

EMEA COLLEGE OF ARTS AND SCIENCE

P.O. KUMMINIPARAMBA, KONDOTTI
MALAPPURAM DISTRICT, KERALA

**ANNUAL QUALITY ASSURANCE REPORT
(AQAR) 2009-10**

Prepared by

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Submitted to
**NATIONAL ASSESSMENT & ACCREDITATION COUNCIL
BANGALORE
2010**

Introduction

The IQAC of the College was reconstituted in the academic year 2009-10 and the present cell consists of the following members

- | | |
|---|--------------|
| 1. Dr.K.Abdul Hameed, Principal of the College. | Chairman |
| 2. Dr. T Krishnakumar | Coordinator. |

Members

3. Mr.C .P. Muhammedkutty
4. Prof. Nalakath Basheer
5. Dr. Mohammed Haneefa P
6. Mr. Roy P.P
7. Mr. Ibrahim Cholakkal
8. Mr. Shamsudheen E
9. Abdu Razaque .P.M
10. Mr. Riyad. A. M.
11. Mr. K. Muhammadali

The Annual Quality Assurance Report (AQAR) of EMEA College of Arts and Science for the year 2008-‘09 contains the following parts

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| Part A. | Action Plan- 2009-‘10 |
| Part B | Action Taken Report |
| Part C | Action Plan -2010-‘11 |

Plan of Action for the Year 2009-10

Part A

- Strengthen Central Library
- Update college website
- Continue ‘Shelter for the needy’ programme
- Construct a biogas plant
- Publish a news letter as an official public relation organ of the college
- Initiate new PG programs
- Organise more number of Career guidance and personality development programs

Department of Economics.

- Organize a national seminar on the topic “Social Science Research- a Rethinking on concepts , tools and methodology”
- Extend maximum possible support to the faculty members in the field of Research and publication
- Strengthen text book library providing special concession to advanced learners.

Department of Microbiology

- A summer training programme in collaboration with Biogenix Research centre will be conducted for the students in various subjects like Apoptosis and Cancer Biology, Recombinant DNA technology, Agricultural and Industrial Microbiology, Immunology, Molecular Biology and Enzymology.
- Three day national seminar on ‘Diagnostic, Therapeutic and Forensic Application of Molecular genetics’ sanctioned by UGC is to be conducted in December 2009.
- Organize one day awareness camp on communicable diseases prevailing in Kerala for school children in the month of February.
- Organize an industrial visit to KINFRA, Kakkancheri, Eastern condiments, Munnar for the degree students.

- continue the activities of the water portability testing centre

Department of Commerce

- Commerce Club and the commerce Association be made major avenues for developing managerial and development skills
- Organize a visit to International Trade Fair- Delhi,
- Use of Audio visual equipments be promoted
- Organise study tour with a view to develop the organisational skill of the students.
- Organise Industrial visits for the second year students during the first week of September, 2009.
- Increase the number of books in the department library
- Update the Department website, which started functioning in March, 2008.

Department of English

- Offer a certificate course in communicative English.
- Show the filmized version of plays prescribed in the syllabus.
- Use of audio video aids be intensified
- Strengthen the department library.
- Make the class room student-centred and interactive.
- Extension activity (English language teaching) be carried out for the primary students at GMLP School, Kumminiparamba.
- Special support be given to advanced learners for appearing entrance tests of various central and state universities.

Department of West Asian studies

- Make the UG program in West Asian Studies for flexible with the help of the Complimentary courses Mass communication and Computer Application and the elective language functional Arabic
- Make the preparation of tour report mandatory.
- Organize a national seminar on India GCC relations
- Special focus be given to progression to MA history program

Department of Biotechnology

- The idea of Mushroom Cultivation be made more popular
- Introduce CD library
- Organize a one day seminar on 'Vermin Technology'.
- Set up a small scale vermin composting plant
- Organize industrial visits to companies and research institutions.

