



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTI
Name of the head of the Institution	Ayoob C P
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0483-2712030
Mobile no.	9995042688
Registered Email	mail@emeacollege.ac.in
Alternate Email	iqac@emeacollege.ac.in
Address	P.O Kummniparamba , Kondotti, Malappuram District ,Kerala Pin 673638
City/Town	Kondotti
State/UT	Kerala
Pincode	673638

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr Ibrahim Cholakkal			
Phone no/Alternate Phone no.		04832712030			
Mobile no.		9946428776			
Registered Email		mail@emeacollege.ac.in			
Alternate Email		iqac@emeacollege.ac.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://emeacollege.ac.in/Uploads/Files/AQAR%202017-18PDF.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://emeacollege.ac.in/Uploads/Files/EMEA%20COLLEGE%20CALANDER%202018-19.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	A	3.02	2014	10-Dec-2014	09-Dec-2019
6. Date of Establishment of IQAC			17-Nov-2005		
7. Internal Quality Assurance System					
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	

Administrative training Programme for NTS	01-Jan-2019 1	14
CALEM Workshop	02-Apr-2019 4	89
External Evaluation System	11-Dec-2018 1	67
One day training to teaching staff on total campus solution	19-Jun-2018 1	82
Education in the era of fourth industrial revolution	11-Dec-2018 1	67
GST in India: Problems and Prospects	21-Mar-2019 1	67
PDP on OBE	13-Aug-2018 1	71
Teachers in Distress: Coping with stress in Teaching Profession	28-Mar-2019 1	67
ERACE 2018	08-Apr-2018 4	20
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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
IQAC	PMMMMNMTT	MHRD	2019 4	350000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities

No

during the year?

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

• Principal Club: A platform for advanced Learners • CALEM Workshop • External Evaluation System • One day training to teaching staff on total campus solution • Research Awards

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

Plan of Action	Achivements/Outcomes
Constitute Criterion wise team for third cycle re-accreditation	Successfully Constituted criterion wise committees
For research promotion, Institute special awards for teachers and students f	Research Awards distributed
Institute Alumni Awards in areas	Alumni Awards Distributed
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14. Whether AQAR was placed before statutory body ? Yes

Name of Statutory Body	Meeting Date
Staff Council	18-Jun-2019

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

Date of Visit 05-Apr-2019

16. Whether institutional data submitted to AISHE: Yes

Year of Submission 2020

Date of Submission 13-Mar-2020

17. Does the Institution have Management Information System ? Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words) College Management Information System has following Modules 1 Academic Administration 2 Attendance 3

Examination 4 Time Table Module 5
Financial Accounts 6 Staff Performance
Evaluation 7 Portals 8 Android Mobile
App Functional Details of the above
Modules are Attached ACADEMIC
MANAGEMENT ? Institution, Streams,
Courses, Class, Batch Academic Year
Settings ? Academic Calendar ? Classes
and Semesters settings to set up start
date and end date of each programmes or
semesters, Attendance blocking facility
for individual classes till specified
dates ? Setting up admission quota for
different categories like General,
Management and Community Quota with
option to categories students
accordingly.. Student Management ?
Student details entry at the time of
admission with option for mandatory
fields ? Parent Master along with
student details entry ? Upload student
photo ? Search for student details with
admn. no, name etc ? Student Roll No
generation with option for different
sort orders ? Generate/entry
identification nos. Like University reg
no based on admn.no. ? Promotion of
students ? Shifting of students to
different courses ? View/change status
of students like active, tc issued etc.
? TC Issue ? Import student data using
excel formats ? ID Card Printing
Faculty Details ? Faculty / Staff
Grades ? Staff access to concerned
classes ? Paper settings for teaching
faculty ? HOD Class Tutors ? Staff Job
Positions Customized Certificates ?
Transfer certificate, Course Conduct
Certificates ? Other customized
certificates upon request Reports ?
Student details report having option to
set columns dynamically ? Nominal Rolls
Categorized Nominal Rolls ? Student
wise Record (Profiles) ? Address Slips
? Promotions List ? TC Register ?
Teacher/ Staff Profile ? Hours Engaged
report ? More than 30 reports with
various details in Academics ATTENDANCE
? Various types of attendance entries ?
Attendance entry from teacher login for
paperwise class attendance entry ?
Attendance entry from Admin/HOD/Tutor
login for special occasions with option
to update paperwise class attendance
entry ? Absentees only entry option ?
Student wise attendance entry for
selected months ? Block attendance
entry for a class till specified date ?

Attendance calculation based on college calendar working days or calendar days ? Setting regular class on holidays and vice versa ? Duty Leave entry for students involvement in official activities Reports ? Studentwise daily and monthly reports ? Studentwise attendance percentage for a given period ? Attendance shortage list/ irregular student list ? Consolidated paperwise attendance register ? Unmarked staff list / Unmarked hours TIME TABLE ? Day and Period Settings ? Semester wise day periods ? Subjects grouping for Time Table ? Manual Time Table Entry ? Holiday Adjustment ? General Time Table ? Work Adjustment for staff on leave with attendance entry option for the adjusted staff in their portals ? Reports EXAMINATION ? Subjects and Subject components settings ? Grouping of subjects to facilitate common subject for different courses ? Papers taught in a class with grouping facility for timetable arrangements ? Internal mark components and mark distribution

