



EMEA

COLLEGE OF ARTS AND SCIENCE, Kondotty

Aided by Govt. of Kerala, Affiliate to the University of Calicut
Re-accredited with "A" Grade by NAAC

P O Kumminiparamba – 673638

Malappuram Dist. Kerala-India

Ph: +91 483 2712030 | 2713530 | 2715020 | Fax: +91 483 2713530

Email: mail@emeacollege.ac.in | www.emeacollege.ac.in

EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTI

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT (2020-21)

Sl.No.	Major Decisions	Action Taken
1.	Two-day Workshop on Digital Skill for Online Teaching	IQAC organized a two-day workshop on digital skills for online teaching for teaching faculties of the college on 3 rd and 4 th June 2020 at College Computer Lab. The workshop was inaugurated by the college principal Dr.Ayoob.C.P. Mr. Naseerali.M, Assistant Professor, Department of Education, Aligarh Muslim University was the resource person. Lt. Abdurasheed, Department of English welcomed the session, Dr. Ibrahim Cholakkal, IQAC Coordinator chaired the session and Mr. Nahas Sha, Assistant professor of Commerce delivered the vote of thanks. The certificates to the participants were distributed by the principal in the valedictory session.
2.	NAAC Preparation: Department Presentation and Mock Visit	IQAC organized two-day Mock Visit and department slide presentation on 10 th and 11 th July 2020 in connection with third cycle NAAC visit. Prof. Abdul Azeez, Principal, Farook Arts and Science College Kottakkal and Prof. Mohammed Kutty, Principal, Markaz Arts and Science, College Valanchery were the Mock Peer Team members. In the first day they completed the department visits and the in the second day the heads of the departments were presented their department slides before the peer Team. The mock peer team members suggested some modifications in the files kept and in the slides. They also submitted the mock visit report to the principal. On the basis of this report principal and IQAC gave instructions and cutoff date to the department concerned to modify the works and get ready for the coming Academic and Administrative Audit (AAA)
3.	Internal Academic Audit and HODs Preparation	IQAC organized the internal academic audit and Power Point Presentation of Departments in IQAC office on 30-12-2020. All heads of the departments presented their slides in the presence of Principal, IQAC coordinator and NAAC coordinator. The internal audit team suggested some specific modifications in the department files and presentations according to the qualitative matrix of the NAAC criteria
4.	Seminar on NAAC Accreditation: How to Prepare files of Administrative Office	IQAC organized a one day seminar for Non Teaching Staff on the procedures of file preparation in the NAAC perspective on 04-01-2021 at the College Seminar Hall. The seminar was inaugurated by the principal Dr. Ayoob .C.P. Dr. Abdul Muneer .V., NAAC Coordinator made a presentation and discussed on the files to be maintained for the NAAC visit

Prepared by Internal Quality Assurance Cell (IQAC), EMEA College of Arts and Science, Kondotti

5	External Academic and Administrative Audit	IQAC conducted an external academic and administrative audit on 5 th and 6 th January 2021. Prof. Abdul Azeez, Principal, Farook Arts and Science College Kottakkal and Prof. Mohammed Kutty, Principal, Markaz Arts and Science College Valanchery were the auditors																																		
6	IQAC Meeting with Various Committees in connection with NAAC Visit	IQAC organized the meeting of various committees in connection with NAAC Visit. IQAC oriented all the committees and clubs and associations as per the following schedule.																																		
		<table border="1"> <thead> <tr> <th>Sl.No.</th> <th>Name of the Committee/Clubs</th> </tr> </thead> <tbody> <tr><td>1.</td><td>Clubs and Associations</td></tr> <tr><td>2.</td><td>Committee for Cultural Programme</td></tr> <tr><td>3.</td><td>Committee for Pavilion</td></tr> <tr><td>4.</td><td>Committee for Student Interaction</td></tr> <tr><td>5.</td><td>Committee for parent interaction</td></tr> <tr><td>6.</td><td>Committee for Alumni Interaction</td></tr> <tr><td>7.</td><td>Committee for Food and Refreshment</td></tr> <tr><td>8.</td><td>Committee for Reception</td></tr> <tr><td>9.</td><td>Committee for Conveyance</td></tr> <tr><td>10.</td><td>Committee for Management Interaction</td></tr> <tr><td>11.</td><td>Committee for Public Relation</td></tr> <tr><td>12.</td><td>Committee for Technical Support</td></tr> <tr><td>13.</td><td>Pavilion Committee and Co-ordinators of all Clubs and</td></tr> <tr><td>14.</td><td>Committee for Research Activities</td></tr> <tr><td>15.</td><td>Committee for hospitality and clerical assistance</td></tr> <tr><td>16.</td><td>Committee of Exit Meet</td></tr> </tbody> </table>	Sl.No.	Name of the Committee/Clubs	1.	Clubs and Associations	2.	Committee for Cultural Programme	3.	Committee for Pavilion	4.	Committee for Student Interaction	5.	Committee for parent interaction	6.	Committee for Alumni Interaction	7.	Committee for Food and Refreshment	8.	Committee for Reception	9.	Committee for Conveyance	10.	Committee for Management Interaction	11.	Committee for Public Relation	12.	Committee for Technical Support	13.	Pavilion Committee and Co-ordinators of all Clubs and	14.	Committee for Research Activities	15.	Committee for hospitality and clerical assistance	16.	Committee of Exit Meet
Sl.No.	Name of the Committee/Clubs																																			
1.	Clubs and Associations																																			
2.	Committee for Cultural Programme																																			
3.	Committee for Pavilion																																			
4.	Committee for Student Interaction																																			
5.	Committee for parent interaction																																			
6.	Committee for Alumni Interaction																																			
7.	Committee for Food and Refreshment																																			
8.	Committee for Reception																																			
9.	Committee for Conveyance																																			
10.	Committee for Management Interaction																																			
11.	Committee for Public Relation																																			
12.	Committee for Technical Support																																			
13.	Pavilion Committee and Co-ordinators of all Clubs and																																			
14.	Committee for Research Activities																																			
15.	Committee for hospitality and clerical assistance																																			
16.	Committee of Exit Meet																																			
7	Atal Ranking of Institutions Innovation Achievements (ARIIA)	IQAC uploaded the data for ARIIA ranking on 21-01-2021																																		
8	NAAC Visit	The Peer Team visit of third cycle was held on 24 th and 25 th February 2021. All the committees organized for the smooth conduct of the visit functioned successfully. The accommodation for the peer team was arranged at Ravees Kadavu restaurant, Calicut																																		
9	Applause21: The Alumni and Achievers Award Distribution Ceremony	IQAC organized the third edition of the Alumni and Achievers Award distribution ceremony on 20-03-2021 at AVT. The function was inaugurated by Dr. P.M. Mubarak Pasha, Honourable Vice Chancellor, Sreenarayanaguru Open University. The function was presided over by the college principal Dr. Ayoob.C.P. Following awards were distributed in the function																																		
10	Skill-based Training and Education Programme (STEP) A Four-day Workshop for Enhancing Office Administrative Skills	In view of enhancing the efficiency and knowledge level of the administrative affairs of the college, the Internal Quality Assurance Cell (IQAC) of EMEA College of Arts and Science, Kondotty, organised STEP: A Four-day Workshop for Enhancing Office Administrative Skills on 24, 25, 26 & 27 May 2021 at 11 AM to 12 PM on Google Meet. The thrust areas of the webinar were Office Functioning, File Keeping, and Correspondence with Directorate of College Education, GAINPF and PRISM. All the office and administrative staff attended the webinar. Mr. Abdurahim M coordinated																																		
11	Curriculum feedback	Curriculum feedback of pending years from five stakeholders – Alumni, Pass out students, Teachers and Employers were collected and analyzed with the statistical software SPSS.																																		
12	AQAR 2019-20 Submission	AQAR 2019-20 was submitted on 10-05-2021																																		
13	7-day Training Programme on Academic Leadership	EMEA College of Arts and Science Kondotty hosted a Seven-day training programme on Academic Leadership, for Principals, HoDs and Academic leaders from, 28 January 2021 to 03 February 2021. The programme held in collaboration with Centre For																																		