Department of Business administration

- Make PDP classes more effective
- Organise minimum three industrial visits
- Organise an interaction with a successful businessman
- Text book library system be made more effective

Department of computer science

- Conduct a certificate course on MS- Office ,Hardware and Troubleshooting
- A demonstration of open source software to be conducted by IPSR- solutions
- Form an IT club
- Offer Add-on course in Soft ware development.
- Elaborate the text book library.
- Provide assistance to various departments in the field of I T up gradation

Department of Biochemistry

- Poster presentation and science quiz to be conducted
- Guidance to be given to the students who are appearing JNU entrance test.
- Strengthen the system for remedial coaching.
- Organise Industrial visit

Part B

1. Activities reflecting the goals and objectives of the institution:

The earnest desire for the educational upliftment of socially and economically backward sections of people particularly Muslim minorities living in this part of the state found reflected in a number of curricular and co curricular activities organized during the year 2009-10. Following are some examples

- Shihab Thangal Memorial Scholarship instituted by the College PTA for poor but worthy students
- The Civil Service foundation courses organized by the Center for Career Guidance and Student Counseling for non Crème Layer sections belonging to SC/ST/Minorities

2. New academic programmes initiated (UG and PG):

This year witnessed introduction of Choice Based Credit Semester System at UG level - nine new (restructured) UG programs along with nearly one dozen new categories of open courses. The college has also taken the initiative for new add on courses in Plant Tissue Culture and Communicative English. The attempt to start new UG and PG programs did not fulfill due because of government policies.

3. Innovations in curricular design and transaction:

The following teachers of this institution have rendered appreciable services in connections with the introduction of new curriculum for UG programs (Choice Based Credit Semester System) in their capacity as the members of various academic bodies at University Level.

Members of Board of Studies

Sl no	Name of the faculty member	Position and academic body	Name of the university
1	Mr. Zacaria.T.V. Dept of Political Science	Member, Board of studies in West Asian Studies,	University of Calicut
2	Mr. A Mohammed, Dept of English	Member, Board of studies in Functional English	University of Calicut
3	Dr, Mohammed Haneefa.P	Member, UG Board	University of Calicut

	Dept of Arabic	of studies in Arabic	
4	Dr. E.K.Ummer, Dept of Economics	Member, UG Board of studies in Economics	University of Calicut
5	Mr. M.P. Abdulla. Dept of Economics	Member, UG Board of studies in Economics	University of Calicut

Faculty

Sl no	Name of the faculty member	Position and name of the body	Name of the university
1	Mr. M.P. Abdulla. Dept of Economics	Member, Faculty of Humanities	University of Calicut
2	Mr. Zacaria. T.V, Dept of Political science	Member, Faculty of Humanities	University of Calicut
3	Dr.Muhammed Haneefa.P	Member, Faculty of Humanities	University of Calicut

Academic Council

Sl no	Name of the Faculty Member	Position and Name of the Body	Name of the University
1	Mr. K.Kunhi Mohammed, Dept of West Asian Studies	Academic Council	University of Calicut
2	Mr. Abdul Muneer.V, Dept of Journalism	Academic Council	University of Calicut

4.. Inter-disciplinary programmes started:

- Certificate course in Communicative English

5. Examination reforms implemented:

- Grading System as part of the introduction of new curriculum for UG program
- The Content of Internal Assessment increased from 20% to 25 %

6. Candidates qualified: NET/SLET/GATE etc.

Examination passed	No. of Students
NET/JRF	5
SET	3
SLET	Nil
GATE	4

7. Initiative towards faculty development programme:

Following faculty members took part in Orientation/Refresher Courses organized by various UGC recognized institutions like academic staff colleges/research centers etc. details are shown below.

Sl No	Name and department	Course/Programme	Institution
1	Dr. T.Krishnakumar	Refresher course	ASC, University of Madras
2	Ibrahim Cholakkal	Refresher course	ASC, Jamia Millia University, New Delhi
3	Mr. Riyad AM	Orientation Course	ASC University of Calicut.
4	Dr.E.K.Ummer	Refresher course	ASC, Mahatma Gandhi university
5.	Mr. AP. Ameendas	Orientation Course	ASC, Jamia Millia University, New Delhi
6.	Ms. Jisha PJ	Orientation Course	ASC, University of Madras
7.	Mr. Roy. PP	Orientation Course	ASC University of Calicut.
8.	Ms. Jamsheela.O	Orientation Course	ASC University of Goa
9	Mr. Zacaria.T.V. Dept of Political Science	PhD(FIP)	DOS in Political Science, University of Mysore
10	Mr.Abdul Muneer.V,Dept of Journalism	PhD(FIP)	Department of Journalism, University of Calicut

