

STRATEGIC PLAN 2015-2025



EMEA COLLEGE OF
ARTS & SCIENCE

Affiliated to the University of Calicut | Re Accredited with A Grade by NAAC
Kondotty, Malappuram Kerala - 673638

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Vision: -To be a Centre of excellence in higher education, affordable to common man

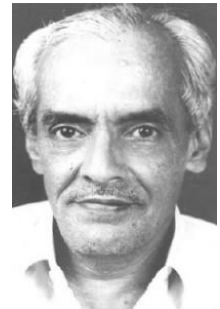
Mission: -Identifying and developing the talent of the youth and molding them into useful citizens with due emphasis on right character formation is the avowed mission of EMEA College. The fulfillment of this lofty goal is the basis of educational programs formulated and pursued by the institution

The Origin of the College

E.M.E.A. College of Arts and Science, Kondotti is fast emerging as a resourceful destination for higher studies in Malabar, spreading the fragrance of education in the society. This college is affiliated to University of Calicut. The college offers up-to-date, advanced and job-oriented courses in the vast expanding horizon of humanities, science and technology. The college is situated at Kumminiparamba in Kondotti, 6 KMs away from Calicut University, 2 KMs from Calicut International Airport, 18 KMs from Feroke Railway Station, and 32 KMs from Calicut City; with a congenial atmosphere for academic pursuits. The place is ideally suited for the growth and development of educational institutions for higher learning. The institution aims at the overall development of this backward area of Kerala by opening new vistas of opportunities to the future generations, without any discrimination against caste, creed, sex or color. The college is run by Ernad Muslim Educational Association, which was formed with the objective of establishing a chain of educational institutions and cultural centres to cater to the needs of educationally and culturally backward section of the community. The college is a stepping stone to realize the objectives envisaged by the Association. Established on 1st November 1982 as a junior college, it flourished as a post graduate college today

Ernad Muslim Educational Association was formed with the objective of establishing a chain of educational institutions and cultural centres to cater to the needs of educationally and culturally backward sections of the community. The EMEA College, established in 1982-83, was the beginning towards the march for the realization of this objective. With a congenial atmosphere for academic pursuits the place is ideally suited for the growth and development of an institution for higher learning. Far from madding crowd's, ignoble strives, this institution aims at the overall development of this backward area of Kerala by opening new vistas of opportunities to the coming generations without any discrimination against caste, creed, sex or color. The college is run by an elected body of the Ernad Muslim Educational Association, and is named after the Association, the



Founders*C.H. Mohammed Koya Saheb**Panakkad Sayeed Mohammedali**Jb. P. Seethi Haji**Jb. K. Avakaderkutty Naha Shihab Thangal Sahib**Jb. NV Ibrahim Master**CP Kunhalikutty Key**K. Ahamed alias Bappu**(Arimbra Bappu)*

1982	:	Pre-degree III & IV Groups
1991	:	B.A. Economics
1993	:	B. Com Cooperation
1995	:	M.A. Economics
1998	:	B.A. English
1999	:	B.Sc. Microbiology
2001	:	B.A. West Asian Studies
2001	:	B.Sc. Computer Science
2002	:	B.Sc. Biotechnology
2002	:	M.Sc. Microbiology
2004	:	B.Sc. Biochemistry
2004	:	B.B.A.
2013	:	B. Com with Computer Application
2013	:	M.Com (Finance)
2013	:	M.A. English
2013	:	M.A. History

The Present

EMEA College: StatusQuo

EMEA college There are 1288 students and offers 10 UG and 5 PG programmes affiliated to the University, of which 3 UG and 3 PG programmes are self-financed.

on the rolls of which majority hails from a relatively poor socio- economic background. According to a report prepared by IQAC, almost 95% of students are from rural areas which includes 15 % SC/ST categories, and 83 % other backward castes (OBC). Women constitute 60 % of the total enrollment. There are 70 teaching positions in the institution of which 37 are permanent and 33 created by management for teaching self financing programmes. There are 10 teachers with P.hD, 12 with M.Phil and remaining with PG as the highest qualification. 41% of the permanent faculty has published works including books and research articles.



