

EMEA COLLEGE OF ARTS AND SCIENCE
P.O. KUMMINIPARAMBA, KONDOTTI
MALAPPURAM DISTRICT, KERALA

**ANNUAL QUALITY ASSURANCE
REPORT (AQAR) 2010-11**

Prepared By

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Submitted to
NATIONAL ASSESSMENT & ACCREDITATION COUNCIL
BANGALORE
2011

Introduction

The IQAC of the College was reconstituted in the academic year 2010-11 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. Mr. Roy P.P
6. Mr. Ibrahim Cholakkal
7. Mr. Shamsudheen E
8. Abdu Razaque .P.M
9. Mr. Riyad. A. M.
10. 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

- | | |
|---------|-----------------------|
| Part A. | Action Plan- 2010-‘11 |
| Part B | Action Taken Report |
| Part C | Action Plan -2011-‘12 |

Part A

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

Part B

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

- The PSC coaching classes for non crème layer sections conducted by UGC Sponsored center for Entry in Services
- The classes for non crème layer section organized by UGC center for NET/SET coaching
- Conveyance allowance for selected day scholars
- Provision for hostel facility at subsidized rate

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

There was an unsuccessful effort to launch new UG/PG programs. This courses include

- MA History
- MA English
- MCom
- MSc Computer Science
- BSc Environmental Science
- BCom with Computer Application

2. Innovations in curricular design and transaction:

- **Functional Arabic as an elective course for UG program in West Asian Studies:** The BA West Asian Studies is a unique UG Program offered by this College. It is purely an interdisciplinary program with a greater ratio of skill content. Courses like Arabic for correspondence, Commercial Arabic and Arabic for modern living have been offered as electives. More over Computer Applications and Mass Communication have been offered as complimentary courses.
- As per the provisions of the new system of Choice based Credit Semester System adopted during the 2009-10 the fifth students can select one of the ten open courses offered by different departments.

Following faculty members continue to involve in the process of curriculum designing/redesigning at university level

1. 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 Dept of Arabic	Member, UG Board of studies in Social Work	University of Calicut
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

2. 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, Mohammed Haneefa Dept of Arabic	Member, Faculty of Humanities	University of Calicut

3. 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:

- UG Program in West Asian Studies with Functional Arabic as Elective and Mass

Communication and Computer Applications as complimentary courses has components of disciplines like international politics Islamic studies and World history

5. Examination reforms implemented:

- A change in the weight of internal assessment from 20 % to 25 % and External evaluation from 80% to 75 %
- Grading System using a 7 point scale

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

Examination passed	No. of Students
NET/JRF	8
SET	6
SLET	Nil
GATE	0

7. Initiative towards faculty development Programme:

- Post graduate Department of Economics has organized a UGC funded two day national seminar on the topic 'Social Science Research, A Rethink On Concepts Techniques And Methodology'. This seminar was an attempt to make teachers aware of the latest trends in social science research.
- Four members of the teaching staff have been deputed to finish their PhD program as part of UGC funded Faculty Development Program
- The College has a pro active policy towards faculty development programs. Ample support has been given to those teachers who are interested in higher studies which includes leave facilities, monetary support, internal work arrangements etc.
- The following faculty members have attended various courses / workshops as part of faculty development programs

Sl No	Name and department	Course/Programme	Institution
1	Ms. Shiji Thomas	Orientation course	ASC, University of Calicut
2	Mr. Abdul Rasaque PM	Refresher course	ASC, Jamia Millia University, New Delhi

3	Mr. Riyad AM.	Refresher course	ASC, University of Calicut
4.	Mr. Askarali. A	Refresher course	ASC, University of Calicut.
5	Ms. Jamsheela. O	Refresher course	ASC, University of Calicut

8. Total number of seminars/workshops conducted:

College has conducted two National level and six regional seminars during the year 2010-11.

Details are shown below

Sl No	Topic	Organized by
1	UGC sponsored National Seminar on 'Social Science Research, A Rethink On Concepts Techniques And Methodology'	Department of Economics
2	UGC Sponsored Seminar on 'Ayurveda and Yoga on Sports Training and Performance'	Department of Physical Education
3	One day Seminar on 'Small Business Management'	Department of Commerce.
4	One day seminar on ' Aging'	Department of Biochemistry
5	'Practical Accounting'	Department of commerce
6	One day seminar on ' Improvement of self confidence'	Department of Biotechnology
7	One day seminar on 'Software Development Life Cycle' and 'J2EE Technology'	Department of computer Science
8	' NET frame Work' and Scope Of Visual Effects	Department of computer Science

9 . Research projects

a) Newly implemented:

1. UGC funded MRP, on 'problems and prospects of Aganvadies in Kerala-A case study' by Dr. MP. Abdulla, P.G Dept. of Economics.

b) Ongoing minor research projects:

1. UGC Funded MRP on 'Development and Environment: Social and Economic Impact of

Development Induced Displacement- A Case Study of Calicut International Air Port’ by Mr. Abdu Razaque. P.M, PG Dept. of Economics.