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution has a well-planned and documented process for an effective curriculum delivery by using tools like Teachers Diary, Academic calendar, Semester/ Annual Plans and Course Design. ICT is being used to make the process more fruitful. Teachers Diary Teachers Diary helps the faculty deliver curriculum by framing out the academic and classroom activities for a semester/year. For the purpose of curriculum delivery, the diary mainly contains general instructions related to teaching learning process, calendar, number of working days, time table, workload statement ,teaching plan, activity register for curricular and co- curricular activities, internal examination details, semester report, record of additional duties assigned, details of examination duties, and student feedback forms . Teacher’s diary thus helps both effective curriculum delivery and a proper documentation of the process. College Calendar

The college calendar published annually presents the details of programmes, courses, and curricular and co-curricular facilities the college provides. The detailed list of courses that fall under different UG and PG programmes is another attraction of college calendar. It also contains a brief profile of the faculty members and the non-teaching staff, general rules and regulations, fee details, details of scholarships, library rules, details of anti-ragging regulations and regulations for CBCSS 2014. Course Outline A separate course outline for each course is made available to students at the beginning of the semester. It contains the number of credits, course description , course objectives, course outcome, teaching methods, details of text books and

reference materials, assessment methods which includes both continuous internal evaluation and External examinations, graduate attributes, course schedule and contact details of faculty member(s). Total Campus Solution TCS or Total Campus Solution is a multipurpose online platform used by the institution for administrative and academic purposes. It includes modules like academic management, student management, faculty details, Attendance, Time Table and Examinations which support effective curriculum delivery. TCS Mobile App The android version of TCS directly supports effective curriculum delivery and its documentation process. The mobile app is mainly used for marking attendance and assessment details of the students. Learning Management System (LMS) LMS platforms like Edmodo and Google Classrooms are mainly used for the conduct of internal evaluation. Social Media WhatsApp, one of the popular messaging platforms is widely used in curriculum delivery. Syllabus, Lecture notes, syllabus-oriented voice clips, videos, Power Point Presentations, additional reading materials, messages regarding additional contact classes, assignments, test papers, internal marks are being circulated by using class wise WhatsApp groups. Principal and HODs of various departments have been entrusted with the duty of monitoring the process of curriculum delivery and its proper documentation. Agencies like College Council and IQAC also play the supervisory role in this regard. Periodic meeting of these bodies assess the quality of the process and suggest remedial measures, if found necessary.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate course in Computerised financial Accounting		01/03/2019	180	Accountant(employability)	Skill development
Certificate Course on Android Applications		01/03/2019	180	Mobile Technology(employability)	Skill development
Certificate Course in Word Processing and Data Entry		01/03/2019	180	Data Entry	Skill Development
Certificate course in Food Safety and Standards		02/07/2018	60	Quality Controller	Skill Development
Certificate Course in Premarital Counseling		01/03/2019	4	Nil	Nil
Certificate Course in Parliamentary Proceedings		01/01/2019	30	Nil	Nil
Certificate		10/10/2018	90	Nil	Nil

Course in
Survey
Research

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	485	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate course in Leadership Skills	16/06/2018	60
Certificate course in Disaster Management	18/07/2018	34
Certificate Course in legal Awareness	12/07/2018	35
Certificate Course in Social Work	20/10/2018	50
Certificate Course in Palliative and Geriatric Care	09/07/2018	35
Certificate Course in Survey Research	10/10/2018	58
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	CA and Co-operation	107
BBA	Nil	125
MCom	Nil	15
MA	Economics	19
BA	Economics	39
BA	West Asian Studies	49
MA	History	14

MSc	Microbiology	5
BA	English	1
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Feedback is collected from five types of stake holders. 1. Students 2. Teachers 3. Employers 4. Alumni. and 5. Parents. Separate questionnaires are used for collecting the feedback . Data Analysis and report preparation is done by IQAC by using different statistical tools and techniques. The Curriculum monitoring committee which constitute the members various BOS consider these report and suggest changes in the curricular aspects. In the recent past, The institution has received specific feedback from stake holders to improve the quality of curriculum in relation to the usage of ICT enabled teaching learning methods, scientific component of the curriculum, academic flexibility</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics	68	2020	68
BA	English	48	2300	48
BA	WAS	67	1500	67
BBA	Nil	49	1250	49
BCom	Co-operation	63	2350	63
BCom	CA	62	2050	62
BSc	CS	37	890	37
BSc	BT	36	1200	36
BSc	BC	36	1200	36
BSc	MB	38	1550	38
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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	Number of students enrolled in the institution	Number of fulltime teachers available in the	Number of fulltime teachers available in the	Number of teachers teaching both UG

	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2018	1358	185	46	5	20

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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

On an average, 20 students have been assigned one teachers as his/her mentor. Following are the major benefits expected from mentoring system. 1. Enhances confidence and offers challenges to set higher goals, take risks and achieve at higher levels. 2. Individual recognition and encouragement. 3. Psychosocial support. 4. Advice on balancing range of academic and professional responsibilities. 5. Provides role modeling for professional leadership and facilitates the development of increased competencies and stronger interpersonal skills.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1547	71	21.78