Courses Offered

UG Programmes

- ✓ B.A English
- ✓ B.A West Asian Studies
- ✓ B.A. Economics
- ✓ B. Com with Co operation
- ✓ B. Com with Computer Application
- ✓ B.Sc. Biochemistry (SF)
- ✓ B.Sc. Biotechnology (SF)
- ✓ B.Sc. Computer Science
- ✓ B.Sc. Microbiology
- ✓ Bachelor of Business Administration (SF)

PG Programmes

- ✓ M.A Economics
- ✓ M.A English (SF)
- ✓ M.Com
- ✓ M.Sc. Microbiology (SF)
- ✓ MA History (SF)

Research Programmes

- ✓ Ph.D. in Economics

Internal Quality Assurance Cell (IQAC)

An Internal Quality Assurance Cell (IQAC) functions under the department of Economics. In order to advance the quality of education in higher educational centres, the National Assessment and Accreditation Council (NAAC) has proposed all accredited higher educational institutions to form Internal Quality Assurance Cells (IQAC) to monitor the quality improvement initiatives of the institution. This is to ensure that the long-term objectives of the institution are fulfilled in a time-bound manner.



Our Highlights

- OUR PRIORITIES: In the next TEN years, our College will:
 - Develop, grow, sustain, and evaluate new and ongoing strategic initiatives that serve College and University missions and advance the College's vision.
 - Teach, create, conduct research, and serve the College and University in spaces that support and enhance exemplary work and multidisciplinary community.
 - Provide the best preparation, the greatest intellectual challenge, the most intellectually satisfying opportunities, and the highest quality experience, to an increasing number of undergraduate students.
 - Re-envision our research enterprise and the future of graduate education so as to provide infrastructure, support, and resources that advance our vision to be a national and international prime mover of discovery, innovation, and creativity.
 - Foster the kind of community that attracts the attention of scholars, teachers, researchers, and staff from across the globe and that supports our current members as they develop, thrive, and work to achieve College and University missions.
 - The institution tries to inculcate social and environmental responsibility through its
- **Healthy Practices**
 - ✓ **Learn with Nature**
 - ✓ **Campus Community Connect**
 - ✓ **Connecting through Computer**
 - ✓ **Learning unlimited**
- The Government approved, various extension and outreach programmes of Campus - Community Connect as well as active participation in NSS, NCC, Community Aided Sponsorship Programme (CASP), Women Development Cell, Nature and Boomithra club.



The Strategic Plan for 2015- 2025 identifies three core areas of development for the Institution: -

- Improving Teaching Learning Experience in Campus.
- Strengthening the Research domains of the College.
- Extending the Social work domains of the College.

For giving light to this vision the three main goals are subdivided further for more clarity and to make the achievement of this vision much easier. The standards are:

- | | |
|----------------------|---|
| ❖ <i>Standard 1:</i> | Governance and Administration |
| ❖ <i>Standard 2:</i> | Learning & Teaching |
| ❖ <i>Standard 3:</i> | Student Services |
| ❖ <i>Standard 4:</i> | Learning Resources |
| ❖ <i>Standard 5:</i> | Facilities and Equipment |
| ❖ <i>Standard 6:</i> | Financial Planning & Management |
| ❖ <i>Standard 7:</i> | Staffing & Employment Procedures |
| ❖ <i>Standard 8:</i> | Research |
| ❖ <i>Standard 9:</i> | Community Relationships |



COLLEGE STRATEGIC PLAN 2015-2025

<u>Standards</u>	<u>College Goals</u>	<u>Sub-Goals</u>	<u>Strategies</u>	<u>Implementation Steps</u>	<u>Achieved By</u>	<u>Responsibility</u>	<u>Indicators/Evidence</u>
Standard 1: Governance and Administration	“achieve excellence in governance and administration”	1.1 Achieve efficient operation of the College Board	1.1.1 Ensure that the College Board meets regularly	Regular College Board meetings in the 2015-2025 academic year		Board of Directors	<ul style="list-style-type: none"> ➤ College Board minutes ➤ Outcomes of the meeting
		1.2 Roles and responsibilities of individual staff in the College clearly set out	1.2.1 Provide an organization chart for each department, setting out line management responsibilities	Clear and comprehensive organization chart available in the Internal Quality Assurance Cell (IQAC), along with staff roles and responsibilities		Principal, IQAC, HOD of each department	<ul style="list-style-type: none"> ➤ Up to date and comprehensive chart in IQAC ➤ Staff roles and responsibilities for each department set out by HOD
		1.3 Establish an annual cycle of review, formal discussion and action planning to improve quality	1.3.1 Require an annual self-assessment report from units/departments covering all areas of College activity	Reports received by the Principal, discussed in the College Board, and action plans written		Principal, IQAC, HOD of each department	<ul style="list-style-type: none"> ➤ Discussion of the reports in College Board minutes ➤ Action Plan based on reports
		1.4 Ensure that information is accessible for all College stakeholders	1.4.1 Make all plans, regulations and policies available on the College intranet	College intranet site provides user-friendly access to all relevant documents		Principal, IQAC, HOD of each department	<ul style="list-style-type: none"> ➤ Well-designed intranet site ➤ Relevant documents accessible ➤ Feedback from stakeholders