2’. UGC Funded MRP on ‘Synergistic Effect of Antibiotics on different microorganisms’, by Mrs. Shiji Thomas, P.G Dept. of Microbiology.

3. UGC Funded MRP on ‘Cultural heritage of Kondotti: an enquiry, by- Mr. Kunhi Mohammed, Dept of West Asian Studies.

c) **Completed:** Nil

10. Patents generated, if any:

Nil

11. New collaborative research programme:

Nil

12. Research grants received from various agencies:

Category wise details of research grant are shown below.

Sl no	Name of the teacher	programme	Grant received
1	Mr TV. Zacaria	Substitute salary for PhD Under FIP Scheme (UGC)	270089
2.	Mr. KP. Prem Kumar	Substitute salary for PhD Under FIP Scheme (UGC)	111173
3.	Mr.V.Abdul Muneer	Substitute salary for PhD Under FIP Scheme (UGC)	241162
4.	Mr. AP.Ameendas	Substitute salary for PhD Under FIP Scheme (UGC)	241162
5	Dr Ayoob C.P	MRP(UGC)	10000
5	Mr.Kunhimammed	MRP(UGC)	32500
6	Mr TV. Zakariya	Contingency for PhD Under FIP Scheme (UGC)	15000

13. Details of research scholars:

The research Scholars in the college are

1. Mr. Premkumar K.P

Mr. Premkumar K.P is doing his research on ‘*Contemporary women Playwrights*’ under the supervision of Prof. M.V. Narayanan, Dept. of English, University of Calicut.

2. Mr. Ameen Das A.P

Mr. Ameen Das A.P is doing research on the topic ‘*Social History of Exiled Mappilas to Andaman Nicobar Islands*’ He is doing his research in Dept of History, University of Calicut under

Dr. K. Gopalan Kutty.

3. Mr. Zacaria.T.V

Mr..Zacaria.T.V is doing research on the topic ‘*Interface Between Trade Union and Environmental Movements in Kerala: Case Studies Of Mavoor and Plachimada Agitations*’ under the supervision of Prof Mussafir Assadi, Dept of Studies in Political Science, University of Mysore.

4. Mrs. Shiji Thomas

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.

5. Mr. Abdul Muneer V

Mr Abdul Muneer is pursuing 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 Prof. Sayeed Amjeed Ahamd, University of Calicut.

6. Ms. Jamsheela O

Ms. Jamsheela O, Assistant Professor in the department of Computer Science has joined for PhD. Programme under the guidance of Dr. G. Rajan, Associate Professor at Department of Computer Science, Kannur University. Her topic of research is ‘*Data Mining – EFAARM*’.

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

15. Honors/Awards to the faculty:

- ❖ Dr.V.P.Sakeer Hussain has been selected to the post of Project Officer for the 19th Common Wealth Games held at New Delhi in October 2010
- ❖ Prof. Muhammed Basheer Nalakath, Dept. of commerce continues to act as the Secretary, Kerala State Volley Ball Association.

16 . Internal resources generated:

Sl no	Source	Amount generated
1	Fee collection from self financing courses	5604750
2	Donations from the public	2200000
3	Donation from PTA	700000
	Total	8504750

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

Assistance/recognition: Nil

18. Community services:

- Shelter for needy program goes on
- Water Portability Testing Centre continues its services.
- NSS Volunteers participated in the massive blood donation camp at University of Calicut.
- Pain and palliative care unit of the college collected a sum of Rs 15000/- and handed over to Malappuram District Kidney Patients Welfare Society.

19. Teachers and officers newly recruited: Nil

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

21. Improvements in the library services:

- ❖ a new post of Library assistant was created and filled with the help of internally mobilized resources
- ❖ Six new shelves were purchased for reference section.
- ❖ Constructed a new reading room with a carpet area of 1000 Sq ft.

22. New books/journals subscribed and their value:

No of books	Value in Rupees
1107	507118

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

All departments have a system for student assessment of teachers. The ongoing project of making all class rooms equipped with ICT facilities is an impact of student evaluation on teachers.