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
71	71	0	0	22

2.4.2 – Honours and recognition 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
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The continuous internal evaluation is an integral part of evaluation system irrespective of programs and courses. It has been given a share of 20 total value in the process of evaluation with four components Test Papers 50 Seminars 25 Assignments Attendance 25 Test Paper • Internal exams are conducted at least twice in a semester. As a step to make the internal test papers more transparent the college follows a practice of appointing one of the faculty members as Controller of Examinations for Internal Examinations who shall be responsible for conducting the written tests scientific and transparent. Two more assistant controllers are appointed to help the controller. • As an act of reforms, we have implemented a new method successfully which reduces the chances of malpractices to a great extend. The method includes two boxes containing numbered coins with two different colours kept with the invigilator in each hall. In each bench, side seats are numbered with one colour and middle seats with the other. Students are allowed to take a numbered coin of the respected colour and are seated there. With this, students will not be having any clue regarding their seat in advance, which reduces their chances for malpractices. After the exams, answer scripts are collected and are distributed to the concerned teachers for valuation. A last date is mentioned for publishing the results. • Receiving financial assistance from Parent Teacher Association the college has set up a separate examination hall with a seating capacity of 150 and CCTV surveillance. • Question Bank consisting of previous questions papers is kept at departments and central library • Use of LMS platforms for the conduct of test papers Seminars/Assignments • Class room seminars • Online submission of assignments by using LMS platforms, email, • Use of WhatsApp for giving assignments Attendance • Introduced TCS Mobile App for attendance management with facility for student login with effect from 2017-18 • Introduced Automated Time and Attendance marking system to save time and money by eliminating a great deal of manual processes involved in attendance and leave entry and calculating hours attended. It also help teachers to prepare Auto-generate various types of reports of class or student attendance • Introduced a procedure for waiving unexcused status of student absence due to admissible grounds General Reforms • Use of class wise WhatsApp groups for the purpose of publishing the draft / final list of internal marks and collecting feedback /grievances on the system of continuous evaluation. • Excuse orders for general purposes such as the conduct of national/ international seminars/ workshops, College Union elections, Fine Arts, Sports day and College Day. The new system consolidates and validates the request for excuses and issues general excuse orders to faculty members in charge of attendance management.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college follows the academic calendar of the University of Calicut. The University of Calicut prepares academic calendar before the commencement of each semester and is published in the University website. Based on the academic calendar prepared by the university, institute prepares an institutional level academic calendar for the smooth functioning of academic as well as extracurricular activities planned in the current semester. The academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. The college prepares this for odd and even semesters with the approval of the college staff council at the beginning of the year and strictly adheres to it. Our academic calendar provides important information about teaching dates, the dates for submitting the assignments and seminars, the dates of the internal tests, the dates for publishing internal marks and also the date for students grievance related to internal marks. The academic calendar is accessible on the college website. A hard copy is

displayed on the notice board of all departments at the commencement of each semester. Each subject teacher prepares their own course material based on the prescribed syllabus given by the university, which is distributed to the students for reference. This ensures successful completion of all modules within the allotted time span. The college conducts two internal exams during a semester. The date of the first internal examination is fixed by the concerned faculty tentatively in the first week of August for odd semester and in the first week of January for the even semester. The second centralized internal examination is conducted with a general timetable, invigilation list and seating arrangement probably in the third week of October for odd semester and first week of March for even semester students. The valued answer sheets are given back to the students for their scrutiny. Students can appear for the university examination, only if he/she attains a minimum of 75 percentage attendance in each subject. Monthly attendances are displayed in the notice board of each department in order to make students aware about their attendance status. The details of course specific weightage are available in the college Calendar. The effectiveness of the process is maintained through effective monitoring by the Principal. The Principal sees to it that all departments follows academic calendar. A sample of circular, announcing dates for conduction of continuous internal evaluation has been uploaded. • Faculty Advisors are entrusted with the responsibility of conducting the Open House sessions (PTA sessions) according to the schedule in the Calendar. • The College Level Monitoring Committee (CLMC) and the Department Level Monitoring Committee (DLMC) monitor the events mentioned in the Calendar. • The Teaching Plan/ Course Schedule is shared with the students at the beginning of the semester. • It is the responsibility of the Course Coordinator and the Course Committee to ensure that the plan is followed. • The generated internals is uploaded to the university portal by the corresponding subject faculties when the university opens up the

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)

<http://www.emeacollege.ac.in/Home/academics/UGProgrammes>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.emeacollege.ac.in/Home/IOAC/Feedback/1731>

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 year

Minor Projects	182	Non Governmental	0.08	0.08
Minor Projects	364	Non governmental	0.12	0.12
Minor Projects	364	Non governmental	0.12	0.12
Minor Projects	364	Non governmental	0.12	12
Minor Projects	182	Non Governmental	0.08	0.08
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
International Seminar on Robotics	Computer Science	14/01/2019
South Indian Commerce and Management Meet- ComMet2K19	Commerce	11/02/2019
One day Talk on Artificial Intelligence	Computer Science	21/12/2018
World Environmental Day Celebration-2018	Biotechnology	28/06/2018
Seminar on Sustainable Society through Co-operation	Commerce	07/07/2018
Malabar Indian Ocean World Travel, Culture Tradition	West Asian Studies	07/12/2018
Writing Local History Methodology and Practices	History and West Asian Studies	28/09/2018
Workshop on SPSS	Economics	25/10/2018
One day seminar on Variouse Tools in Web Programming	Computer Science	04/01/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	5
Biotechnology	8
Arabic	4
Microbiology	4
English	2
Biochemistry	1
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	24	28	12	8
Presented	12	6	8	9

papers				
Resource persons	3	4	5	16
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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 participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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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	Number of students Benefited
No Data Entered/Not Applicable !!!			
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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 participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