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Standard 2: Learning & Teaching	“Offer to all students high quality teaching and learning opportunities in line with the requirements of the labor market, so as to provide society with graduates who are skilled, knowledgeable, confident and capable problem-solvers”	2.1 Promote and reward excellent teaching	2.1.1 Hold in-College events to stimulate sharing of best practice in teaching, learning and assessment and ensure that excellent teaching is one avenue to promotion	Several events held in each academic year Student feedback and other evidence of teaching excellence is taken into account and appropriate action taken		Principal HOD	<ul style="list-style-type: none"> ➤ Handouts, PowerPoint slides and other visual aids from the events ➤ Student feedback and other evidence of teaching quality held on file for each lecturer ➤ Analysis of results showing outcome-wise Performance of students
			2.1.2 Put in place a system of feedback on teaching	Teaching feedback procedures fully operational		HOD	<ul style="list-style-type: none"> ➤ Documentary evidence of feedback on teaching
		2.2 Improve the quality of academic staff recruited to the College	2.2.1 Set recruitment targets annually; support newly-recruited staff through induction	Academic quality of specialist teaching staff is improved annually, and an induction programme helps new staff to do their jobs effectively from an early stage		Principal HOD	<ul style="list-style-type: none"> ➤ Calculated percentage of academic staff with relevant Master’s degree or above ➤ Staff induction procedures in IQAC ➤ Evidence of induction programmes in all departments



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		2.3 Put in place mechanisms for programme development and review, with annual action planning	2.3.1 Review course documents annually	Course descriptions include clear learning outcomes		Principal HOD	➤ Course descriptions
			2.3.2 Actively support student learning and systematically collect student feedback on the quality of the learning experience	Put into practice a system of tutorials and academic counseling to monitor and support each student's learning Design and put into practice a questionnaire for student feedback on courses, programmes and learning resources			<ul style="list-style-type: none"> ➤ Tutorial system in operation ➤ Percentage of students attending tutorials ➤ Student survey available and up to date ➤ Data collated, discussed in committees and acted on ➤ Feedback scores
			2.3.3 Collect employer feedback on the quality of graduates, and track students after graduation	Design and put into practice a questionnaire for employer feedback on graduates they employ (skills, knowledge)			<ul style="list-style-type: none"> ➤ Employer survey available ➤ Data collated, discussed in College committees and acted on ➤ Feedback scores
			2.3.4 Benchmark learning quality with other similar institutions in the region	Data exchange on teaching/learning agreed with at least one similar institution			<ul style="list-style-type: none"> ➤ Memorandum of Understanding with the institution concerned



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Standard 3: Student Services	“Provide first-rate services to students”	3.1 Set up effective channels of communication between students and the class mentors, and keep students fully informed	3.1.1 Provide a monthly opportunity for students to raise issues on matters such as accommodation, student discipline and so on	A one-hour session (once a month) for students to visit the Student mentors		Principal HOD	<ul style="list-style-type: none"> ➤ Minutes and action points noted at the monthly meetings ➤ Measures of student satisfaction
			3.1.2 Produce a comprehensive Student Handbook giving full details on registration, disciplinary matters, medical services, health and safety, student counseling, social matters, sports, and all other student-related matters	Update and make available the Student Handbook in time for each new academic year		Principal HOD	<ul style="list-style-type: none"> ➤ Handbook available, comprehensive, up to date and given to all students ➤ Outcomes of student discipline cases ➤ Number of student appeals
		3.2 Regularly review and improve student services	3.2.1 Ensure that student services are reviewed annually and that students contribute ideas and feedback to stimulate improvements	Design and put into practice a questionnaire for student feedback on all student services		Principal HOD Chief Lab Assistant	<ul style="list-style-type: none"> ➤ Annual student survey carried out ➤ Data collated, discussed in committees and acted on
			3.2.2 Put into practice procedures for an annual cycle of review and improvement	Ensure that a clear and comprehensive annual self-assessment report on student services is compiled, discussed at College Board and actions identified		Principal HOD	<ul style="list-style-type: none"> ➤ Self-assessment report ➤ Board minutes ➤ Action plan