		Academic and Education Management (CALEM), Aligarh Muslim University, Aligarh, Under the scheme of Pandit Madan Mohan Malavya National Mission on Teachers and Teaching (PMMM NMTT), Ministry of Human Resource Development, Govt. of India, New Delhi
--	--	--



Meeting of the IQAC held on 6th July 2020
at Computer Science Lab. (1.30 pm)

Chair: Dr. Ayoub. C.P. Principal and chairman
IQAC.

Welcome note: Dr. Ibrahim Cholakal.
Co-ordinator, IQAC

Agenda

1. Academic Audit 2019-20
2. NAAC Peer Team Visit
3. Action Plan 2020-21

Members Present

1. Dr. Ayoub.c.p
2. Dr. Zaccari T.V.
3. Ibrahim Cholakal.
4. ALYAD.A.M
5. Dr. Mathew K
6. Dr. Abdul Muneer V
7. Askarali A
8. Roy P.P
9. Dr. Karunakumar
10. Dr. Shyji Thomas
11. K.T. Froz

Decisions

- 1- Decided to conduct the Academic Audit of 2019-20.
2. Reviewed the NAAC Peer Team Visit Status.
- 3- Action Plan 2020-21 Approved.

The meeting concluded at 3:20 pm.

Co-ordinator

Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kummiparamba PO
Malappuram Dt. 673 638.

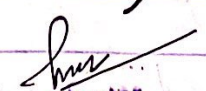
Proceedings of the meeting of the teaching staff held in connection with department level presentation and mock visit in part of third cycle assessment and accreditation of chair: Dr. Ayob C.P. Principal.

External experts: 1. Prof. Abdul Bazez Principal, Farook Arts and Science College, Kottakkal
2. Prof. Mohammed Kully Marikaz Arts and Science College Valancherry.

There were nine presentations, the details of which are given below.

S.No.	Department	H.O.D.	Medium of Presentation
1.	Botany	Mohammed Ayub PM	PPT
2.	Commerce	Kamalam Edathil	PPT
3.	English	Roy P.P.	PPT
4.	Microbiology	Dr. Shiji Thomas	PPT
5.	West Asian Studies	Feroz K.T.	PPT
6.	Bio-Chemistry	Dr. Krishna Kumar J.	PPT
7.	Bio-Technology	Dr. Musheer K.	PPT
8.	Business Administration	Asif V.	PPT
9.	Computer Science	Riyadh M.	PPT

The presentations were followed by the feed back of external experts. NAAC co-ordinator welcomed the guests and Dr. Ibrahim Chelakkal, IQAC co-ordinator presented vote of thanks. The meeting concluded at 2 PM.


Co-ordinator
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kandotti, Kurumparamba PO
Malappuram Dt. 673 638

Members Present

1. Dr. Ayoub. C.P, Principal *Ammb*
2. Dr. Zaccari T.V. *Slaw*
3. Dr. Ibrahim chokkath *ku*
4. Dr. Abdul Muneez V *JP-x.1-PPD*
5. K.M. Aboobakar. *SAW*
6. N. Abdul Azeem. *Agun*
7. Dr. C.P. Mohamed Kutty *ms*
8. Firoz K. *Am*
9. Aboobacker Siddique. K.C. *SP*
10. RAFAEL ALI MUNDODAN *SP*
11. Shihabuddeen. Pankosathodi. *Am*
12. Dr. T. Keshtickumal. *Am*
13. Muhammed Shabir T. *R*
14. Abdurazique. P.M. *Am*
15. RIYAD. A.M. *Am*
16. Mohamed Tamshad. *Am*
17. Dr. Mashhour K. *Am*
18. Youssef Papiyath. *Am*
19. H. Abdul Rashid. P. *Am*
20. Mohamed Saadique PA *Am*
21. Hussain. V. *Am*
22. Mohamed Aliji TN *Am*
23. Dr. Ghannam. C. *Am*
24. Rajasekharan KE *Am*
25. Rajesh. K. *Am*
26. Roy. P. *Am*
27. Abdul Jaleel. M. *Am*
28. Dr. Ajmal. P. *Am*
29. Renjith. K. *Am*
30. Dr. Dhanya P.S. *Am*
31. SALVA. M. *Am*
32. Somysoman *Am*

