


EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTI
INTERNAL QWALITY ASSURANCE CELL (IQAC)
ACTION TAKEN REPORT (2019-20)

Sl.No.	Major Decisions	Action Taken																								
1.	To Conduct Learning Management Workshop	<p>Learning Management System (LMS) Workshop organized by IQAC on 29th August 2019. The workshop was held at Computer Lab for Humanities. Sri. Damodar Prasad.D (Director, EMMRC & Dean, Faculty of Journalism, University of Calicut) was inaugurated the workshop.</p> <p>Dr. G. Janaki (Senior Project Officer, Teaching Learning Centre, IIT Madrass, Chennai) was the resource person. She delivered two sessions on the title Learning Management System and E-Learning Tools. 40 teaching staff were attended the workshop.</p>																								
2.	NAAC Steering Committee Formation for 3 rd Cycle NAAC Accreditation	<p>Steering Committee for NAAC Accreditation 2020 was formed with seven Criteria Coordinators, Chairmen and Members.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Criteria</th> <th style="text-align: center;">Chairman</th> <th style="text-align: center;">Co-ordinator</th> </tr> </thead> <tbody> <tr> <td>1. Curricular Aspects</td> <td>Dr. Abdul Muneer.V</td> <td>Dr. Afsal P.C</td> </tr> <tr> <td>2. Teaching-Learning - Evaluation</td> <td>Mr. Abdurazaque.PM</td> <td>Mr. Abdul Jaleel</td> </tr> <tr> <td>3. Research Innovation and Extension</td> <td>Dr. Krishnakumar.T</td> <td>Dr. Mashoor.K</td> </tr> <tr> <td>4. Infrastructure and Learning Resources</td> <td>Mr. Askarali.A</td> <td>Ms. Houlath.K</td> </tr> <tr> <td>5. Student Support and Progression</td> <td>Dr. Jamsheela.O</td> <td>Mr. Firoz.K.T</td> </tr> <tr> <td>6. Governance, Leadership and Management</td> <td>Dr. Shamsudheen.E</td> <td>Mr. Aboobacker Sideeque.K</td> </tr> <tr> <td>7. Institutional Values and Best Practices</td> <td>Dr. Mohammed Haneefa.P</td> <td>Mr. Rafeeque Ali Mundodan</td> </tr> </tbody> </table>	Criteria	Chairman	Co-ordinator	1. Curricular Aspects	Dr. Abdul Muneer.V	Dr. Afsal P.C	2. Teaching-Learning - Evaluation	Mr. Abdurazaque.PM	Mr. Abdul Jaleel	3. Research Innovation and Extension	Dr. Krishnakumar.T	Dr. Mashoor.K	4. Infrastructure and Learning Resources	Mr. Askarali.A	Ms. Houlath.K	5. Student Support and Progression	Dr. Jamsheela.O	Mr. Firoz.K.T	6. Governance, Leadership and Management	Dr. Shamsudheen.E	Mr. Aboobacker Sideeque.K	7. Institutional Values and Best Practices	Dr. Mohammed Haneefa.P	Mr. Rafeeque Ali Mundodan
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3.	Orientation on NAAC Accreditation to Steering Committee Members	Dr. Zacaria.T.V. (NAAC Coordinator) delivered an orientation lecture on NAAC Accreditation Process on 10 th September 2019, which was held at seminar Hall. NAAC Steering Committee Chairmen, Coordinators and Members were attended the session.																								
4.	Interactive Session on NAAC Accreditation	An interactive session on NAAC Accreditation Process was held at Seminar Hall on 02/11/2019. Prof. Imbichikoya (NAAC Peer Team Member and Former Principal, Farook College) and Dr. Mohammed Ali (Former Principal MES College Valanchery) were the resource persons.																								
5.	Mock Visit	Prof. Imbichikoya (NAAC Peer Team Member and Former Principal Farook College) and Dr.																								