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Standard 4: Learning Resources	“Provide excellent learning resources for students, and encourage students to develop their skills”	4.1 Maintain, and constantly update and improve, resources supporting learning of transferable skills	4.1.1 Foster excellent IT skills and awareness among students	Annual improvement in the student : PC ratio in the College provide high-speed internet access		Principal HOD Computer lab Library	<ul style="list-style-type: none"> ➤ Calculated ratio of PCs per student ➤ Survey evidence of student satisfaction with IT resources ➤ Internet speed (Kbps) and accessibility
			4.1.2 Transform the College library into a Learning Resources Centre	Annual improvement in volumes/titles in the library; annual improvement in digital resources (such as CD ROMs) available; annual improvement in journals/e-journals available to students; learning resources available on the College library.		Principal HOD Librarian	<ul style="list-style-type: none"> ➤ Calculated ratio of books (volumes and titles) per student ➤ Catalogue of journals and e-journals ➤ Survey evidence of student satisfaction with Learning Resources Centre
			4.1.3 Ensure students have maximum access to learning resources	The Learning Resources Centre and computer labs are available to students normal teaching hours		Principal HOD	<ul style="list-style-type: none"> ➤ Opening times for Learning Resources Centre and computer labs
			4.1.4 Ensure learning resources meet learner needs	Staff-Student Committee meets regularly to discuss and upgrade		Principal HOD	<ul style="list-style-type: none"> ➤ Minutes of the Staff-Student Committee ➤ Surveys



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Standard 4: Learning Resources	“Provide excellent learning resources for students, and encourage students to develop their academic, vocational and social skills”		4.1.4 Ensure that staff in the Learning Resources Centre and computer labs are qualified to assist students	Recruit qualified staff and provide appropriate training to ensure active support is given to students		Principal HOD	<ul style="list-style-type: none"> ➤ Professionally qualified librarians and IT staff appointed ➤ These staff have received training in learning support
		4.2 Ensure that the Learning Resources Centre is efficiently run and maintained	4.2.1 Put in place efficient systems for the cataloguing and search/retrieval of learning resources	An appropriate and up to date library management information system is in place and is operated by staff who have received training		Principal HOD	<ul style="list-style-type: none"> ➤ Staff have received training



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Standard 5: Facilities and Equipment	“Ensure that College facilities are well managed, effectively used, and innovatively developed”	5.1 Put in place effective procedures for maintenance, replacement and upgrading of facilities	5.1.1 Conduct regular audits of classrooms, workshops, lecture theatres and library to check the need for replacement or repair of furniture, and redecoration or maintenance work	Conduct regular audits; Report findings to the Principal &HOD for Administration; take action on the basis of the reports; keep maintenance records up to date		Principal HOD for Administration & Financial Affairs	<ul style="list-style-type: none"> ➤ Audit reports/checklists ➤ Maintenance records ➤ Evidence of upgrading / new purchases ➤ Facilities budget records ➤ Replacement rate for IT equipment
			5.1.2 Ensure that all workshops and labs are assessed annually for adequacy of space, numbers of machinery, and need for upgrading	Produce an annual report on workshops leading to an action plan, implementation of improvements, and greater student access		Principal HOD Head of Departments	<ul style="list-style-type: none"> ➤ Annual calculation of the number of student hours (hours x students) in workshops/labs ➤ Survey evidence of student satisfaction with workshops/labs
		5.2 Achieve maximum efficiency in use of College space (classrooms, workshops, labs)	5.2.1 Ensure efficiency of use of classrooms, labs and workshops	All classrooms, labs and workshops used for a similar number of hours per week and per semester		Principal HOD & Administration & Financial Affairs	<ul style="list-style-type: none"> ➤ Data on use available in a standard format for all classrooms, labs and workshops
		5.3 Ensure that all lab equipment is well maintained and securely stored	5.3.1 Keep servicing records and serial numbers for all lab equipment	Servicing records kept on file by Head of departments.		Head of the departments	<ul style="list-style-type: none"> ➤ Up to date servicing records for hi-tech equipment ➤ Serial numbers of hi-tech equipment on file