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
No Data Entered/Not Applicable !!!			
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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	Duration To	Participant
No Data Entered/Not Applicable !!!					
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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/Activities	Number of students/teachers
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			participated under MoUs
Kerala State Electronics Development Corporation Limited	01/07/2019	Facilitation support	500
ISDC	01/07/2019	CMA Training	60
Almire, Pvt, Limited, Kakanad	01/07/2019	Student based Internet Channels, and Enterprenourship promotion	600
Amplicone Biolabs	01/07/2019	1. Lab visit 2. Training, 3. Prooved facility for Short term prpjects	55
Deaprtment of Economics, Amal College	01/07/2019	1. Research collaboration 2. Library use 3. Joint Seminars 4. Knowledge exchange	54
Deaprtment of Economics, PSMO College	01/07/2019	1. Research collaboration 2. Library use 3. Joint Seminars 4. Knowledge exchange 5. Provides Research centre	132
Advanssure Technical Solutions	01/07/2019	1. Food Safety Training 2. Skill Development Programs 3. HACCP certificate course.	68
Department of Biotechnology, SAFI Institute of Advance Study, Vazhayoor	01/07/2019	Co-operate in the exchange of information, joint research projects, f) Faculty and student exchange programs, Seminars	92
ISDC	01/07/2019	CMA Training	60
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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
33.5	32.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

No Data Entered/Not Applicable !!!

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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 Open Source Integrated Library System	Fully	18.05.05	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22807	7939794	520	151802	23327	8091596
Reference Books	2904	2814393	59	47179	2963	2861572
Journals	15	30150	31	49918	46	80068

[View File](#)

4.2.3 – 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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	141	2	131	18	1	11	10	20	6
Added	23	0	0	0	0	0	0	80	2
Total	164	2	131	18	1	11	10	100	8

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

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
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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
6	5.84	4	3.89

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Laboratories: There are mainly 6 labs in the college for various subjects. All are well equipped, well maintained student friendly lab with qualified and well experienced technical assistants. The Heads of the department concerned is responsible for taking care of their labs. A teacher is appointed as lab in charge and he is responsible for maintaining the laboratories, in concurrence with the Head of the department and Principal. The lab assistants in the laboratory assist teachers and students effectively and are responsible for taking care of the cleaning and arrangement of labs and its equipment's.

Library: The library offers various services to its users like automated circulation system, online Bibliographic service, internet browsing, use education, inter-library loan service, newspaper clipping etc. The library has separate lounge for PG section, new arrival display, and separate section for career guidance and rare collections. Moreover, the library has its own facilities like Wi- Fi facility, Drinking Water, Shelves for personal belongings, utility area for usage of laptops and charging facility and toilet facility. Library has CCTV Surveillance to monitor activities of students and other patrons towards security measures. The college library is having the membership of UGC INFLIBNET consortia that provides access to 6,000 e- Journals and more than 3 million e-Books. The library assistant facilitates the effective functioning of the Library and proper maintenance of the gadgets and equipment's therein. The Librarian will inspect and monitor all the maintenance works in the library. There is a library advisory committee to look after the smooth functioning and proper maintenance of library facilities. The IT facilities in the library shall also come under the purview of AMC. Sports complex Volleyball Courts Basketball Court Badminton Court Some of the campus specific initiatives undertaken to improve physical ambience: Extension of class rooms in the main block. New Commerce Block opened in 2016 New Canteen in 2016 Audio Visual Theater (AVT) was setup in 2018 under UGC Scheme New Business Administration opened in 2018 New Building for Co-operative Store 2019 New Reading Room in Ladies Hostel 2019 Renovation of Computer Science Lab 2019. The sports infrastructure was augmented with the construction of tennis court and basketball court in 2018 Renovation of football court and volleyball court(2018) Construct a separate toilet facility for boys (2017) Renovation of Ladies waiting room.(2018) New Examination hall with CCTV surveillance (2017) New College 2 buses for girl students(2018) LED Display board and name board (2018) New Examination Room(2018)

<http://emeacollege.ac.in/SSRDocs/CRITERION%204/4.%204.2%20Maintenance%20of%20all%20facilities/4.4.2%20Use%20of%20facilities%20by%20others/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!		
View File		

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
No Data Entered/Not Applicable !!!			
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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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
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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	Number of grievances redressed	Avg. number of days for grievance redressal
26	24	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	5	EMEA College	BBA	Various	Various
2018	4	EMEA College	Computer Science	Various	Various
2018	4	EMEA College	West Asian Studies	Various	Various
2018	52	EMEA College	Commerce	Various	Various
2018	5	EMEA College	Biotechnology	Various	Various
2018	12	EMEA College	Microbiology	Various	Various
2018	14	EMEA College	Economics	Various	Various
2018	14	EMEA College	English	Various	Various
2018	7	EMEA College	Biotechnology	Various	Various

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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	Number of students selected/ qualifying
NET	13
SET	1
Any Other	10

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Volleyball Tournament	College	130
Womens Hostel Day	College	130
Cricket Match	College	120
Fine Arts Day Celebration	College	600
Christmas Celebration	College	600
Onam Celebration	College	600
Students Fives Football	College	150
Annual Sports Meet	College	800

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5.3 – Student Participation and Activities

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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

Inculcating democratic values into young minds, this institution has a well-functioning student union constituted in accordance with the rules and regulations issued by the University of Calicut and the recommendations of Lyngdoh Committee Report. The members of the college union are elected directly by the students upholding the principle of one man one vote one value. Voting is held according to secret ballot system whereas the victory of a candidate is decided on the basis of simple majority system. The union comprises the following positions: Chairperson Vice Chairperson General Secretary Joint secretary University Union Councilors (2 Nos) Student Editor Fine Arts Club Secretary General Captain (Sports Secretary) First Degree Representative Second Degree Representative Third Degree Representative PG Representative Department Association secretaries (9Nos) College union usually conducts the following programs Oath taking Help Desk at the time of first year UG/PG Admissions Welcome Party for New Comers Independence day Celebration Teachers day Blood Donation Activities of Department Associations Human Rights Day Celebration PG Meet Relief Activities Arts Festival which includes competitions on off stage