		Mohammed Ali (Former Principal MES College Valanchery), Dr. C.P. Ayoob (Principal) and Dr. Zacaria T.V (NAAC Coordinator) were the members of the Mock Visit.
6.	Curriculum feedback	Curriculum feedback of pending years from five stakeholders – Alumni, Pass out students, Parents, Teachers and Employers were collected and analyzed with the statistical software SPSS.
7.	AQAR 2018-19 Submission	AQAR 2018-19 was submitted on 15/03/2020
8.	Alumni Awards 2020	Proposed to conduct the Alumni Award Ceremony in the first week of June 2020. Instituted two more Alumni awards this year. Proposed Alumni Awards are: <ol style="list-style-type: none"> 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 Sportsperson Award 7. Best Artist Award 8. Best Professional Award 9. Best Trainer Award 10. Best Social Worker 11. Best Women Entrepreneur Award 12. Best Alumni Batch Award
9.	IQAC Awards	The following awards were instituted by IQAC <ol style="list-style-type: none"> 1. Best Teacher Award 2. Best Department Award 3. Best Administrative Staff Award




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 & SCIENCE, KONDOTTY
 MALAPPURAM DT. 673 638


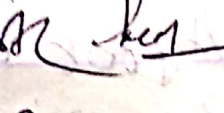
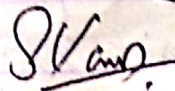
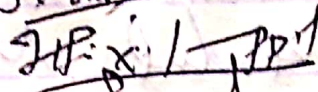
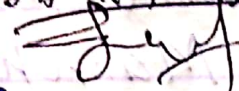
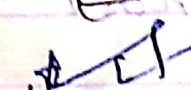
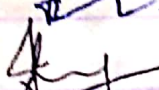
2019-20

Proceedings of the IQAC meeting held on 12/6/19
Time: 8.30 PM

Agenda

1. Preparation of AQAR 2018-19
2. NAAC Accreditation
3. Action Plan 2019-20


Members Present:

1. Dr. Ayob-c-p 
2. 
3. Dr. Zaccary T.V 
4. Dr. Abdul Muneer V 
5. Dr. Mankumar K 
6. Anzal - A.M 
7. Roy PP 

Decisions

1. Resolved to upload AQAR 2018-19 on or before 31.12.2019
2. Resolved to intensify the preparatory work for SSR preparation
3. Approved the Action Plan 2019-20

Meeting concluded at 4.30 PM


Co-ordinator
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kuminiparamba PO
Mulappuram Dt. 673 633

Proceedings of the meeting of the HODs held on 10-7-2019 at 3.30 PM

Agenda

- 1. NAAC Accreditation - 3rd cycle.
 - 2. Department level preparations
- Member Present

- | | | |
|-------------------------|-------------|-------------------|
| 1. Dr. Ayoub .cp | <u>AN</u> | Principal |
| 2. Dr. IBRAHIM ALIYAR | <u>hu</u> | IQAC Co-ordinator |
| 3. Dr. Zaheer T.V. | <u>SLam</u> | NAAC Co-ordinator |
| 4. Kamalam edathil | <u>ling</u> | HOD Commerce |
| 5. Dr. Shaji Thomas | <u>SL</u> | HOD MB |
| 6. Dr. Mashhoor K | <u>Shuf</u> | HOD BT |
| 7. Roy. P.P | <u>RT</u> | HOD Eng |
| 8. Mohamed Najeeb .pm | <u>NJB</u> | HOD EO |
| 9. Asif .N | <u>Asif</u> | HOD BBA |
| 10. Dr G. Krishna Kumar | <u>GK</u> | HOD BC |
| 11. Mohamed Jamshad .k | <u>JM</u> | HOD CS |

Decisions

- 1. Resolved to authorize one faculty in charge of AQAR data Collection.
- 2. Resolved to update various files and records.
- 3. Resolved to strengthen the activities for re-accreditation works.


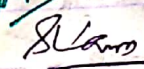
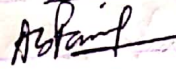

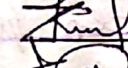
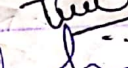
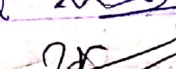

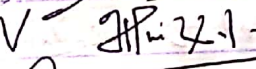
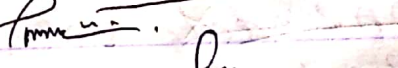
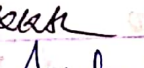
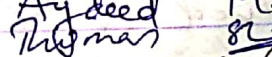
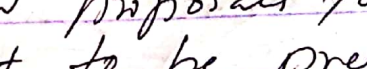
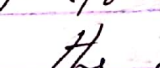
Co-ordinator
 Internal Quality Assurance Cell (IQAC)
 EMEA College of Arts and Science
 Kondotti, Kummiparamba PO
 Malappuram Dt. 573 633