24. Unit cost of education:

Unit cost of Education including salary is **42041/-**

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

- Computerized newly started Equal Opportunity Center
- Provided computers with Internet connectivity to newly started UGC Center
- Keep up LAN facilities

26. Increase in the infrastructural facilities.

The following are the major infrastructure developments carried out during the year 2010-‘11

- Renovated College main gate spending Rs.4. Lakh

- Extra beautification work at main Entrance spending Rs.3 Lakh
- Completed the construction of the Ladies Hostel spending Rs.16 lakh
- Purchased new class room furniture for an amount of Rs.3 lakh
- Renovated UGC coaching centre with reading corner and a seminar hall for conducting different coaching programmes.
- Reference books/ competitive examination question banks were purchased for the UGC centre.
- An assistant was appointed on fulltime basis for the smooth functioning of the centre.

27. Technology up gradation: Nil.

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

- Additional Internet connectivity to Departments of Business Administration and Commerce
- One day training on ‘ Data Mining’ for teachers was organized by Department of Computer Science
- Three day workshop on ‘Biological Data Mining’ was conducted to third semester Biochemistry, Biotechnology and Microbiology students by the Department of Computer Science and Biochemistry.

29. Financial aid to students:

The details of Financial aid to students are shown in the following table.

Sl. No.	Name of the Scholarship	Funding Agency	No. of Students benefited	Total amount
1.	Post Metric Scholarship	Directorate of Collegiate Education	127	2,38,760
2.	Muslim Girls students Scholarship	Directorate of Collegiate Education	62	3,40,000
3.	Central Sector Scholarship	Directorate of Collegiate Education	38	380000
4.	Hindi Scholarship.	Directorate of Collegiate Education	04	20,000
5.	Suvarna Jubilee Merit Scholarship	Directorate of Collegiate Education	36	360000
6.	Higher Education Scholarship	Higher Education Council	08	96000
7.	Students endowments	EMEA college Management/ Staff	12	7000

8.	Shihab Thangal Scholarship	EMEA college Staff /Management	25	1,00,000
9.	Students Aid Fund	Staff and Students	9	4500
10	Scholarship to the Children of Fishermen	Kerala Govt	1	5760

30. Support from the Alumni Association and its activities

- **Annual Alumni Meet:** Annual Meet Department of Biotechnology has conducted department a alumni meet Conducted at Jan-26-2011
- Orientation class for final degree students on the topic '*courses offered and admission procedures of Central universities*' on 8th December 2010.

31 Activities and support from the Parent-Teacher Association:

- Shihab Thangal Memorial PTA Scholarship was distributed to 25 selected worthy students. An amount of Rs 100000 was distributed.
- Spent an amount of Rs 50000 towards the salary of Guest faculty appointed to teach aid courses sanctioned without financial commitment to the Government of Kerala
- Class PTAs act as one of the effective monitoring mechanisms to improve the quality of teaching learning process.

32. Health services:

- Department of Microbiology and NSS units of the college have organized two separate blood group detection camp with a view to expand the blood donors directory
- NSS units of the College actively involved in the University level program for the preparation of Blood Group/Donors Directory.
- Blood group detection camp for the students of Al Hidayath Arabic College, Thurakkal, as part of community service program by College NSS units

33. Performance in sports activities:

- Winner, Calicut University and B Zone championship.
- Runner up , Calicut University Inter Collegiate Volley ball Tournament
- Winner, Malappuram Distict Senior Volley Ball Championship
- Winner, Malappuram Distict Junior Volley Ball Championship
- Winner, Malappuram Distict Youth Volley Ball Championship

- Mr Ajmaludheen selected to Calicut University Football team
- Mr Ajmaludheen won Gold Medal in Javelin throw in Calicut University Athletic Meet
- Mr Mashoodh won Gold Medal in Discuss throw in Calicut University Athletic Meet
- M/s. Abil Krishnan represented Kerala State in National Youth Volleyball Championship
- M/s. Abil Krishnan, Arshad. M, Gireesh Kumar selected to Calicut University Volley ball team

34. Incentives to outstanding sportspersons:

- Best Sports person Award.
- Sports hostel Facility for volley ball players
- Sports Quota.

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.	Ms. Fasna.KK	First Rank, BSc. Biochemistry
2.	Ms. Haseela K	First Rank, BA West Asian Studies
3.	Ms.Sumayya. A	Second Rank BA West Asian Studies
4.	Ms.Mursheeda. M	Third Rank BA West Asian Studies

36. Activities of the Guidance and Counseling unit:

- Motivation class - '*You can and you will*'. by Mr. N.V. Kabeer (Career Counsellor)
- The centre has selected a team of 50 civil service aspirants through a screening test(10 from the Campus and 40 from other colleges). The coaching classes on regular basis for the selected civil service aspirants are on all Saturdays.
- **Civil Service Orientation Camp:** A Civil Service Orientation Camp was held on 17th October 2010. M/s. E.T.Mohammed Basheer M.P. (Ex. Minister for Education), Anwar Ali IRS (Assist. Commissioner, Customs, Calicut International Airport) , Neeraj Kumar Gupta IPS (Superintendent of Police Calicut Rural), Venkadesapathy IAS (Assistant Collector , Kozhikkode), Debesh Behara IPS (Assistant Commissioner of Police , Calicut), Ashique Karattil IES (3rd rank holder IES Exam 2010) and Sethuraman IPS

(Superintend of Police Malappuram) led various sessions.