and stage items Sports Day Mehenth Fest Onam Celebration Free Medical Camps in the adopted village Extension activities Invited Talks Grievance redress College Day Celebration Manuscript Magazines Annual Magazines Students enthusiastically participate in academic and administrative activities particularly in committees like Internal Quality Assurance Cell (QAC), RUSA Project Monitoring Committee, Antiragging committee, library advisory committee, fine arts committee, sports committee, Women cell and in Students Grievance Cell as well. Moreover, the students actively involved in the organization of regional national and international seminars, inter collegiate meets, inter university meets, national integration camps etc. The clubs and associations are mainly led by student leaderships.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Old student's association of EMEA, a registered society under Societies Registration Act XXI of 1860 (No. MPM/CA/348/2019) is the official platform of college alumni. It is commonly known as OSAEMEA. It has a well written by-law with a clear objective resolution. Some of the major objectives 1.The main purpose of the association is to provide an organization through which the alumni of EMEA. COLLEGE, KONDOTTI, faculty, staff and students of the college can interact with each other for mutual benefit. 2.To facilitate and encourage alumni to contribute towards improvements in the status of the college in areas pertaining to academics, infrastructure, industry interactions and any other area that the alumni and the college feel appropriate. 3.To facilitate improvement in networking among alumni. 4.To provide a platform for social interactions and enable higher levels of interactions. 5.To enable interactions between alumni for mutual benefit in academic, employment/ or business areas. 6.To provide assistance to alumni and their families where deemed fit by the association. Alumni Chapters College has active alumni chapters in UAE, Jidda and Riyadh. The batch meets have become common on the campus with unique plan of actions. These constituent units of seems to make the old students union of the college more vibrant. Major contributions: Financial support to the National Body Building Championship held at EMEA College in 2018. Financial support to an economically poor alumnus for house construction of house Financial support to towards a scholarship scheme by OSAEMEA UAE Chapter Financial support to Mega Alumni Meet 2018 Financial support for the purchase of goods vehicle for an um employed alumnus. Flood relief(2018) work Major Meets and Activity: 1. JIDDA CHAPTER MEGA ALUMNI MEET (11 April 2019) 2. emestalgia 19 3. Flood Relief Activies By 2013-16 Batch- 18th August 2018 4. Brand Yourself (2018-19)- 29th January 2019 5. Alumni Award 2018-19

5.4.2 – No. of enrolled Alumni:

651

5.4.3 – Alumni contribution during the year (in Rupees) :

606000

5.4.4 – Meetings/activities organized by Alumni Association :

1. OSAEMEA JIDHA CHAPTER on 10/04/2019
2. OSAEMEA UAE CHAPTER on 19/04/2019
3. BRAND YOUR SELF -MOTIVATION CLASS BY ALUMNI on 29/01/2019
3. IFTHAR MEET- OSAEMEA JIDHA CHAPTER on 18/05/2019
4. ALUMNI AWARDS on 26/03/2019
5. BBA ALUMNI MEET on 26/01/2019
6. COMMERCE Alumni meet on 25/12/2018
7. WAS Alumni Meet on 26/01/2019
8. Economics Alumni Meet on 25/11/2018
9. Microbiology Department 201-19
10. English Department 2018-19
11. Computer Science Department 2018-19
12. Biotechnology Department 2018-19
13. Biochemistry

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. CAS Promotion through IQAC: The IQAC will verify the eligibility of the concerned teachers. Once the IQAC is satisfied with the eligibility criteria for promotion then the IQAC suggests to the concerned teacher for the preparation of his / her proposal for availing CAS. The CAS Committee from the University will be called for the screening / selection of the teacher under CAS. All the documentary evidences will be verified and evaluated by the CAS Committee. Finally, the proposal is forwarded to the University for the sanction and all the CAS benefits are given to the concerned teacher. Under this system, the Institution bestows all the rights to the IQAC. 2. Strengthened ICT Enabled Teaching-Learning: IQAC is empowered to take decisions on quality improvement of the institution and making purchase decisions on ICT and related services as necessary. The planning committee independently collects information from various departments regarding the academic and infrastructure requirements of the coming academic year and makes independent decisions in consultations with the Principal and the finance committee.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	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 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.
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 2018-19, it has organised APLAUSE 2019 to honor the contributions of faculty and students with publication.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	1. E TIME Track 2. Course Out Line
Finance and Accounts	EASY BIZ-MeshiLogic Software Consultants, #210, Neospace, Kinfra Techno Industrial Park, Kakkancheri, Kerala, India
Student Admission and Support	TCS M- Governance Mobile App MeshiLogic Software Consultants, #210, Neospace, Kinfra Techno Industrial Park, Kakkancheri, Kerala, India
Examination	EDMODO - Free Software

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	CALEM Workshop 2018-19	CALEM Workshop 2018-19	02/04/2019	05/04/2019	36	4
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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 programme	Number of teachers who attended	From Date	To date	Duration
CALEM WORKSHOP	36	02/04/2019	05/04/2019	4
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	3	3	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Family Get-together, Family tours, Festival Allowances	Special Festival Allowances, Get-together	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 (with in 100 words each)

The college, being a government aided college, receives funds from agencies like UGC and RUSA. It also receives funding from the Management, Parent Teacher Association (PTA), and Alumni Associations. In addition to this, students enrolled here receive funds from central and state government departments in the form of fee concessions and scholarships. The Institution has a transparent and well planned financial management system. Principal and the purchase committee supervise and ensure that all financial transactions are done after due care and as per rules. The institution has well-defined mechanisms for external and internal audit for both Government and Management accounts separately. Audit of Funds received from UGC and other government sources The usage of all government funds are subjected to a minimum three level audit Audit by Chartered Accountant, Audit by the Office of Deputy Director, Collegiate Education, Government of Kerala and by Auditor General of Kerala . In addition to this, the utilization of UGC funds is subjected to audit from UGC SWRO, Bangalore whenever it is found necessary. Furthermore, the Auditor General of India is also entitled to audits these accounts on random basis.