11	Mr.K.P. Premkumar, Dept of English	PhD(FIP)	Department of English, University of Calicut
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8. Total number of seminars/workshops conducted:

- UGC funded National Seminar on '*India GCC relations: understanding new dynamics*' by the department of West Asian Studies. The seminar was inaugurated by His Excellency Sheikh Humad bin Sultan Al- Maani, Ambassador to India, Sultanate of Oman.
- Three day National level seminar on '*Diagnostic, Therapeutic & Forensic application of Molecular Genetics*' - 12th to 14th January 2010 by the Department of Microbiology
- One day Seminar on '*Structuralism and Reconstruction*' - 14th December 2009 by the department of English
- Two day Seminar on '*Islamic Banking*' by the department of Commerce.
- A one day Seminar on '*Relevance Of Co-operation in Global Economy*' by the department of Commerce
- An interaction session with Mr. Musthafa T.V, a leading businessman MD 'Mehtar' group of Companies was organized to motivate the students as entrepreneurs.
- One day seminar '*ASEAN Free Trade Agreement And Its Impact On India*' by the Department of Economics

9. Research projects

a) Newly implemented:

1. Synergistic Effect of Antibiotics on different microorganisms', Principal investigator- Mrs. Shiji Thomas, Dept. of Microbiology
2. Cultural heritage of Kondotti: an enquiry, Principal investigator- Prof Kunhi Mohammed, Dept of West Asian Studies.

b) Ongoing minor research projects:

1. Memory and Oral Tradition of Malabar Rebellion 1921' Principal investigator- Mr. Ameendas A.P. Department of West Asian Studies.
2. 'Development and Environment: Social and Economic Impact of Development Induced Displacement-A Case Study of Calicut International Air Port' Principal investigator- Mr. Abdu Razaque. P.M, Dept. of Economics.

c) Completed: Nil

10. Patents generated, if any:

Nil

11. New collaborative research programme:

Nil

12. Research grants received from various agencies:

College received Research grants from University Grants Commission for FIP assistance for four teachers during the year 2009- '10. The details are given below.

Sl no	Name of the teacher	Programme	Grant received
1	Mr TV. Zacaria	PhD Under FIP Scheme(UGC)	15,000
2.	Mr. KP. PremKumar	PhD Under FIP Scheme(UGC)	15,000
3.	Mr.. Abdul Muneer. V	PhD Under FIP Scheme(UGC)	15,000
4.	Mr. A.P.Ameendas	PhD Under FIP Scheme(UGC)	15,000
5	Ms.Shiji.Thomas	MRP	28000
6	Mr.Abdurasak	MRP(Balance amount)	7500
7	Sakeer Hussain.V.P	MRP(Balance amount)	15000
8	Mr.K.Kunhimammed	MRP	37500
9	Mr.Abdulla.M.P	MRP	37500

13. Details of research scholars:

The research Scholars in the college are

- **Mr. Premkumar K.P** is doing his research on '*Contemporary women Playwrights*' under Prof. M.V. Narayanan, Dept. of English, University of Calicut.
- **Mr. Ameen Das A.P** is '*Social History of Exiled Mappilas to Andaman Nicobar Islands*' is the topic of Mr.Ameen Das A.P. He is doing his research in Dept of History, University of Calicut under Dr. K. Gopalan Kutty.
- **Mr. Zacaria.T.V** is doing research on the topic '*Interface Between Trade Union And Environmental Movements: Case Studies Of Mavoor and Plachimada Agitations*' under the supervision of Prof Mussafir Assadi, Dept of Studies in Political Science, University of Mysore.
- **Mrs. Shiji Thomas** is presently doing research on the topic on '*Synergistic Effect of Antimicrobial*

Agents” under the supervision of Dr. Fathimathu Zuhra, Dept of Life Sciences, University of Calicut.