- 33. Shilly Das. A
- 34. N. K. Zahera Banu
- 35. ASI of N
- 36. JAMSHEER - cu
- 37. Mohamed Ashik Sulkin 82
- 38. Sisha P. S
- 39. Shyi Thomas
- 40. Ashitha K. Sanuj
- 41. Dufaida K.M.
- 42. Shabeera K
- 43. Sekha Khansah. P
- 44. Hajara P
- 45. Syam Parveen
- 46. Nargees M.K.
- 47. NISAR. U.
- 48. Sulfa A M
- 49. Mohamed Najeeb. Pm
- 50. Kamalath Abdul



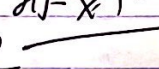
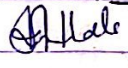
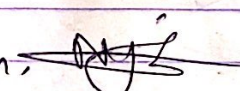
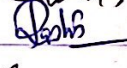
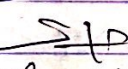
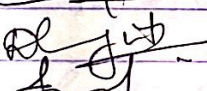
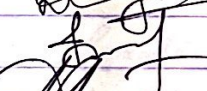
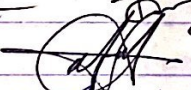
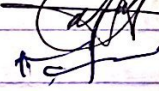
Co-ordinator
 Internal Quality Assurance Cell (IQAC)
 EMEA College of Arts and Science
 Kandanur, Kurnool District PO
 Anaparthi, 517 339

Proceedings of the meeting of CGAC with
Co-ordinators of Clubs and Associations held
on 20/7/2020 at College Seminar Hall
at 2:00 PM.

Agenda:-

- 1- Quality initiatives of Clubs and Associations
2020-21.
- 2- NEP/SEF/PC Coaching
- 3- AOB.

Members present:-

- 1-
- 2- Dr. S. Srinivas Chokkial. (CGAC Co-ordinator) 
- 3- Mohammad Arisat 
- 4- Dr. Abdul Muneer V. HF-XI-PP-1
- 5- Acharyasree. M. Holm 
- 6- Ashitha. K. 
- 7- Mohamed Najeeb 
- 8- Lt. Abdul Rasheed P. 
- 9- Mohamed Sudeep PA 
7. Dr. Dhanya P.S. 
- 8 Dr. Madhu K. 
9. Dr. Afzal. S. 
- 10- Rajad. M. 

Decisions:-

- 1- The Action Plan of Clubs and Associations on
Quality Programmes approved.

2- Decided to continue the NEP/SEI/PSC Coorly this year.

3- Decided to organize a minimum of 3 Programs by each clubs/Associations.

The meeting concluded at 2:00 pm.

[Signature]
CO-ordinator

Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kandotti, Kunninjiramba PO
Malappuram Co. 679 633

Proceedings of the last meeting held on 26/9/2020.
at IQAC office at 2.20 PM.

Agenda:-

- 1- AQAR 2019-20.
- 2. Feedback Analysis (20).
- 3. AQAR.

Members present:-

- 1. Dr. Ayobh. C.P. Vmmmb
- 2. Dr. Ibrahim Chotabat (Class coordinator) Sec
- 3. Dr. Abdul Muneer V. Jif: x1 - PPD
- 4. A
- 5. Riyad M M 2th
- 6. Abdurazzeem Am. Abdumf
- 7. Dr. Mubshir Abdumf
- 8. Roy pp Abdumf
- 9. Abdumf

Decisions:-

- 1- Decided to upload the AQAR 2019-20 in the stipulated time.
- 2- Decided to analyze the feedback of curriculum from different stake holders.
- 3- Decided to collect the feedback of students on teachers (odd sem).

The meeting concluded at 3.30 PM.

Abdumf
Co-ordinator

Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondatti, Kuraminiparamba PO
Malappuram Dt. 673 638

Proceedings of LOAC Meeting for PPT Presentations before the external ABA Team held at AUT at 2 PM on 26/10/2020.

Agenda:-

1. Welcome; Dr. Ibrahim Choleba (LOAC coord)
2. Presidential Address: Dr. Ayoub. CP. Chaudhary.
3. Presentation of PPT by HODs.
4. Discussions on the slides.
5. AOB.

Members present:-

1. Dr. Ayoub. CP
2. Faisal. P. FL
3. Abubakar Siddiq. FL
4. Dr. Ibrahim Choleba (LOAC Coordinator) - Pres.
5. Rajmeharaj KE. JMD
6. Muhammad Aliq. TV
7. Dr. Abdul Muneer V. JF-x1. PM
8. Mohammed Faisal. NGF
9. Abdurrazzaq. PM. ABKMP
10. Ashitha. K. JH
11. Dr. O. Janshad. JH
12. Fayad. OM. JH
13. Mohamed Majeed. PM. JH
14. Roy. PP. JH
15. Lt. Abdul Rasheed. JH
16. Mohamed Saad. PM. JH
17. Muhammad. ST. JH
18. Renjitha. O.K.
19. Dr. Mashur. E. JH
20. Dr. Dhanya. P.S. JH
21. Sehl. Ghansuh. P. JH
22. Dr. Afzal. PC. JH
23. Dr. Shamsuddeen. DST. JH
24. Mohammed Janshad. JMD

Findings and Recommendations of IQAC and DAA:

- 1- All HODs presented their PRs. Almost all departments presentations were good in way of presentation.
- 2- DAA team suggested to concentrate on the qualitative nature of WASC criteria
- 3- Suggested to highlight the extension activity and certificate courses offered by the departments.
- 4- Suggested to make presentation of slides more appealing manner.