1. Chartered Accountant- As per the sanction letter for such grants/funds, the income and expenditure statement are initially submitted to an external registered Chartered Accountant. The audit report issued by the auditor with utilization certificate and all necessary ratified accounts are submitted to the concerned sanctioned authorities.
2. Directorate of Collegiate Education-At the time of annual audits by the Directorate of Collegiate Education, the audit team verifies all the financial documents related to the public funds utilized by College. After hearing the clarifications and corrections, the final accounts are settled.
3. Accountant General, Kerala-The Accountant General, Kerala also conducts their periodic verification of all the accounts sanctioned by the Government. Their suggestions and directions are also incorporated in the further utilization of the funds. Grants and funds sanctioned by Management The utilization of non-governmental funds is also subjected to audit at regular intervals. Following are the major types of audit mechanism in this regard.

1. Audit by Chartered Accountant: All non-governmental accounts are regularly audited by chartered accountants. These accounts include management funding, PTA funds, Alumni Fund, Contributions from philanthropists, fees from self-financing course, Conveyance fees, Hostel fees, income from certificate course, etc.
2. Internal Audit by Fiancé Committee: The finance Committee headed by the treasure of the management committee conducts regular internal audit of management accounts. They also audit the utilizations other non-governmental funds by using the office of Principal, who is an ex-officio member of the management committee
3. Internal Quality Assurance Cell: IQAC of the college is also auditing, of course in an informal manner, the utilization of funds from governmental and non-governmental sources.

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/ Grnats received in Rs.	Purpose
Alumni Association, Retired Staff and PTA Fund	1240503	Scholarships, Charity and Cash Prize to best outgoing students
View File		

6.4.3 – Total corpus fund generated

1240503

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. Shihab Thangal Memorial Scholarship 2. Installation of Incinerator 3. Hindu daily to Selected Advanced Learners
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6.5.3 – Development programmes for support staff (at least three)

1. LMS workshop 2. CALEM Workshop 3. TCS Training Programme

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Professional Development Programmes (PDP) 2. Principal Club of Advanced Learners 3. 100 percent ICT Enabled Classrooms

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
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 IQAC	Duration From	Duration To	Number of participants
2018	UG Induction Programme	27/07/2018	27/07/2018	27/07/2018	450
2018	Honoring of NET/JRF holders and UGC-NET orientation	13/09/2018	13/09/2018	13/09/2018	200
2018	UGC-NET Orientation	13/09/2018	13/09/2018	13/09/2018	200
2018	Alumni Awards	13/09/2018	13/09/2018	13/09/2018	300

2019	IQAC-NAAC Steering Committee	10/01/2019	10/01/2019	10/01/2019	100
2019	FOUR-DAY TRAINING PROGRAMME ON ACADEMIC LEADERSHIP	05/04/2019	05/04/2019	08/04/2019	80
2019	CURRICULUM FEEDBACK ANALYSIS	15/01/2019	15/01/2019	15/01/2019	400

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CRITERION VII – 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	Period To	Number of Participants	
			Female	Male
Best sports women of the year	22/03/2019	22/03/2019	700	300
Golden Girl	13/02/2019	13/02/2019	300	0
Hostel Day	31/03/2019	31/03/2019	100	0
Litvanza	21/02/2019	21/02/2019	200	100
Mehandi fest	21/06/2018	21/06/2018	500	0
Self defence training for girls	18/03/2019	18/03/2019	200	0
Sahapadikkoru sneha sammanam	14/12/2018	14/12/2018	200	300
Pre marital counselling	01/03/2019	01/03/2019	45	5

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Installation of incinerator, 90 percent lighting power requirements met through LED bulbs, 8 percent of total power requirement met through renewable energy sources and Rain Water Harvesting

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3
Braille Software/facilities	Yes	2
Rest Rooms	Yes	6
Scribes for examination	Yes	12

Special skill development for differently abled students	Yes	3
Any other similar facility	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Diary and Hand Book	06/08/2018	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.
Kanivinniravu	09/07/2018	Nss abhayam house-shelter for the needy, 'kattilavekkal'
Flood relief fund to Chief Minister	25/09/2018	265 differently abled persons registered and 220 were given certificates
Flood Relief activities	18/08/2018	opened an active rescue operation in the college during the flood time. 83 volunteers participated and collected the required materials like rice, vegetables, medicines etc

seminar on tuberculosis and its diagnosis	11/01/2019	A seminar was conducted by Micro biology department and Dr. Jyothi E.K , scientist of Sri chithira tirunnal Institute, Thiruvananthapuram was made the presentation
Blood donating campaign	17/10/2018	Bllood donating campaign was organised by Department of BBA collaborated with Calicut Medical college
Free Food Supply	01/01/2019	food distributed at free of cost to the poor people in the locality. 75 food bags were distributed.
Hair donation Camp	07/03/2019	Hair donation camp was organized to help cancer patients on 07-03-2019. The function was held at College Audio Visual Theater. 200 students participated.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International day for older persons	01/10/2018	01/10/2018	200
World Aids day	01/12/2018	01/12/2018	180
World disability day	03/12/2018	03/12/2018	130
World Ozon Day	29/09/2018	29/09/2018	128
world population day	11/07/2018	11/07/2018	120
world mental health day	10/10/2018	10/10/2018	167
Mega Blood Donation Camp	03/10/2018	03/10/2018	38
International day of disability	03/12/2018	03/12/2018	194
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Installation of Solar Panel for alternative energy
2. Installation of incinerator
3. Plastic Free Campus
4. Paperless Office
5. Rainwater Harvesting
6. E-Waste Management
7. Solid Waste Management
8. Green landscaping with trees and plants