- **Mr. Abdul Muneer V** is doing research on the topic A Study on the Influence of Prime time Televised Political News and Debates on Political behavior of People in Kerala’ under the supervision of Dr. Amjed Ahmed, Former Director, EMMRC, University of Calicut

14 . Citation index of faculty members and impact factor: Nil

15. Honors/Awards to the faculty: Nil

However following teachers of this institution were selected to perform distinguished responsibilities as shown below.

Sl No	Name	Position
1	Dr. Abdulla MP. Selection Grade Lecturer, Dept of Economics	NSS District Coordinator, Malappuram District.
2	Mr. Muhammed Basheer Nalakath, Selection Grade Lecturer, Dept. of commerce	Secretary, Kerala State Volley Ball Association.
3	Mr. Zacaria. T.V Senior Scale lecturer, Department of Political Science	Judging Panel Member for Kasargode District level Youth Parliament Competitions for the year 2009-10

16. Internal resources generated:

Sl no	Source	Amount generated
1	Fee collection from self financing courses	4555500
2	Donations from the public	2100000
3	Donation from PTA	650000
	Total	7306500

17. Details of departments getting SAP, COSIST (ASSIST)/DST. FIST, etc.

Assistance/recognition: Nil

18. Community services:

- The construction work of the third house under shelter for needy project got completed and the key of the same was handed over to the beneficiary.

- The students in the Department of English organized classes for the Primary School Children in the adopted Village on fundamental English grammar and ‘communication skills’.
- A socio-economic survey in *Tharayittal*, an area nearby the adopted village was carried out by NSS units.
- NSS volunteers of the college participated in the data collection for Information Kerala Mission to launch Panchayath wise website, a mission of Government of Kerala. Volunteers of the college collected data from three Panchayaths (Pallikal, Pullikkal and Cherukavu)
- College NSS units constructed a 500 meters road in Tharayitaal, Pallikkal panchayath as a part of NSS special camp.

19. Teachers and officers newly recruited:

Nil

20. Teaching – Non-teaching staff ratio: 2:1

21. Improvements in the library services:

- ❖ The departments of Economics, Commerce and English have added 100 and more books to their textbook library. Their special programme for providing text books for poor students at a subsidized rate continues.

22. New books/journals subscribed and their value:

No of books	Value in Rupees
1018	439149.00

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:

The following programs offered by this college have a system for student evaluation.

- BA English.
- BA Economics
- BA West Asian Studies
- BCom.
- BBA
- BSc Computer Science
- BSc Microbiology
- BSc Biotechnology
- BSc Biochemistry

The relatively low rating with regard to the use of Audio Visual Teaching Aid was the inspiration for

provide LCD projectors one each in every department. The Department of English has started a program of screening the Movie version of popular English dramas.

24. Unit cost of education:

Unit cost of Education including salary is Rs.22523/ per student

25. Computerization of administration and the process of admissions and examination results, issue of certificates:

The sections dealing with Admission, Examinations, issue of Transfer Certificates, Salary bills, Fees, Scholarships etc have been fully computerized. Proper technology up gradation was carried out with the help of Department of Computer Science.

26. Increase in the infrastructural facilities.

The following are the major infrastructure developments carried out during the year 2009-'10.

- New Seminar Hall worth 12,00000
- The Room for New Computer Application Lab worth Rs.9,00000
- Furniture worth Rs.3,00000
- Maintenance worth Rs.250000
- New room for Department of English
- The entry and exit to the Administrative Block was regulated by installing three new gates.
- New drinking water facility
- 12 LCD Projectors

27. Technology up gradation:

- Software up gradation in office and library as a part of office automation.
- Net working of all departments including library, virtual class room and reading room

28. Computer and internet access and training to teachers and students:

- Free internet facility provided for all faculty
- One day training on 'Smart Board in Class Room' for teachers by 'Caligraph systems'.
- One day workshop on Innovative teaching methodologies by Dept. of Computer Science.

29. Financial aid to students:

The report year witnessed introduction of a PTA sponsored new scholarship scheme for poor but worthy students. Following are the details of various scholarships distributed during the period 2009-10.