Co-ordinator

Internal Quality Assurance Cell (IQAC)
EME/ College of Arts and Science
Kondoti, Kunnamparamba PO
Malappuram Dt. 673 638

Proceeding of the COAC meeting
with HODs in connection with
NAAC peer Team visit 2021. at 2 PM on 30/12/21

Agenda:

1. Welcome: Dr. Ibrahim Cholekal (COAC Co-ordinator)

2. Presidential Address: Dr. Ayoub. C.P.
(Principal)

3. Review the department visit: Dr. Abdul
Muneer. V. (NAAC Co-ordinator)

4. PPT. Presentations by HODs

5. Comments and suggestions for modifications
of slides.

6. AOB.

Members present

1. Dr. Ayoub. C.P. (Principal)

2. Dr. Ibrahim Cholekal (COAC Co-ordinator)

3. Dr. Mashroof K. (HOD, Biotech)

4. Dr. Abdul Muneer. V. (NAAC Co-ordinator)

5. Asberrah. A. (Caf)

6. Kamran (Caf)

7. Mohamed Najeed (Caf)

8. Anis. A.M. (Caf)

9. Ray. P.P. (Caf)

10. Dr. Dhanya P.S. (Caf)

11. Dr. Madhavi K. (Caf)

12.

13.

Decisions


1. The Internal Academic Audit Team
(COAC Co-ordinator, Principal, NAAC Co-
ordinator). Commented on the slides

presented by various departments. They suggested specific modifications in the slides according to the qualitative matrix of NSAC criteria.

2. HODs and NSAC Co-ordinators reviewed the department preparations before the HODs.

3. Decided to conduct external AAA review meeting on 5th and 6th Jan 2021.

Meeting concluded at 4.30 PM.


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

Proceedings of LOAC meeting with office staff
in connection with the preparations for NAAC
visit held at 3.00 PM on 04/01/21.

Agenda:-

- 1- Welcome; Dr. Ibrahim Cholekeal (LOAC Co-ordinator)
2. Presidential Address (Dr. Ayoub. C.P. and Chairperson of LOAC)
- 3- How to Prepare for NAAC Visit (Presentation by Dr. Abdul Muneer. V. NAAC Co-ordinator)
4. Discussion on the files to be ready for NAAC visit.
5. AOB.

Members Present

- 1- Dr. Ayoub. C.P. (Principal)
2. Dr. Abdul Muneer. V. (NAAC Co-ordinator)
3. Dr. Ibrahim Cholekeal (LOAC Co-ordinator)
- 4- K. Sheikh Wameed,
- 5 K. Mushef
- 6- Muhammed Saifur. P
- 7- M. Abdur. R.
- 8- M. Shamedli. K. M.
- 9- Abdulmal. K.
- 10- Mohamed Najeeb
- 11- Mohamed Nishad. N. K.
12. Jabir. C.
- 13-
14. Abdul Shabboor.

The meeting resolved the following:

- 1- To prepare a detailed power point presentation to present before the NAAC peer team.
- 2- To prepare the flow chart of duties of every office bearers.
- 3- To Modify the personal files of office

Decided to:

- 4- To Prepare check lists of all sections.
- 5- To Prepare a Topical Chart.
- 6- To Prepare admission flow Chart.
7. Exam Flow Chart.
8. Flow Chart of TC Procedure.
- 9- Flow Chart of office Hierarchy
10. Neatly keep separate files of SF, Aided, RUSA, Management, UGC and PTA.
11. Audit statement files of (AAA Govt Audit, Green Audit, Energy Audit).
12. modify the files of staff Training.
13. Arrange the date of staff welfare programmes.
14. Complete the work Diary of last year.
15. Decided to conduct a review meeting on 12/01/2021.

Meeting concluded at 4:30 pm.

Co-ordinator,
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kongudi, Kuvempiniparamba PO
Mangalore, Dist. S. 57638

Proceedings of COAC Meeting for
Department-level NAAC Review meeting
held on 06/01/2021, As part of AAF.

- Agenda:
- 1- welcome: Dr. Ibrahim Chotakkal
 - 2- Presidential Address: Dr. Ayoub. C.P. (Principal)
 - 3- Department Review meeting (Major and Single).
 - 4- Power Point Presentation at COAC office
 - 5- Discussion on PPT.
 - 6- Review on NAAC Visit Preparation by COAC and NAAC Co-ordinators.

Members Present:

- 1- Dr. Ayoub. C.P. Principal
- 2- Dr. E. P. Mohammed Kals Principal, Markaz
- 3- Dr. M. Abdul Azza Principal, Kottakkal
- 4- Dr. Abdul Muneer. V NAAC Coordinator FASC 31/1/21
- 5- Mohamed Najeeb. P.M. HOD Economics NJ
- 6- Asif N Head
- 7- Dr. Ibrahim Chotakkal COAC Co-ordinator Head
- 8- Aboobacker Siddique. K.C. (for HOD Commerce) Head
- 9- Anwar. A.M. Dep. of CS Head
- 10- Raju. P.P. English Head
- 11- Dr. K. K. B. Booth Head
- 12- K.S. Firoz
- 13- Dr. Shaji Thomas
- 14- Dr. M. Shihabuddin
- 15- Shihabudheen

Decisions

- 1- As part of the meeting the external audit team and COAC visited nine major departments, single member departments, library and physical education department. The team examined the documents and files of the departments and suggested modifications.

- 2. Power Point Presentations of major departments were held at IQAC office in the presence of external audit team.
- 3. IQAC Co-ordinator and NAAC Co-ordinator reviewed the NAAC Peer team Preparation.
- 4. As per the suggestions of external audit team of AAA IQAC directed to complete the documentation works and ppt slides within one week (13/01/21).

Meeting concluded at 5.30 pm

Co-ordinator
 Internal Quality Assurance Cell (IQAC)
 EMEA College of Arts and Science
 Loc: th. Kambamparamba PO
 M. Jayapuram Dt. 673 638

Proceedings of the meeting of LGAC with clubs and Associations in connection with NAAK Peer Team visit held on 13/01/2021, at 11:30 AM.