Proceedings of the meeting of the HODs and NAAC Standing Committee, held on 2-8-2019 at Principal's Chamber. Time 3.45 PM

Agenda:

1. College Infrastructure development
2. Various Projects
3. NAAC Accreditation Note
4. AOB.

Members Present:

1. Dr. Ayoub. C.P. 
2. Dr. Zameer T.V.  14.
3. Abdurazeeq. Pm. 
4. Raj PP 
5. Dr. Mashhood K 
6. Asif. N. 
7. Kamalame Edathil 
8. Riyad. D. M. 
9. Shikha. P. Prithvath 
10. Dr. Abdul Muneer. V.  21.1-2019
11. FIROZ. K.T. 
12. Dr. G. BRATHAN 
13. Mahjabeen Aydeed  Madhu
14. Dr. Shaji  Thomas

Decisions

1. Approved the new proposals for infra structure development to be presented before the management in the meeting scheduled on 5.8.2019
2. Resolved to review the seating capacity in various class rooms and in connection with enhancement of intake.
3. Resolved to conduct a Survey Program on mobile APP for Teaching Staff on 6/9/2019
4. To approve the DPR for RUSA funding

Co-ordinator
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Malappuram Dt. 673 638

Proceeding of the meeting of IOAC held
26.8.2019 at Mysur, Chamber at 3.PM
Agenda

1. Role and responsibility of Chief Co-ordinator
2. Content team formation
3. NARAC visit
4. DAB

Members Present

1. Dr. Anand C.P. Anand
2. Dr. Basappa Basappa
3. Dr. Zaccari T.V. Zaccari
4. Abdurazique P.M. Abdul
5. Aboobacker Siddique K.C. Siddique
6. Dr. Abdul Muneer V. Muneer PPIE
7. Haulak B. K. Haulak
8. Abdul Jaleel M. Jaleel
9. Dr. Mashaer K. Mashaer
10. Rafeequlimundadan Rafeeq
11. Mohamed Njacob. Njacob
12. K.T. Firoz. Firoz

Decisions

1. Assigned the role and responsibility of chief Co-ordinator
2. Form content team, Principal shall issue order
3. Time line for Team buildy.

Team buildy 26/8/19
 Form + Team aninty 31/8/19
 PPT Present hi 4/9/19

Data Collection

1st stage 16/9/19 " stage 23/9/19 " 3rd stage 30/9/19
 Submission of Draft to IOAC - 10/10/19
 Uploading Nov. 15. 2019
 meeting concluded at 5.PM

Proceeding of the meeting of teaching staff
 in connection with NAAC 3rd cycle award
 term 2020.. Time - 2 PM Venue: Seminar Hall
 Date 4-9-2019

Agenda

Welcome

Principal's address
























Presentation by Criteria Co-ordinators

Discussion

ADDTCs Mobile App Training Programme for T.S. Members Present

1. Ayoub. C.P. Amr
2. Ibrahim Amr
3. Zuberia T.S. Amr
4. Dr. Abdul Munir V. Amr
5. Abdurazzeq. PM. Amr
6. Mohamed Saadq DA Amr
7. Hussain. V. Amr
8. Roy PP Amr
9. Firoz. K.T. Amr
10. Aboobacker Siddeeq. L.C. Amr
11. Rajesh. T.K. Amr
12. Dr. Muneer. M. Amr
13. Muhammed Ashiq. K. Amr
14. Muhammed Faisal. T. Amr
15. Dr. Zubair. M. Amr
16. Nahas sha. A.A. Amr
17. Jamsheer. C.K. Amr
18. Sadakatulla. C.K. Amr
19. Dr. Mohd Haniffa P. Amr
20. Qiyad. A.M. Amr
21. Muzeeb Jassim. P.K. Amr
22. Moideen Shafiq. A. Amr
23. Sulthana. A.M. Amr
24. Praveesh. R. Amr