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Alumni Awards: Objective: The main objective of this practice is to acknowledge the achievements of College Alumni in their respective fields. The other objectives are: 1. To strengthen the relationship between old students and the institution 2. To encourage alumni engagements 3. To find out and present the successful of old students as models for younger generations 4. To prepare a pool of resource persons from among college alumni for the benefits of departments, clubs and associations. 5. To enlarge the social of the college in its efforts to strive towards excellence 6. To seek the prospects of alumni partnership in placement services

The Context: In spite of those institutional efforts to strengthen the old students association, alumni engagement in the college was significantly negligible. It was in this background in 2017 the Internal Quality Assurance Cell (IQAC) took the following strategic decisions to improve the situation. 1. Depute Firoz K.T , The State Award Winner as Teacher in Charge of Alumni Association 2. Institute Alumni Awards 3. Urge Old students to adopt a bye-law and get it registered under Societies Registration Act 1860 4. Conduct a Mega Alumni Meet 5. Promote Chapters in Middle East Countries 6. Promote Batch Meets. Accordingly, the following Awards were instituted 1. Best Alumni Chapter Award 2. Best Entrepreneur Award 3. Best Teacher Award (Higher Education) 4. Best Teacher Award (General Education) 5. Best Researcher Award 6. Best Sports Person Award 7. Best Artist Award 8. Best Professional Award 9. Best Trainer Award 10. Best Social Worker Award

The Practice: It was decided that the Proposals for awards shall be forwarded through the department where the nominee studied. For the best sport alumni award the proposals need to be forwarded through the department of Physical Education. IQAC shall be the final authority in selecting the Awardees from among the duly submitted proposals. IQAC is also privileged to overrule the recommendations of the department and finalize the awards according its convictions. The first Alumni Awards Ceremony was held on 9th April 2018 in the presence of former education minister Jb. P.K Abdurabb MLA, Jb. P.K Bhasheer, MLA (General Secretary, EMEA), C.P Muhammad (Corporate Manager, EMEA Group of Institutions) and several others. IQAC has constituted a sub-committee under the leadership of Dr. Abdul Muneer V, Assistant coordinator of IQAC for an overall supervision of the process. 1. Dr. Abdul Muneer V (Convener) 2. Ms. Houlath K 3. Mr. Aboobacker Sideeque. K 4. Abdul Jaleel M 5. Dr. Afsal P.C

The second Alumni award ceremony was held on 26/03/2019. Prof. P Mohan honorable Pro Vice Chancellor, Calicut University was the chief guest.

Evidence of Success: The quality initiative taken by internal quality Assurance Cell (IQAC) to strengthen Alumni engagement seems to be a success. Following points will support this argument. OSAEMEA, The Alumni Association has become one of the important constituent units of EMEA Fraternity. The first Award Ceremony became a turning point in the history of the institution followed by a series of Alumni engagements. The feedback from the old students who were attending the Mega Alumni Meet strongly endorses the success of Alumni Award The enthusiasm generated by the Award Ceremony inspired many prominent old students and chapters to sponsor scholarship schemes, Student imitative in Palliative Care, Inter University Best Physic Competitions etc. The award winners have also come forward to deliver invited lectures and engage interactive sessions. The chapters in Middle East Countries have become one of the important sponsors of the college.

Best Practice 2: Professional Development Programme (PDP) Theme: Gain PF Training Context : The Online PF system, GAIN PF (Government Aided Institution Provident Fund) has been implemented in the Government Aided Arts Science Colleges and Training Colleges under the jurisdiction of Collegiate Education Department and the works relating to the same has been entrusted with the Director of Collegiate Education..

FOUR DAYS TRAINING PROGRAMME ON ACADEMIC LEADERSHIP (CALEM) EMEA COLLEGE OF ARTS SCIENCE, KONDOTTY 02-APRIL to 05 APRIL-2019

EMEA College of Arts and Science Kondotty hosted a Four-day training programme on Academic Leadership, for Principals, HoDs and Academic leaders from Tuesay, 2nd April to Friday, 5th April, 2019. The programme held in