Agenda:-

- 1- Preparation for the NAAK Peer Team visit
 - 2- Discussion on major inputs uploaded in SSA
 3. scheduling deadlines for the preparation of Reviews
- Members, present:

1. Dr. Myoob. CP *Ammb*
2. Mr. Ibrahim Cholekeed. *Am*
- 3- Dr. Abdul Mueez. V *APX/PPiE*
4. Dr. Zameer T.V *SVam (Special invitee)*
5. Sisha P. S *[women cell] *Am**
6. Dr. O. Jamsheer *[IT-club (CS) *Am* 13/1/21]*
7. Zubera Bann *[Amiz club] *Am**
8. Safana Parveen *[Debating Society] *Am**
9. Abidha. KP *[Literary club] *Am**
10. Muhammed Shafi T. *NSS *Am**
11. Dr. NIBAR. C. *(Learning and Enhancement) *Am**
- 12- Firoz. KIT *(WSS, Library Club) *Am**
13. Abdul Jaleel M *(Literary club, Film club, etc) *Am**
14. Sufia R. M *(Bhambra Sena club) *Am**
15. NADHAR SHTA D.A *(Commerce club) *Am**
16. *Abdullah Aliya T* *(Natura club) *Am**
17. Muhammed Faisal T *(ED-club) *Am**
- 18 Mohamed Saadign PA *(PTA) *Am**
- 19 Huseain. V *(SSP) *Am**
- 20 Raypp *(ASAP) *Am**
- 21 Lt Abdul Rasheed. P *(NCC) *Am**

Decisions

Resolved to follow the following deadlines:

- 1 - Providing the details of major programmes uploaded in SSA to the Co-ordinators concerned on 18/01/2021
 2. Submission of reports by Clubs and Associations on 21/01/2021
 - 3 - Discussion about Posters and miniatures of major Programmes is scheduled on 23/1/21.
 4. Submission of Final reports, photos, poster images, miniatures etc. on 29/1/21.
- Meeting concluded at 7:15 pm.


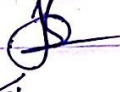
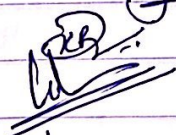

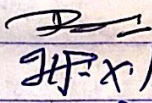
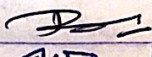
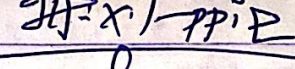
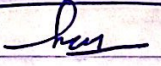
Jan Co-ordinator
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kummniparamba PO
Malappuram Dt. 673 638

Proceedings of the initial meeting of Cultural Programme Committee in connection with NAAC Peer Team Visit held at IQAC office at 2.30 PM on 29/01/21.

Agenda:

- 1- Discussion with Committee for cultural Programmes.
2. Present the duties and responsibilities of the Committee.


Members Present:-

1. Dr. Ayoub. C.P. Pannupal 
2. Mohamed Damskadi 
- 3- Rajesh TK 
4. Shabeerack 
5. Lubna KT 
6. Aneesha 
- 7- Dr. Abdul Muneer V 
8. Dr. Ibrahim Chokkela 

Decisions

- 1- Decided to hire Mrs. Murali (Groomer) to train the students for the cultural Programmes.
2. Decided to form whatsapp groups for students and committee members.
- 3- Decided to take the video recording of cultural Programmes.
4. Distributed the list of duties and responsibilities of the Committee to the committee members.
5. Decided to meet again on 01/02/2021.

Meeting concluded at 3.45 PM.

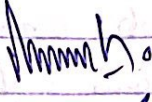

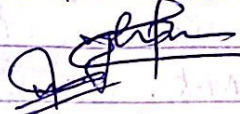
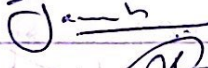

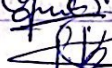

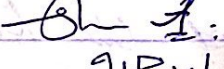
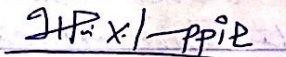
Co-ordinator 
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kumminiparamba PO
Malappuram Dt. 673 638

Proceedings of the initial meeting of
Committee for Pavilion in Connection with
NAAC Peer Team Visit held at CQAAC
Office at 2.30 PM on 30/01/2021.

Agenda:-

- 1- Discussion with the committee for Pavilion.
2. Presentation of the duties and responsibilities of Pavilion committee.


Members Present

1. Dr. Ayoub - C.P. Principal 
2. Dr. Ibrahim Cholakeel P. 
3. Disha P.J
4. Mohammed Alisar V. 
5. Jamsheer. C.K. 
6. Mohammed Ashik Sulltham S. 
7. Amla. K.K. 
8. Muneer Jassir. P.K. 
9. Moideen Shafeeqe-A. 
10. Dr. Abdul Munees. V. 

Decisions:-

- 1- Distributed the list of duties and responsibilities to the committee members.
2. Decided to select and train the students for explaining the activities.
3. Decided to conduct the follow up meeting on 01/02/2021.

Meeting concluded at 3.50 PM.

Co-ordinator 

Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kuminiparambil
Malappuram Dt. 673

Proceedings of the initial meeting of Committee for Student Interacting in connection with NAAC Peer Team Visit held at IQAC office at 2.30 PM on 01/02/2021.

Agenda:-

1. Discussion with the committee for student interaction
2. Present the duties and responsibilities of the Committee

Members Present:-

1. Dr. Myroob; principal *My*
2. Dr. Chackris Chokkialal *Ch*
3. Abidha K.P. *Ab*
4. Safana Parveen *Sa*
5. Nargees M.K. *N*
6. Somyoman *S*
7. Dr. G. Venkatesh Kumar. *G*
8. Dr. Abdul Muneer V. *A*

Decisions

1. Distributed the list of duties and responsibilities of the committee to the committee members.
2. Decided to complete the selection process of students before 08/02/2021.
3. Decided to invite the selected students to the Mock Visit decided to hold on 16/02/21.
4. Decided to form a whatsapp group for students and committee members.

