krishnan
„	„	„	„			Akbarsha
„	State Weight Lifting Silver Award	„	„			Anas
„	„	„	„			Ansif
„	„	„	„			Ardhra
„	State Weight Lifting Bronze Award	„	„			Waseem
„	Third Position and Overall winner of Calicut University Weight Lifting championship	University Level	„			College Volleyball Team
„	Calicut University B Zone Volleyball Championship	University level	Volleyball			College Volleyball Team
„	Selection to State Volleyball Team	„	Volleyball			Arjun
„	Winner of Malappuram District Youth Volleyball Championship	District Level	Volleyball			College Volleyball Team
„	Winner of Malappuram District Excise Volleyball Championship	District Level	Volleyball			District Level

„	Malappuram District Netball Championship (Third Position)	District level	Netball			College Netball Team
„	Runner up of Calicut University B zone Badminton championship	University level	Badminton			Badminton Team
„	Runner up in the Malappuram B division football championship	District level	Football			Football Team
„	Represented Calicut University Football Team. The team won the south zone inter university and all India inter university football championship	University level	Football			Sohail.T
„	First Prize in Essay Competition Organized by Kerala Science and Technology and Department of Biotechnology	State level	Cultural			Shibil.C
„	Calicut University Golden Jubilee Quiz competition (First Prize)	District Level	„			Shabeer.T

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

### 5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes

5.3.2 No. of ~~registered~~ enrolled Alumni:

2500

5.3.3 Alumni contribution during the year (in Rupees) :

Rs.530000/-

5.3.4 Meetings/activities organized by Alumni Association :

1. Mega Alumni Meet
2. Alumni Awards

3.	Alumni Batch Meets
4.	Get together of Alumni Chapters
<b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 Institutional Vision and Leadership</b>	
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)	
<p><b>Shelter For Needy Programme by National Service Scheme:</b> Shelter for Needy is an Institutional Social Responsibility Programme intended to provide housing facilities to poor and needy families in the adopted village. Usually, this project is carried out by Compulsory Social Service Scheme (CSS). Considering the seriousness of housing problem in the area College IQAC had urged other constituent unites to take the programme. Accordingly, the college units constructed one house in the year 2006. The year 2017-18 witnessed NSS units constructing the second house for a poor family in Kumminiparamba. The NSS team which includes teachers, students and local people who took upon the responsibility of implementing the project in an effective manner. NSS programme officers, Volunteers, Advisory Board members, parents and local people actively participated in different stages of programme planning, resource mobilisation, implementation etc.</p> <p><b>Examination System:</b> Till recently, the conduct of external examination was carried out directly under the supervision of principal. The College Council took a decision to decentralise the examination system and appoint Mr. Askarali A, a senior faculty as the superintend of external examinations. A separate room was set up with a strong room to keep answer books and question papers. Duty assignments, distribution and collection of examination materials was shifted from Principals cabin to examination room producing positive results of decentralisation and participative management.</p>	
6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:	
<b>Yes</b>	
<b>6.2 Strategy Development and Deployment</b>	
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):	
<ul style="list-style-type: none"> <li>❖ Curriculum Development: As per the rules and regulations of affiliating university, constituent colleges have a limited role in curricular as aspects. However college has developed a strategy to involve in the process. Firstly, it encourages the faculty members to engage in activities related to curriculumdevelopment in various universities and autonomous colleges. Secondly, as per the recommendations of IQAC various departments have adopted clubs and associations. Their activities enrich curriculum.</li> </ul>	
<ul style="list-style-type: none"> <li>❖ Teaching and Learning: The quality of teaching is enhanced mainly by faculty empowerment which is carried out in a multifaceted manner. Firstly, every newly recruited faculty member need to attend orientation programme as a mandatory condition for promotions. Secondly, they are assigned with specific roles in teams led by senior faculty members. There are also institutionally organised</li> </ul>	