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Standard 5: Facilities and Equipment	“Ensure that College facilities are well managed, effectively used, and imaginatively developed”		5.3.2 Put in place formal procedures for booking and returning hi-tech equipment	Signing in and signing out procedures implemented. Records of borrowing kept.		Head of the departments.	➤ Records of booking out and in of hi-tech equipment available and up to date
		5.4 Actively seek student feedback on the College’s facilities and equipment	5.4.1 Provide students with the opportunity to complete a survey once per year	Survey carried out; results collected; results discussed at College Board		Principal HOD Administration & Financial Affairs	<ul style="list-style-type: none"> ➤ Survey evidence of student satisfaction with facilities and equipment ➤ College Board minutes and action taken
		5.5 Ensure that the College’s facilities, equipment and work practices health and safety policy	5.5.1 Conduct regular inspections of facilities, equipment and work practices to ensure compliance	Inspections carried out; any recommendations for action formally reported to the Principal		Principal HOD, Administration & Financial Affairs	<ul style="list-style-type: none"> ➤ College health and safety policy and procedures in the IQAC <p>Documentary evidence of inspections and actions recommended to the Principal</p>



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Standard 6: Financial Planning & Management	“Ensure that financial planning and management reflects international good practice”	6.1 Make best use of existing financial resources and maximize College income from all sources	6.1.1 Ensure that the College Board advises And Principal on College planning and budget allocation	College Board discusses planning and budgetary issues and provides recommendations		Principal	<ul style="list-style-type: none"> ➤ Agenda and minutes of College Board meetings ➤ Annual budget reports
			6.1.2 Reduce long-term operating costs	Operating costs fall in real terms on a year by year basis		Principal HOD for Admin & Financial Affairs	<ul style="list-style-type: none"> ➤ College accounts
			6.1.3 Increase College income from sources such as fundraising and grants	Income from these sources increases year on year as a percentage of overall College income		Principal HOD for Administration & Financial Affairs	<ul style="list-style-type: none"> ➤ College accounts
			6.2 Put in place contingency plans to handle adverse circumstances	6.2.1 Risk management strategy drawn up and revised annually	Major risks identified and contingency plans drawn up		Principal



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Standard 7: Staffing & Employment Procedures	“Develop its staff, offering opportunities for professional and personal growth and development, (and) rewarding hard work”	7.1 Play a full role in the recruitment and retention of excellent specialist staff	7.1.1 Identify staff shortages promptly and accurately, and inform the management	Staff shortages identified promptly by HODs and then communicated by the Principal to the management		Principal , Heads of Departments	<ul style="list-style-type: none"> ➤ Itemized lists of staff shortages sent from HoDs to the Principal and then to the management ➤ Lists kept on file in the Principal’s office
			7.1.2 Produce clear College procedures for the periodic identification of staff shortages	Procedures set out in the IQAC and followed as a matter of routine		Principal for Admin & Financial Affairs	<ul style="list-style-type: none"> ➤ Procedures available in IQAC ➤ Documentary evidence from selection panels for interviews
			7.1.3 Ensure that new staff receive a full and formal induction on arrival	Induction policy and procedures set out in the IQAC and followed in day to day practice		Principal for Admin & Financial Affairs	<p>Policy and procedures available in IQAC</p> <ul style="list-style-type: none"> ➤ Newly appointed staff have received induction
		7.2 Put in place a staff appraisal system across the College	7.2.1 Produce clear and explicit procedures through which all staff are subject to regular appraisal	Procedures set out in the IQAC and routinely followed		Principal , Heads of Departments	<ul style="list-style-type: none"> ➤ Procedures available in IQAC ➤ Staff records