Meeting concluded at 4.30 PM.

Co-ordinator *My*
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kummiparamba PO
Malappuram Dt. 673 638

Proceedings of the initial meeting of
Committee for parent Interaction ^{In connection} with
NAAC Peer Team Visit held at IQAC
office at 11.45 ~~AM~~ on 02/02/2021.

Agenda:

- 1- Discussion with the committee for parent interaction
2. Present the duties and responsibilities of the Committee.

Members Present:

- 1- Dr. Ayroob-cp Thmmh
2. Dr. Ibrahim Cholebood hms
3. Dr. Muroshid Muhammed im
- 4, Mohamed Saadiq PA 2-27
5. Younus Yunus
6. Kamalam Etashil Imo
7. Faseela NK
8. Munavir Jasin NK
- 9- Dr. Abdul Muneed V 27x-1-ppil

Decisions

- 1- Distributed the list of duties and responsibilities among the committee members.
 2. Decided to include Mr. Younus (Dept. of Microbiology) and Mr. Munavir Jasin (Dept of Commerce) in the committee.
 3. Decided to form a group of 100 parents.
 4. Decided to meet conduct a meeting of department PTA executive Co-ordinators on 03/02/2021 at 2.30 PM.
- Meeting concluded at 12.50 PM.

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

Proceeding of the initial meeting of Committee for Alumni Interaction in connection with NAAC Peer Team Visit held at UPAE office at 2.30 Pm on 03/02/2021.

Agenda:-

- 1- Discussion with the committee for Alumni Interaction
2. Present the duties and responsibilities of the Committee.

Members Present:-

- 1- Dr. Ayoub - C.P., Principal *Ammb*
- 2- Dr. Ibrahim Cholebar *Am*
3. Rameesa - K *Am*
4. Dufaida K.M. *Dufaidakmi*
5. SABNA.K *Am*
6. Seha Khansah. P *Am*
- 7 - K.S Fijoz *Am*
- 8- Dr. Abdul Muneer *Am*
9. Rafique de munda *Am*

Decisions

- 1- Distributed the list of duties and responsibilities of the committee to the committee members.
 2. Decided to select 10 alumni members from each department.
 3. Decided to form the whatsapp group of students and committee members.
 4. Decided to exhibit the display of Applause.
 5. Decided to prepare a booklet of 5 year alumni activities.
 6. Decided to invite the selected alumni members to the Mock Visit held on 17/1/21.
- Meeting concluded at 3.45 Pm.

Co-ordinator *Am*
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kuminiparamba PO
Malappuram Dt. 673 638

Proceedings of the initial meeting of
Committee for Food and Refreshment
in connection with NAAC Peer Team Visit
held at IQAC office at 2.30 PM on 25/02/21.

Agenda:-

- 1- Selection of students volunteers for the Committee.
2. Discuss on the duties and responsibility of the Committee.

Members Present:-

- 1- Dr. Ayob C.P. Principal AM
- 2- Dr. Ibrahim Cholekeel IC
- 3- Dr. Abdul Muneer AM IP: x1 - ppie
- 4- Balkees K.S BKS
- 5- Rejitha O.K. R
- 6- Hussain V H
- 7- Askevala A
- 8- Fazeela PA F
- 9- Abdul Kameer P.V. AK

Decisions

- 1- Decided to form student volunteers for the Committee preferably from NCC/NSS.
 2. Decided to create a WhatsApp group of the committee members.
 3. Decided to supply Tender Coconut for Refreshment during NAAC peer team visit.
 4. Decided to provide food and refreshment to all staff during NAAC peer team visit.
- The meeting concluded at 3.30 PM.

Co-ordinator J

Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondoti, Kaminiparamba PO
Meiappuram Dt: 673 638

Proceedings of the initial meeting of Committee for Reception in connection with NAAAC Peer Team Visit, held at IQAC office at 11.40 AM on 08/02/2021.

Agenda :-

1. Discussion on the duties and responsibility
2. Create a WhatsApp group of the Committee.

Members Present :-

1. Dr. Agosth. C. Pampal MA
2. Ibrahim Cholekal Am
3. Salini K. Am
4. Dr. O. Jambhekar Am
5. Dr. Abdul Muneer V Am
6. Lt. Abdul Rashid P Am
7. Mohamed Najeeb, P.M. Am

Decisions

1. Decided to arrange Guard of Honour by NCC.
2. Decided to organize a grand cultural reception at the college entrance in the morning of 24/02/21.
3. Decided to form a WhatsApp group of the Committee members.
4. Decided to arrange a mock reception on 16/2/21.
5. Decided to conduct follow-up meeting of the Committee.

The meeting concluded at 12.40 PM.

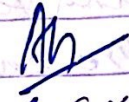

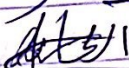
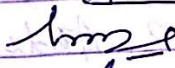


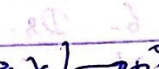
Co-ordinator
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kummiparamba PO
Malappuram Dt. 673 023

Proceedings of the initial meeting of Committee for conveyance in connection with NAAK Peer Team visit held at IQAC office at 1.45 PM on 08/02/2021.

Agenda:-

- 1- To Form what App group for the Committee.
2. Discuss the duties and responsibilities of the Committee.

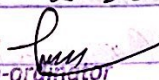
Members Present:-

- 1- Dr. Anand C.P, Principal 
2. Dr. Abraham Chakkalal (IQAC Co-ordinator) 
- 3) A. N. S. 
4. Sh. L. S. 
5. NAHAS SHA A.A 
6. K.M. Abubakar 
- 7 - Dr. Abdul Muneer V 

Decisions:-

- 1- Decided to arrange three luxury cars for the Peer team members.
2. Decided to form a what App group of the Committee.
- 3- Prepared a tentative transportation schedule.
4. Decided to conduct follow up meeting of the Committee.

The meeting concluded at 2.30 PM.