collaboration with Centre For Academic and Education Management (CALEM), Aligarh Muslim University, Aligarh, Under the scheme of Pandit Madan Mohan Malavaya National Mission on Teachers and Teaching (PMMM NMTT), Ministry of Human Resource Development, Govt. of India, New Delhi. Vice Chancellor of University of Calicut Dr. K. Muhammed Basheer, Prof. S. Sivasubramanian, Former Vice Chancellor, Bharathiar University Coimbatore, Dr. SV Sudheer, Director, UGC HRDC, University of Kerala, Dr. S. Senthilnathan, Director, UGC-HRDC Bharatidasan University, Dr. Dr. Vinod, Head, Research Desk, CHMKM Library, University of Calicut, Dr. a. Xsvier Mahimairaj, IQAC Coordinator, Loyola College, Chennai, Mr. P Najeeb, Administrative Officer (Retd.), Directorate of Collegiate Education, Mr. Manesh Mohan, Business facilitator, GeM, Trivandrum handled the sessions on different topics for the participants comprised of Principals, HODs and Academic Leaders of various institutions in Malappuram and Calicut District. PDP on External Evaluation System: PDP on external evaluation system was conducted on 11/12/2018. Mr. Suresh Kumar, Section Officer Pareeksha Bhavan was the chief resource person. Objectives: 1.To make teachers reinforce their understanding about various rules and regulations governing evaluation system 2.To redress the grievances of faculty members in relation to examination work 3.To make use of Calicut University in improving the internal quality of the institution PDP on Education in the Era of Fourth Industrial Revolution: The Professional Development Programme on the title Education in the Era of Fourth Industrial Revolution was held at AVT Hall on 31/01/2019. Lt. Abdul Rasheed, Assistant Professor of English was the resource person. PDP on GST: The professional Development Programme (PDP) on the title GST in India: Problems and Prospects was held at AVT Hall on 21/03/2019. Miss Hiba Henna (Second Year BA Economics) was the resource person. PDP on Outcome Based Learning in Higher Education: Professional Development Programme (PDP) on the title Outcome based Learning in Higher Education was held at AVT on 13/03/2018. Dr. Yahiyaa Ismail, Department of Chemistry, University of Calicut was the resource person. PDP on Teachers in Distress: Professional Development Programme on the title Teachers in Distress: Coping with Stress in Teaching Profession was held on 28-03-2019. Mrs.Zaheera Banu, Assistant Professor, Department of Biochemistry was the resource person. Administrative Training Programme for Non-Teaching Staff: The Online PF system, GAIN PF (Government Aided Institution Provident Fund) has been implemented in the Government Aided Arts Science College sand Training Colleges under the jurisdiction of Collegiate Education Department and the works relating to the same has been entrusted with the Director of Collegiate Education. The training programme was held on 01/01/2019. Mr. Mohammed Nashad was the Resource Person.

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/SSRDocs/CRITERION%206/6.3.3%20PDP/6.3.3%202018-19/>

7.3 – Institutional Distinctiveness

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

Policy of Social Inclusion: The formation of Ernad Muslim educational Association, the agency which runs this institution was an embodiment of the dreams of a group of social reformers who firmly believed in the policy of social inclusion. They wanted to establish a chain of educational institutions and cultural centers to bring those marginalized sections in Ernad, a backward region in erstwhile Malabar District of British India, to the mainstream of our social life. The following activities in the post accreditation (cycle 2) phase strongly endorse this institutional commitment to the policy of social inclusion. Equal Opportunity Centre (EOC) Around 98 percentage of student enrollment in the college is from OBC and SC categories. They need scholarships

and fee concessions to continue their education. It is in this background, the college started an Equal Opportunity Centre (EOC) to help students availing scholarships and fee concessions. The centre has a teacher in Charge and a clerk to carry out its responsibilities. The performance of EOC during the assessment period seems to be encouraging. (Reports enclosed). The EOC organized a series of awareness campaign for making student aware of various scholarship schemes, eligibility criteria, documents to be submitted, selection process etc. Teacher in charge played the key role in the campaigning process.

EOC is also conducting NET coaching Centre collecting a nominal amount as registration fee. Several hundred students from the neighbourhood villages have used this centre for clearing UGC examinations. (A report of the NET coaching is enclosed) Student Initiative in palliative Care (SIP) Palliative care is another important area where the college has significant contributions. It has been an active partner of the activities of Pain and Palliative Care movement in Kondotti and has organized programs like fund mobilization, home care , free medical camps, paraplegia camps , donations of vehicles/materials to patients and disabled persons, festival kits, motivation talks, interaction with international SIP activists etc. Considering these achievements, among others the NSS unit of the college has been selected for the Best Unit award in the year 2017-18, instituted by government of Kerala. Firoz K.T, NSS a program officer was also honored with Best program Officer Award. College Alumni has taken a decision to support the SIP initiative to purchase a vehicle for home visits. Gender Sensitivity 60-70 percentage of the enrollment in this college is girls. The process of women empowerment is vibrant on the campus. We have a state- of- the- art women's hostel with facilities for 200 inmates. The college women cell is instrumental in organizing gender sensitivity programs. The counseling cell of the institution has conducted pre-marital counseling course in the year 2018-19 in association with ministry minority affairs, government of Kerala. The visit of Sheethal Syam, a third gender social activist to the college campus as the chief guest to the inaugural function of the college union in 2018 was a declaration of our solidarity with sexual minorities. College also provides Girls only Bus services at a subsidy rate. Institutional Scholarships and Free

Provide the weblink of the institution

<http://emeacollege.ac.in/SSR-Documents//CRITERION%207/7.3.1%20Distinctiveness/7.3.1%20%20Freeships/7.3.1%202018-19.pdf>

8.Future Plans of Actions for Next Academic Year

1. Curricular Aspects Give more emphasis to rise the number of 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 Offer more Vocational Education Training (VET) programmes 2. Teaching -Learning -Evaluation: Encourage teachers to use advanced teaching learning methods like Google Class Room, Edmodo, Edpuzzle etc Organize Special Programmes exclusively to advanced learners of the College Arrange intensive remedial coaching classes to slow learners Organize special orientation Classes to Married students Solve the hurdles for the use of TCS mobile app by providing speedy WiFi connection on the campus 3. Research,Innovations and Extension: Institute awards to best Project works of PG Students Give special incentives to the research publications in the UGC-CARE List. Encourage faculty to get completed the research Encourage the non-registered faculties to get registered Enhance the quality of IJARED, the research journal published by department of Economics Encourage departments to organise minimum one extension programme.