<p>informal motivation talks by senior faculty members. The learning process is made more effective by using learner centred methods. Due importance is given to assignments, student seminars, study tours, industrial visits, use of e-learning resources etc.</p>
<p>❖ Examination and Evaluation: The college has taken a strategic decision to appoint one of the senior teachers a chief superintend of examinations exclusively for the conduct of external examinations, previous this duty was carried out by Principal himself. Further the examination room was shifted to a more spacious area. The newly constructed examination room with a capacity to accommodate 200 students and CCTV surveillance mainly reduced the problems of accommodating school of distance education(SDE) students send by the university.</p>
<p>❖ Research and Development: The research committee is made the main catalyst of quality improvement in research and development. IQAC is also instrumental in promoting research activities. In the year 2017-18, it has organised a separate programme to acknowledge the contributions of faculty and students with publication. Applause- 2018 was this a landmark in the history of research promotion.</p>
<p>❖ Library, ICT and Physical Infrastructure / Instrumentation: The decision to include the proposal for the construction of library annex building under RUSA assistance was a major step towards quality improvement. In 2017-18 the college has finished the works of Audio Visual Theatre spending around Rs.70 lakh. The last year also witnessed strategic decisions to construct new Humanities block, improvement of road facilities, purchase of ICT equipment, Books and Journals (total estimate rs. 2.15 Crore) under RUSA project deserves special remarks.</p>
<p>❖ Human Resource Management: College has an effective strategy to utilise human resources for materialising the vision and mission of the institution. This includes management of faculty members, non-teaching staff, students, parents, alumni, management and the local people. Institution tries to identify the capacities of every individual/ group based on which the constituent units have been assigned specific roles. For example, IQAC recommended college council to depute Mr.FirozK.T ,a prominent organiser who won state award for Best NSS programme officer to rejuvenate the activities of College Alumni. This decision produced expected results when the Mega Alumni Meet held in an exemplary manner. Similarly students as a team play a very important role in internal resource mobilisation. Shelter for Needy Programme(Adopted Village), Shihabthangal PTA Scholarship and Student Initiative in Palliative Care are some other examples describing the style of human resource management on the campus.</p>
<p>❖ Industry Interaction / Collaboration: The situations like industrial visits, project /dissertation works, study tours and invited lectures mainly strengthen the interaction between industry and institution. The college has identified departments of business administrations, commerce, biotechnology, microbiology and biochemistry as departments with potential to build up with industrial collaborations.</p>
<p>❖ Admission of Students: The quality of admission process is ensured by strict adherence to the rules and regulations of affiliating university. The entire admission except for management quota is centrally managed and allotments are done by the university. Nodal Officer is in charge of admissions and act as a link between the university and the college. College union usually set up a</p>



help desk to make the process student friendly. Minimum mark restriction is in practice to ensure the quality of management quota admissions.					
6.2.2 : Implementation of e-governance in areas of operations:					
❖ Planning and Development: Total Campus Solution (TCS), the software largely support planning and development. The future plans of institution in general and constituents units in particular are prepared mainly based on the reports generated by TCS.					
❖ Administration: College promotes use of Email, WhatAap messages for communications. Automated Public Addressing system and Sign boards are also in use. LAN, Internet, Wi-Fi facilities and TCS Modules materialises e-governance in administration.					
❖ Finance and Accounts: TCS module is used for managing finance and accounts. Day books, ledgers, Reports/statements preparations are automated. SPARK software is used for preparing salary bills. An online payment is in practice for the disbursement of salary and other emoluments.					
❖ Student Admission and Support: College is a part of Centralised Admission Process (CAP) introduced by University of Calicut. The submission of application, preparation of rank list and allotment is fully automated					
❖ Examination: CCTV Surveillance makes the examination hall centrally monitored. The hall arrangements, allocation of seats, invigilation duty assignments etc have been made automated. Valuation duty of external examinations is communicated through email.					
<b>6.3 Faculty Empowerment Strategies</b>					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year No direct financial support is available. Teachers avail duty leaves in this regard. The provision for financial assistance is under consideration.					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
2018	ERACE 2018		8-13 April 2018	<b>15</b>	
	2018	ERACE 2018	8-13 April 2018		30
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development		Number of teachers who attended		Date and Duration	

programme		(from – to)
Refresher Course	2	2017-18
Orientation	2	
NSS Orientation	1	
Staff Training	2	
Workshops	1	
Faculty Development Programme (FDP)	1	
Staff training Conducted by Staff Club	70	