Co-ordinator


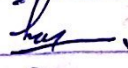
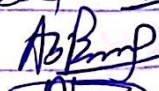
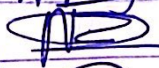
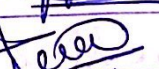

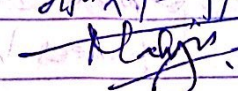
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kumminiparamba PO
Malappuram Dt. 673 638

Proceedings of the initial meeting of the Committee for management interaction in connection with NASC Peer Team Visit, held at LOAC office at 2.30 pm on 08/02/2021.

Agenda: -

1- Discussion on the duties and responsibilities of the Committee.


Members present: -

- 1- Dr. Ayob-cp, Principal 
2. Dr. Ibrahim Cholekele 
3. Abdurazeeq-pm. 
4. MSTAR. U. 
5. Asif M 
6. Dr. Abdul Muneer. V 
7. Dr. Mubeen 

Issues:

- Decided to create a WhatsApp group of the Committee members.
- Decided to provide the management committee members the inputs for interaction from SSR.
- Decided to conduct the follow up meetings of the Committee.
- Decided to prepare a blue print and check list on the requirements of the Committee.

The Meeting Concluded at 3.30 pm.


Co-ordinator
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kuraminiparamba PO
M. S. Param. Dt. 673 638

Proceedings of the initial meeting of the Committee for Public Relations in connection with NABL Peer Team Visit held at UQA Office at 1.45 PM on 10/02/21.

Agenda:-

1- Discussion on the duties and responsibility of the Committee.

Members Present:-

- 1- Dr. Ayoub-cip Principal *AA*
- 2- Ibrahim Cholekeel *AA*
- 3- Dr. Abdul Muneer *AA*
- 4- Muhammed Faisal *AA*
5. Muhammad Shefi *AA*
6. Dr. Shaji Thomas *AA*
- 7- Mohamed Nishad. NK *AA*

Decisions

- 1- Decided to create a whatsapp group of the Committee members.
- 2- Decided to select students as volunteers to the Committee.
- 3- Decided to holding press conference at malappuram with the principal UQA Coordinator on 22nd February 2021.
- 4- Decided to prepare the blueprint and checklist of the requirements.

The meeting concluded at 2.15 PM.

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

Proceedings of the initial meeting of the Committee for public relations in connection with NAAE Peer Team Visit held at URA Office at 1.45 PM on 10/02/21.

Agenda:-

1- Discussion on the duties and responsibility of the Committee:

Members Present:-

- 1- Dr. Ayob-cip Principal *MA*
- 2- Ibrahim Cholekeel *hu*
- 3- Dr. Abdul Muneer *U*
- 4- Muhammed Faisal *U*
- 5- Muhammad Shefi *U*
- 6- Dr. Shaji Thomas *U*
- 7- Mohamed Nishad. NK *U*

Decisions

- 1- Decided to create a whatsapp group of the Committee members.
- 2- Decided to select students as volunteers to the committee.
- 3- Decided to holding press conference at malappuram with the principal URAE coordinator on 22nd February 2021.
- 4- Decided to prepare the blue print and checklist of the requirements.

The meeting concluded at 2.15 PM.

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

Proceeding of the initial meeting of the Committee for Technical support in connection with NAAC Peer Team Visit held at IQAC office at 2.30 pm on 10/2/21.

Agenda:-

1- Discussion on the duties and responsibilities of the Committee.

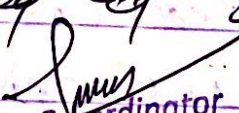
Members Present:-

- 1- Dr. Ayoub. C.P., Principal
2. Ibrahim Cholekal
3. Riyad. A.M
4. Abubaker Siddiq, K.C
- 5- Dr. Abdul Muneer V

Decisions

- 1- Decided to provide all types of technical supports for the Peer Team Visit.
2. Decided to create a WhatsApp group of the Committee members.
3. Decided to prepare the blue print and check list for the committee.

The meeting concluded at 3.30 pm.





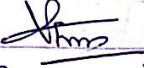


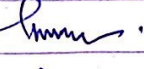
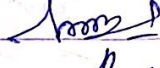


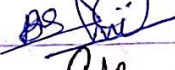
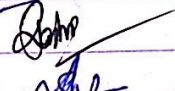
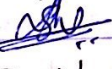

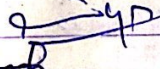
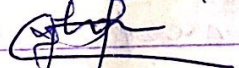

Coordinator
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondatti, Kummuramamba PO
Malappuram Dt. 673 638

Proceeding of the Combined meeting of Pavilion Committee and Co-ordinators of all Clubs and Associations held at Seminar Hall. on at 10.30 AM on 11/02/21.

Agenda:

- 1- Review of the Preparations of Pavilion Committee.


Members Present:-

- 1- Dr. Ayoub-c.p. 
2. Ibrahim Chokkikal. 
- 3- Dr. Abdul Muneer V. 
- 4- Abdul Jaleel m. 
5. Hussain. V. 
6. Sulfaan J. M. 
7. Dr. Abdul. P. C. 
- 8- Firoz. K. P. 
9. Shikhaudheen. P. 
- 10 Roy P P. 
11. Muhammed Shafi. P. 
12. Balkees. K. S. 
- 13- Lt. Abdul Rashed. P. 
14. NARHASHA A.A. 
- 15 Muhammed Faisal. T. ED Club. 
- 16 mohameed Sachin PA. 
- 17- Jisha P. J. 

Decisions:

- 1- Decided to exhibit posters, charts, miniatures, Reports etc. in the pavilion during NAAC Peer Team Visit.
- 2- Allocated spaces for clubs and Associations in the pavilion.

The meeting concluded at 11.30 AM


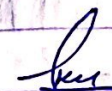
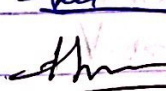
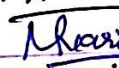
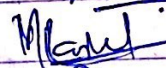




Co-ordinator 
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kummintiparamba PO
Malappuram Dt. 673 638

Proceedings of the meeting of the Committee for research activities in connection with NAAC Peer Team Visit held at UOAC office at 12.00 PM on 11/02/2021.