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Standard 7: Staffing & Employment Procedures	“Develop its staff, offering opportunities for professional and personal growth and development, (and) rewarding hard work”	7.3 Establish a Human Resource Development (HRD) strategy, focusing on staff development	7.3.1 Link staff appraisal to staff development	Appraisal of individual staff often leads to staff development opportunities		Principal , Heads of Departments	<ul style="list-style-type: none"> ➤ HRD strategy incorporated in the IQAC ➤ Documentary evidence of staff appraisal leading to staff development opportunities
			7.3.4 Reward excellent performance by all staff	Excellent performance by any member of staff (academic or non-academic) formally noted and commended by the Principal		Principal HOD	<ul style="list-style-type: none"> ➤ Letters of recommendation ➤ HRD records



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Standard 8: Research	“Achieve and sustain a national and regional reputation for excellence in technological and applied research and scholarly activity of benefit to scholars and society .	8.1 Ensure that research and other scholarly activity (such as consultancy) achieve strong emphasis	8.1.1 Set up a Research & Scholarly Activity Committee	Research & Scholarly Activity Committee set up, meeting regularly, and taking concrete actions		Principal	<ul style="list-style-type: none"> ➤ Minutes of the Research & Scholarly Activity Committee ➤ Research and Scholarly Activity undertaken by staff is logged annually
			8.1.2 Support staff who apply for external funding for research or consultancy	Staff pursuing external funding discuss with the Principal , draft a proposal, and forward to the university		Principal	<ul style="list-style-type: none"> ➤ College income from consultancy increases year on year ➤ Consultancy fees per full-time academic staff member



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Standard 9: Community Relationships	“Foster an open and fruitful relationship with public and private sector organizations and with the community at large”	9.1 Engage with local and regional communities through a marketing strategy encompassing both outreach and in-College events and activities	9.1.1 Set up a Marketing Unit reporting to the Principal for Administration & Financial Affairs	A functioning Marketing Unit established and staffed		Principal for Administration & Financial Affairs	<ul style="list-style-type: none"> ➤ Marketing Unit in place ➤ Records of activity by the Marketing Unit
			9.1.3 Draft a College marketing strategy and have this approved by College Board	College marketing strategy approved annually		Principal for Administration & Financial Affairs	<ul style="list-style-type: none"> ➤ Detailed and up to date College marketing strategy available
			9.1.3 Establish and maintain effective relationships with print and broadcast media	Increase annually the volume of positive media coverage of the College		Principal for Administration & Financial Affairs	<ul style="list-style-type: none"> ➤ Systematic monitoring of TV and radio output ➤ College coverage in print media kept on file
			9.1.4 Institute or strengthen College Open Days	College Open Day held annually		Principal Staff club	<ul style="list-style-type: none"> ➤ Estimates of numbers of people attending the Open Day ➤ Media coverage of the Open Day ➤ Participation of family members of staff



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Standard 9: Community Relationships	“Foster an open and fruitful relationship with public and private sector organizations and with the community at large”		9.1.5 Invite eminent speakers to College evening events and invite guests	At least one event held per semester		Principal Union advisor	<ul style="list-style-type: none"> ➤ Media coverage of the event ➤ College magazine donations
			9.1.6 Set up a programme for Principal to visit schools and companies to talk about the College	Programme set up and visits made		Principal	<ul style="list-style-type: none"> ➤ Calendar of visits made



THE MISSION ACCOMPLISHED

2015-2025

The College maintains a learner–centric environment conducive for quality education and student empowerment. Hundred percent transparency is ensured in the admission process since the college strictly adheres to the policies of the government and the affiliating university. Reservation for marginalized sections of the community and differently challenged candidates are also ensured. Due to the reputation gained by the college and the high percentage of results, there is 100% student enrolment in almost all disciplines. Students of the local community are able to gain admission in the college.

Academic Calendar and Examination Scheduled by the university are strictly followed by the college. Planning and execution of the teaching, learning and evaluation processes are done based on this. Remedial Coaching Classes for SC/ST, OBC, Minority and academically & financially backward students are floated on a regular basis. Scholar Support Program (SSP) and Walk with a Scholar (WWS) initiative of the Dept. of Collegiate Education are also ongoing to support the slow and the promising students respectively. The college is identified as a venue for ASAP, the state govt. initiative, to help develop soft skills in students. The Academic Excellence Committee oversees the programs for the better performance of the advanced and slow learners. Mentoring – Tutorial system provides personal and academic assistance. An active Principal’s Club is functioning in the college with the students of WWS and Advanced Learners.