#### 6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): Nil

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

#### 6.3.5 Welfare schemes for

Teaching	Interest Free Loan, Family Get-together, Family Tours, festival Allowances
Non teaching	Special festival allowances Get-together
Students	Variety entertainments, Management sponsored special food during special occasions, Hostel college day celebrations, Food and accommodations at subsidized rate.

### 6.4 Financial Management and Resource Mobilization

#### 6.4.1 Institution conducts internal and external financial audits regularly

Audits are conducted at three levels; government audit, internal audit and external audit by professional agency. The government audit is mainly carried out by the audit branch functioning under deputy director, collegiate education Calicut. The college also fall under the jurisdiction of Audit and Accountant General office. The internal audit is conducted by auditors deputed by manager/principal. Finally ,the entire finical management of the institution is subjected to internal audit by a professional auditor.

#### 6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non- government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
OSAEMEA	400000	Mega Alumni Meet
Parents Teacher Association	1256413	Various PTA sponsored projects and ShihabThangal Scholarships
Parents	2160867	College Development Fund

6.4.2 Total corpus fund generated 38171280

### 6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?					
Audit Type	External			Internal	
	Yes/No	Agency	Yes/No	Authority	
Academic	Yes	NAAC	Yes	IQAC	
Administrative	Yes	Prasad and Associates	Yes	IQAC	
6.5.2 Activities and support from the Parent – Teacher Association (at least three)					
1. ShihabThangal Scholarships 2. Examination Hall 3. Hindu Daily to Selected Advanced learners					
6.5.3 Development programmes for support staff (at least three)					
1. Computer Training to use TCS 2. Special training to Library staff to use Koha the free software. 3. Special CAP training to staff in the Admission section					
6.5.4 Post Accreditation initiative(s) (mention at least three) 1. EMEA@2020 ,the Action Plan for 3 <sup>rd</sup> Cycle Accreditation 2. Automation of feedback system 3. Mobile App for attendance marking.					
<b>6.5.5</b>					
a. Submission of Data for AISHE portal : <b>Yes</b>					
b. Participation in NIRF : No					
c. ISO Certification : No					
d. NBA or any other quality audit :No					
6.5.6 Number of Quality Initiatives undertaken during the year					
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants	
2017	One day orientation to Teaching Staff on Seven Criteria	17.10.2018	1.30 PM to 4.30 PM	65	
	Quality enhancement in institutions of Higher Learning	23 march 2018	2 PM to 4 PM	65	
2018	APPLAUSE 2018	30.3.2018	2 PM to 4PM	70	
2018	ERACE 2018	2018 April 8-11 (Four days)	9 AM 8 PM	100	

## CRITERIONVII –INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Interaction with Sheethal Syam (Social Activist working for the rights of sexual minorities)	10 December 2018	700	400

Interaction with RadikaVemula ( Women Activist)	10 December 2018	700	400			
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources						
Environment Day Observation, Check dam construction, afforestation programme, cleaning drive campaign against plastic,						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities	Yes/No	No. of Beneficiaries				
Physical facilities	Yes	20				
Provision for lift	No	----				
Ramp/ Rails	Yes	3				
Braille Software/facilities	No	----				
Rest Rooms	Yes	5				
Scribes for examination	5	5				
Special skill development for differently abled students	No	---				
Any other similar facility	---	---				
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2017	1	----	5 June 2017 1 Hour	Afforestation in Collaboration with Calicut Airport	Deforestation	100
2018	1		15 January 2018	Fund Collection at Calicut Airport	Resource Mobilization	100
2018	1	---	6.3.2018	Invited lecture by K S Madavan, Faculty member University of Calicut	Strengthening linkage with University of Calicut	250
2018	---	1	28.3.2018	House Constriction for destitute women in the adopted village	Lack of housing facilities	200
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						

Title	Date of Publication	Follow up (maximum 100 words each)
College Diary and Hand Book	5.7.2017	The college diary multi- purpose handbook published every year and distributed among students. The main content is a code of conduct for students. Abstract of anti -ragging regulation is the main highlight. As a following up action, the campaign committee constituted exclusively for creating awareness about the menace of ragging and related incidents, unleashed a massive campaign in the month of July and August.

#### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
International Against Drug Abuse	26 June 2017 10 AM to 1 PM	250
Childhood Lost ; Photo Exhibition of AjeebKomachi	10 December 2017	1000

#### 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Afforestation campaign by NCC and NSS on 5 June 2017
2. Allocation of Rs 6 Lakh for Solar energy project under RUSA scheme
3. New open well to reduce the consumption of ground water
4. Allocation of Rs.10 lakh for renovating Bamboo lake, the project for harvesting rainwater
5. Renovation of bunds preventing soil erosion in Mahogany park

### 7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.emeacollege.ac.in/iqac/BP-1-2017-18.pdf>

<http://www.emeacollege.ac.in/iqac/BP-2-2017-18.pdf>

### 7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust  
Provide the weblink of the institution in not more than 500 words

<http://www.emeacolleg.ac.in/iqac/EOC-2017-18.pdf>

## 8. Future Plans of action for next academic year (500 words)

### **Curricular Aspects**

- Encourage faculty members to involve in the process of curriculum development
- Use clubs and Associations more effectively in the process of curriculum enrichment
- Offer more number of certificate and diploma programmes to strengthen horizontal mobility
- Offer Value Added Courses imparting transferable skills

### **Teaching –Learning -Evaluation**

- Enhance the number of ICT enabled class rooms
- Encourage teachers to use advanced teaching learning methods
- The screening test to find out the advanced learners be made more systematic
- Provide more number of programmes to advanced learners
- Arrange intensive remedial coaching classes to slow learners
- Arrange a special orientation programme to married students
- Introduce TCS mobile App in all departments

### **Research,Innovations and Extension**

- Institute awards to best researchers
- Give incentives to publications in UGC enlisted Journals
- Encourage faculty to get recognition as research guides
- Enhance the quality of IJARED, the research journal published by department of Economics
- Encourage departments to organise minimum one extension programme
- Encourage newly recruited faculty members to pursue research

### **Infrastructure and Learning Resources**

- Encourage the use of Free Software
- Further Encourage to subscribe and use of resources like E-journals, e-ShodSindhu, Shodganga membership, e-books, Databases
- Set up Media Centre, Recording Facility, Lecture Capturing System

### **Student Support and Progression**

- Enhance the number of scholarships and endowments by the institution
- Enhance the facilities for Career Counseling,
- Promote Soft skill development
- Strengthen Remedial Coaching
- Make Language lab facilities more effective
- Make Bridge Course more systematic
- Make Yoga and Meditation a mandatory component of curriculum
- Further Strengthen the mechanism for Personal Counsel
- Make Alumni activities more systematic

### **Governance, Leadership and Managemnt**

- Make efforts for complete e-governance more effective
- Make the committees more effective and systematics
- Organise more number of staff training programmes
- Provide financial assistance to faculty for attending seminars and workshops and for taking memberships in professional bodies

### **Institution Values and Best Practices**

- Encourage Alternate Energy initiatives
- Promote the use of Handbook for students/teachers/GB

Name Dr. Zaccaria T.V.

Name Dr. Abdulla - M. J

SKam

Signature of the Coordinator, IQAC

**Co-ordinator  
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Signature of the ~~Chairperson, IQAC~~  
**PRINCIPAL**

**EMEA COLLEGE OF ARTS  
& SCIENCE, KONDOTTI  
MALAPPURAM DT. 673 638**



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**Abbreviations:**

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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