Agenda:-

- 1- Exhibition of Research works of faculty members at the Research Hall.

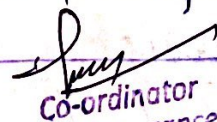
Members Present

- 1- Dr. Ayoub. CP 
- 2- Ibrahim Cho Kadal 
- 3 Mr. Kumbhar Kumar 
- 4 Nasira Banu. M 
- 5 Abdul Rasheed M 
6. Saleel. O.K 
7. Rajasekharan K.E 
8. Dr. Meshur K 
- 9- Dr. Abdul Muneer V 

Decisions:-

- 1- Decided to exhibit all the research works of faculties including PhD/MPHIL Thesis in the research Hall.
- 2- Decided to appoint the research scholars as custodians of the research materials to be exhibited in the Hall.

The meeting concluded at 1.00 PM


Co-ordinator

Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kummangara PO
Malappuram, Dt. 673 638

Proceedings of the meeting of the Committee for Hospitality and Clerical Assistance in connection with NAAC Peer Team Visit held at IQAC office at 2.30 pm on 11/02/21.

Agenda:-

1. Duties and Responsibilities of the Committee for Hospitality and Clerical Assistance.

Members Present:-

1. Dr. Ayoo S. C. P. *Ab*

2. Ibrahim Choleerat - *h*

3. Dr. Mashhoor K. *Shah*

4. Abdul Jaleel M. *A*

5. Dr. Abdul Muned. V. *per*

6. Lt. Abdul Rasheed. P. *Rasheed*

7. Dr. Afsal. R. *Afsal*

Decisions:-

1. Distributed the check list of duties and responsibilities of the Committee.

2. Decided to provide all devices including laptops, printer, wifi net setter, Air sheet etc to the Committee.

The meeting concluded at 3.30 pm.

h
Co-ordinator

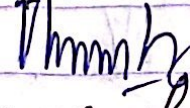
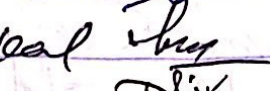



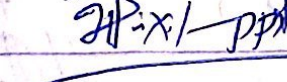
Internal Quality Assurance Cell (IQAC)
EMEA College of Arts and Science
Kondotti, Kuminiparamba PO
Malappuram Dt. 673 638

Proceeding of the initial meeting of the committee for exit meet in connection with NAAC Peer Team Visit held at QAC office at 11.30 AM on 12/02/21.

Agenda:-

Duties and Responsibilities of the Committee for Exit meet.

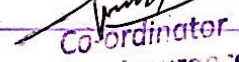
Members Present -

1. Dr. Ayoub. O.P. 
2. Ibrahim Choleikal 
3. Vasheeda. K.P. 
4. A.K. Zahara Bannu 
5. Rajasekharan K.E. 
6. Dr. Abdul Muzeeb V. 

Decisions

1. Distributed a check list of duties and responsibilities of the committee.
2. Decided to prepare a clock banner for exit-meet.
3. Decided to give a reception at the exit meet venue.

The Meeting concluded at 12.30 Pm.


 Coordinator
 Internal Quality Assurance Cell (IQAC)
 EMEA College of Arts and Science
 Kondotti, Kuminiparamba PO
 Malappuram Dt. 673 638

Proceedings of the Meeting of APPLAUSC Committee held at IQAC Office at 1:30 PM on 08/08/2021.

Agenda:-

- 1- Decision on Award criteria
2. Invitation of Alumni Awards and IQAC awards
- 3- AOB.

Members Present:-

- 1- K.T. FIROZ.
2. Jafana Pawan.
- 3 Mohamed Saadim PA
4. Dr. Atsal. PC

Decision:-

- 1- Entrusted Dr. Ibrahim Cholebhal to frame the criteria of Alumni Awards and IQAC awards.
2. Decided to invite the Proposal for awards of following categories.

S/No. Title of Awards

1. Best Alumni Chapter Award.
2. Best Entrepreneur Award.
3. Best Teacher Award (Higher Edu).
4. Best Teacher Award (General Edu).
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.
11. Best Women Entrepreneur Award
12. Best Alumni Batch Award.

IQAC Awards 2020-21.

- 1- Best Teacher Award.
- 2- Best Department Award.
- 3- Best Administrative staff Award.

Proceedings of the 10th Meeting
 CIOAC Award Panel held on 16th March
 2021 held at UAC. Office. Time: 12:20 Pm.

Agenda:-

- 1- Alumni Awards and Achievers Awards.
2. Award ceremony
3. AOB.

Members present:-

- 1- Dr. Ayoub. C.P
2. Dr. Ibrahim Cholekal. S.M.
3. K.S. Pro? S.M.
4. Refer? S.M.

Decisions

- 1- Decided to conduct Applause "21 on the
 Award of Achievers Award ceremony
 on 20/03/2021.
2. Decided to write Dr. P.M. Mubarek Pashe
 C Hon. Vice Chancellor, Swaranagarapura
 Opan University to inaugurate the function
3. Award Committee selected following ~~Awards~~
 Awardees

<u>Sl.No.</u>	<u>Title of the Award</u>	<u>Awardee</u>
---------------	---------------------------	----------------

- 1- Best Alumni Chapter Award Riyadh Chapter.
2. Best Entrepreneur Award Mohd. Asfal (MB).
3. Best Teacher Award (Med) Dr. Lina P. (WAS).
4. Best Teacher Award (G.Ed) Shabeerah (Commerce)
5. Best Researcher Award (- Dr. Mohd. Manzoor AP. CM)
6. Best Sports Person Sahar T. (Commerce).
7. Best Artist Award (Abduvazak T.G).
8. Best professional Award Mohd. Sharaf Mattil
9. Best Trained Award Ajisha Mohammed
10. Best social worker Haniza Chakkunon.
11. Best women Entrepreneur Fatima Sahib.
12. Best Alumni Batch Award. EMEA 98-90 Best