Sl. No.	Name of the Scholarship	No. of Students	Amount/ Student	Total amount

		benefited		
1.	Muslim/Nadar	18	125	2250
2.	Muslim Girls students Scholarship	11	3000	33000
3.	Shihabthangal Memorial Scholarship	14	5000	70,000
4.	Scholarship to the Children of Fishermen	1	4968	4968
5.	Scholarship to the Children of Beedi Workers	1	3000	3000
6.	Scholarship to the Physically Handicapped Students	9	1750	15750
7.	Suvarna Jubilee Scholarship	18	10000	18000
8.	Students Aid Fund	5	935	4675

30. Support from the Alumni Association and its activities:

Annual meeting was held on 26th January 2010 with variety cultural activities. The Alumni Members in Delhi especially students at JNU and Aligarh have rendered whole hearted support to Department of West Asian Studies to conduct their study tour to various historically important place in and around national capital. The English Alumni at Central University Hyderabad organized a motivation class for the final year students in association with center for career guidance.

31. Activities and support from the Parent-Teacher Association:

- The newly introduced Jb.Panakkad Sayyid Mohammed Ali Shihab Thangal memorial scholarship was distributed to selected 14 students. An Amount of Rs 70,000 was spent in this regard.
- The department wise class PTA meeting was regular and effective as a mechanism for assessing the quality of teaching/learning process.

32. Health services:

- The session on Diabetes organized by Department of Biochemistry was interactive and highly informative.

33. Performance in sports activities:

- Won the Calicut University intercollegiate Volley ball Championship(Consecutively for the third year)
- Won the Calicut University and B Zone Volley ball championship.
- Won the Malappuram District Youth Volley Ball Championships’.
- Mr. Abhil Krishnan represented Kerala in the Youth National Championship and won the gold medal.
- Runner up, B zone Badminton championship
- Runner up in the B-zone Football Championship.
- Four Volley ball players of the College were selected to University Team
- M/s Kalesh.M and Arun Joseph were selected to the District Senior Volley ball team which won the State Championship
- Mr. Ajmaludheen won the Silver medal in Javelin throw in B Zone Athletic meet
- Mr. Sainudheen bronze medal in 5000 meters race in Calicut university B zone Athletic meet

34. Incentives to outstanding sportspersons:

- Separate Hostel facility for Volleyball players which is a joint venture of Kerala State Sports Council and EMEA College.
- Two seats in each UG program stand reserved for outstanding sports persons.
- Special cash award to outstanding sports person
- Free food and accommodation.

35. Student achievements and awards:

The following students of the college came up with achievements as shown against their name.

Rank Holders

Sl. No.	Name	Achievement
1.	Ansha O	Second Rank, MSc. Microbiology.
2.	Miss. Manju	First Rank, BSc. Biochemistry.
3	Miss. Liji. P	Third, BSc. Biochemistry
4	Miss. Shafeera Zahir	Third, BSc. Biochemistry.
5	Miss.Haseela K	First Rank, BA West Asian Studies.
6	Miss.Rashida NKM	Second Rank BA West Asian Studies.
7	Miss.Sehla Khansah	Third Rank BA West Asian Studies.
8	Mr. Ahamed Kabeer	<ul style="list-style-type: none"> • Selected for Pre Republic Day camp held in

		<p>Bangalore</p> <ul style="list-style-type: none"> • Selected for Republic Day parade. • Best volunteer
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36. Activities of the Guidance and Counseling unit:

❖ **‘Introduction to Courses Offered by Central Universities in India’-18th December 2009**

Mr. M.S.Jaleel (Senior Career Consultant, CIGI) and Mr. Jamaludheen (Malappuram District Coordinator CIGI) led the sessions. Around 100 students participated.

❖ **One-Day Awareness Programme on Civil Service Examination-13th January 2010**

College Career Guidance Cell & PM Institute of Civil Services Examination Farook College organized an awareness class on civil services examination at E.M.E.A Training College Seminar Hall. Dr. T.P.Ahmed (Principal E.M.E.A Training College) inaugurated the Programme. The technical sessions were led by Mr. Rao Mohammed Ayas Khan (Chief Faculty, PM Institute of Civil Services Examination). 120 civil service aspirants attended the programme.