37. Placement services provided to students:

- Seminar on the topic ‘Facing Group Discussion, Interviews and Communication Skills’ on 9th October 2010 in association with IIKM (Indian Institute of Knowledge Management)
- A two day inter-active sessions on the topic ‘Motivation and Goal setting’ was held on 22nd and 23rd September 2010 for the first semester degree students. Mr. Majeed Muthedath led the sessions.

38. Development programmes for non-teaching staff:

- One day training programme on “Internet Browsing” was as conducted to Non-teaching staff by the Department of Computer Science.

39. Healthy practices of the institution

- Initiative by Alumni(those who are studying in Central Universities) in organizing orientation classes on the topic ‘ opportunities of higher studies in Central Universities’
- The Active involvement of Students in the successful implementation of Compulsory Social Service Scheme introduced by University of Calicut
- Successful management of tours programs for enhancing the rate of progression to nationally reputed centers of higher learning

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

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

- The book ‘Basic Mathematics for Economics, Business and Finance’ by Dr. E.K Ummer, Assistant Professor, P.G. Department of Economics has been accepted by Rutledge and expected to be published internationally next year.
- Following table illustrates other relevant events held during the year 2010-11

Sl No	Program	Organized by
1	Onam Celebrations	College Union
2	Theatre Workshop	College Union
3	Live Program by Radio Mango	College Union
4	Mehndi Fest	College Union
5	Career Orientation Camp	College Union
6	Photo Exhibition, Tourism Seminar, Elocution Competition	Tourism Club

	and tourism Quiz	
7	Three day Nature Study Camp at Silent Valley	Nature Club
8	Resource Mobilization worth Rs.5000/	Student Initiative in Palliative Care
9	Independence Day and Republic Day Celebrations	National Service Scheme
10	Community living Camp	National Service Scheme

Part-B

Action Plan for the year 2011-12

Main highlights of the action plan for the year 2011-12 are:

- Strive towards academic excellence
- Provide facilities for soft skill development
- Further Strengthen research and publication activities
- Organize National and Regional seminars/ workshops
- Inspire Students and teachers to make use of 'proximity to University of Calicut'.
- Make Equal Opportunity Center a place for promotion social justice
- Try for Complete IT literacy
- Further strengthen the learning resources

Criteria wise details of the action plan

1. Curricular Aspects

- Collect feedback from the students and teachers about the feasibility of newly introduced choice based credit semester system
- Provide proper council for choosing open courses offered by various departments
- Try to make Add on courses a regular program
- Provide more number of PG programs

2. Teaching- Learning- Evaluation

- Optimize the use of ICT facilities
- Optimize the use of learner centered methods
- Call upon teachers to consider student feedback as a major input in the process of preparing new plan(teaching) of action
- Class room Seminars be made more frequent

3. Research – Consultancy –Extension

- Shelter for needy be continued
- English classes given to the local school children be continued
- The habit of Blood donation be promoted

- The Services of Water Portability center under Department of Microbiology be extended to the adopted village
- Resources mobilization for the functioning of Student Initiative in Palliative care be held at regular interval
- Extend support for research work
- A committee for submitting proposals to UGC and other funding agency for Minor Research and Major Research Projects be organized

4. Infrastructure and Learning Resources

- Renovate IT Lab.
- Start the Construction work of College Auditorium.
- Start the Construction work of new building for central library
- Binding work of a minimum 1000 books be completed
- E learning resources be further reinforced
- Add 1500 new books in the Central Library
- College Stadium be renovated.

5. Student Support and Progression

- , Continue Civil Service foundation Course
- Continue the Caching classes for PSC Examinations.
- Continue the Caching classes for NET/SET
- The services of Alumni be utilized for giving orientation to final year students

6. Organization Governance and Leadership

- The activities of Staff Club be rejuvenated
- Separate Committees be formed for the purpose of preparing project proposals for UG Assistance
- The staff meetings held in the beginning and at the end of every academic year need to be made more comprehensive for discussing both the action and the action taken report.
- Faculty meeting of Departments which are offering UG/PG programs be made more systematic and fruitful.
- Joint meeting of Teaching Staff and Non Teaching Staff be convened at least once in every year

7. Innovative Practices

- Call upon the Student leadership to organize charity and relief work in connection with iftar meet.
- Mobilize Department Development fund from the parents
- College Union advanced a program 'Earn while you learn' for promoting work culture among the students