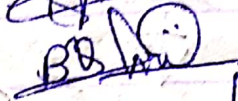
25. Mohammed Aliyath N
26. JASEEM.V
27. Mansoor P
28. Rajsekharan K.E.
29. Yousuf P
30. Asif N
31. Dr. K. Lalitha Devi
32. Dr. Mashhoor K
33. Dr. O. Tanveer
34. Anas M. K
35. Vasheeda K.P.
36. Dr. Shaji Thomas
37. Isha P.S
38. Dr. Mahabeen Syed
39. Somyasman
40. Ruba Badarudheen
41. Shelley Das.A
42. Fasaliya.PP
43. Fousiya.M
44. Narges M.K.
45. Abidha.K.P.
46. Sajana Parveen.
47. Hajara.P
48. Shaharbanu.C.P
49. Faseela.PA
50. Seela Khamsah.P
51. Akhina.P
52. N.K. Zahara Banu
53. Shabeera. U
54. Dr. Anwar Tabroji
55. Ashitha.K. Sany
56. Amla.K.K

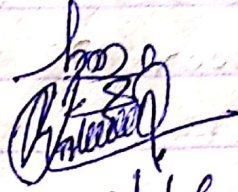
58 LUBNA P K



59 BALKEES.K.S

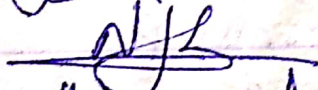


60 Shihabudheen Perikerothodi



61 Lt. Abdul Rasheed P,

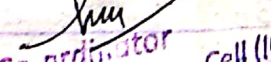
62 Mohamed Najeeb Am.



63 Abdul Jaleel M

Decisions: -

- 1- All criteria co-ordinators presented the progress of works.
2. Decided to conduct a Training Programme on IES Mobile APP for Teaching staff on 06/09/2019.




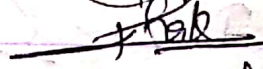


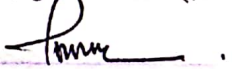

 Co-ordinator
 Internal Quality Assurance Cell (IQAC)
 EMMA College of Arts and Science
 Kondotti, Kumbalangiaramba PO
 Malappuram Dt. 673 638

Meeting of the criteria co-ordinators held on 23-2-13 at Principal's chamber (11.30 AM)

Agenda

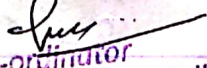
Review of NAAC Documentation work.

Members Present

1. Ayoub-c.p 
2. Zaeer T.P. 
3. ~~IBRAHIM ATTARAKAT~~
4. Dr. Afzal. P.C. 
5. Haniath.K 
6. Abdul. Taleem 
7. Rafique. M. 
8. Firoz. K.I. 

Decisions

1. Decided to complete the data collection and uploading of all criteria in the stipulated time.
2. All criteria co-ordinators reviewed their status of data collection.


 Co-ordinator
 Internal Quality Assurance Cell (IQAC)
 E.M.E.A. College of Arts and Science
 Kondotti, Kummiparamba PO
 Iralappuram Dt. 673 638

Meeting of the IQAC held on 20-3-2020 at College Seminar Hall.

Chair: Dr. Ayoub. C.P.

Welcome: Dr. Ibrahim Cholakkal.

Agenda

1. Alumni Awards
2. Research Awards.

Members Present

1. Dr. Ayoub. C.P. MA
2. Dr. Zareena T.V. SKam
3. Dr. Ibrahim Cholakkal MA
4. A. Sakaradi. A. MA
5. Dr. Mathias E. MA
6. RIYAD. A. M. MA

Members

7. Firoz. K. S. MA
8. Dr. Abdul. Muneer. V. MA
9. Dr. A. K. K. K. K. MA
10. Dr. Ayoub. C.P. MA

Decision

1. Decided to institute new Alumni awards
1. Best Women Entrepreneur. 2. Best ^{Alumni} Batch.
2. Alumni Award distribution to be conducted in the first week of June 2020.
3. Dr. Ajal is entrusted to design brochure and
4. Decided to institute separate awards for best Teacher and Best Department.
5. Decided to institute best Administrative Staff.
6. Proposed Dr. Ibrahim Cholakkal to draft guidelines for the newly instituted awards.

Co-ordinator

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