37. Placement services provided to students: Orientation classes for attending campus selection

38. Development programmes for non-teaching staff:

Mr. Shamsudheen E, Dept of computer applications has been entrusted with the responsibility to refresh the computer skills of the office staff. A team of teachers headed by Dr. M.P. Abdulla provides training and assistance to sections dealing with salary bills and other service matters.

39. Healthy practices of the institution.

- Communicative English classes given to the students of Government Lower Primary School, Kumminiparamaba (adopted village)
- Willingness of teaching staff to donate a fixed amount(Rs.100/month) to the newly introduced Shihab Thangal Scholarship

40. Linkages developed with National / International, academic /Research bodies:

Nil

41. Any other relevant information the institution wishes to add:

The Ethics Committee (constituted as per the Govt. order (RT) No. 346/05/H. Edn. dated 01/03/2005) headed by Mr. Mohamed Palengara, Associate Professor in Dept Mathematics has made an appreciable attempt to make student aware of the evils of use of mobile phones on the campus.

PART –C

Action Plan for the year 2010-11

Main highlights of the action plan for the year 2010-11 are:

- Enhance academic excellence strive towards global competency
- Promote use of technology
- Organize National and Regional seminars/ workshops
- Augment Existing Infrastructure facilities
- Encourage extension and outreach activities
- Revitalize and strengthen the tutorial scheme
- Strengthen research and publication activities
- Optimize and integrate modern methods of teaching, learning and evaluation
- Make the documentation work more effective

Criteria wise details of the action plan

1. Curricular Aspects

- Utilize the newly introduced choice based credit semester system as an opportunity to enhance academic flexibility
- Make every newly admitted student aware of the system of open courses
- Try to raise the number of add on Courses
- Encourage the teachers to prepare detailed unit plan
- Provide more number of PG programs

2. Teaching- Learning- Evaluation

- Encourage teachers to attend faculty development programs
- Make the class rooms equipped with advanced ICT facilities
- Ensure the availability of qualified teachers before offering new programs
- Provide automated tabulation facility for making teacher evaluation more effective and smooth
- Digitalize teachers diary
- Prepare question banks for both internal and external examinations

3. Research – Consultancy –Extension

- The technology for bio waste management be extended to the adopted village
- Organize training camps for Self Help Groups in the neighborhood on topics like

entrepreneurial skills, Accounting, tax practices etc

- The services of Arabic translation Center be expanded
- Legal literacy classes be arranged for local community
- Mobilize resources for ‘Shelter for the Needy’ Programme.
- The activities of NSS and Pain Palliative care units be
- Encourage teachers to pursue research and produce research articles
- Try to launch research journals one each under the faculty of Science and Humanities
- Start A research Center at PG Department of Economics
- Provide maximum possible support to Teachers doing research at various Universities
- Submit proposals to UGC and other funding agency for Minor Research and Major Research Projects

4. Infrastructure and learning resources

- Renovation of Economics department
- Purchase of computers and LCD projectors.
- Construction of Sports Hostel.
- Renovation of College canteen.
- Enhance learning facilities for the students.
- Construct separate computer lab in addition to the existing one.

5. Student Support and Progression

- Arrange coaching classes for Banking Service, Civil Service and Kerala Public Service Commission.
- The courses run by Centers for NET/SET Coaching, Entry in Services and Civil Service Coaching be made regular activity
- Admission to programs conducted by Centers for NET/SET Coaching, Entry in Services and Civil Service Coaching be extended to students from outside the campus.
- Special Guidance may be given to final year students for getting admission to PG Courses at reputed universities and centers of excellence
- The activities of Clubs and associations be reinforced
- Additional retiring facilities for Girls be provided
- The facilities at Women’s hostel be further expanded

6. Organization Governance and Leadership

- The ongoing process of institutionalization of IQAC be strengthened

- Preparation of Action Plan and Annual reports be made more effective
- The Existing Committee System be continued

7. Innovative Practices

- The text book library system be extended to other departments
- Shelter for needy scheme be popularized
- Training on Edible Mushroom Cultivation given to the women folk in the adopted village be made a part of continuing education program
- The Communicative English Classes given to the Children at Government Primary School in the adopted Village be extended to Upper Primary and Secondary levels