An Advanced Learners Test (ALT) is conducted soon after the admission of the freshers to assess them, and an immersion module of one to two weeks is offered to them as a part of their integration into the college atmosphere. Ten percent of the selected students from the Advanced Learners are included in the Principal’s club. Most of the departments also conduct a Bridge Course for the new students at the UG level.

ICT is used extensively with timely upgradations in the teaching-learning processes. Many of the class-rooms are equipped with smart boards, and LCD projectors. Wi-Fi connectivity and library with INFLIBNET facility provide access to e-resources.



E-content development, MOOCs and other advanced, teaching learning techniques are also in use. Edmodo, Google classroom, WhatsApp discussion groups etc. are also used along with this.

Holistic development of the students is ensured through involvement in Seminars, Projects, Assignments, Discussions, Debates, interaction with eminent resource persons, entrepreneurs, industrialists etc. Addition of zero hour is implemented after regular classes for value added enrichment courses.

A team of qualified, competent and committed faculty and staff adds to the strength of the institution. Recruitment is on merit and as per the UGC, University and State government norms. The quality of the teaching-learning is monitored at the departmental and institutional levels through internal academic audit and evaluation by stakeholders. There is a structured feedback system with evaluation obtained from students by teachers and the Management, used for improving their teaching performances.

A separate Examination wing is functioning for better coordination & monitoring of internal and university examinations. The IQAC plays a vital role in quality enhancement of the teaching-learning-evaluation processes through timely directions, encouragements, monitoring and follow-ups. Feedback formats are designed, conducted and analyzed every year by the IQAC, as part of Academic audit. IQAC also monitors the use of ICT tools in teaching-learning and oversees peer-group teaching in classes.

Higher level research has become a major focus area in the institution. Promotion and development of research activities are coordinated by the R&D center.

The college has organized 56 seminars/workshops during the last four years out of which seven were UGC sponsored national Seminars. These seminars and workshops helped the institution encourage teachers and students to engage in the field of research work. The national seminars on Research Methodology with special focus on social science research and the workshop on Computation Techniques using SPSS, Minitab and Mathematica organized by the department of economics found to be appreciable.

Community development programs are undertaken by NSS, NCC, SIP, Home care unit, Red-Ribbon Club, Women Cell, Nature Club & BooMithra Sena, etc.



The college is situated adjacent to Calicut International Airport. It is a tranquil world in itself with its lush green and clean expanse, paved pathways, tall trees and colorful plants. Infrastructure facilities are excellent and comprise 40 well-furnished class rooms, 24 faculty chambers, 4 smart class rooms and a well equipped seminar hall. Well-equipped Audio-Visual Theatre with 350 seating capacity, science laboratories, language lab, computer labs, spacious auditorium, central library, basketball, Volley ball, football & Tennis courts, Herbal gardens, Historical museum, prayer room, counseling Centre, common room, ladies hostels, sports hostels, canteen, administrative wing etc. are some of the highlighted infrastructure facilities. Drinking water facility is provided on all floors of the main block.

There are 138 computer systems in the college which are LAN connected. High-speed internet is installed and 100% of the campus is Wi-Fi enabled. Generators for uninterrupted power supply and UPSs for power backup are also sufficient in number. All the departments are well-spaced with adequate facilities for the faculty. Laptops, LCD projectors, screens, net-connected computers are also provided.

The student support and progression activities of the college are in line with the institutional Vision & Mission. The programs offered and the facilities available to the students are detailed in the college calendar and website.

The academic support activities are coordinated by the Academic Excellence Cell. Remedial coaching classes, tutorial mentoring sessions, peer group teaching, WWS for the advanced learners, SSP for the slow learners, PTA meetings, Parent-Teacher-Student meets to discuss progress reports, motivational talks for slow and advanced learners, are regularly and effectively in practice.

Personality development programmes, talks, yoga classes, and enrichment certificate courses are offered to the students. Sports, Fine Arts & Culture Club, Debate Club, Literary Club, ED Club, College Union, Departmental Associations, NCC, NSS, Women Cell, Campus Community Connect, Nature Club, Value Education, Anti-Ragging Cell, Anti-Narcotics Cell, Redress Cell, Equity Cell, etc. function actively in the college. The College Volley Ball team is the Calicut university champions for the 18 consecutive years.



Entrepreneur Development Cell and ASAP provide guidance for students in self-employment and soft-skill development respectively. Training for competitive—examinations such as UGC-NET, Bank Tests, PSC tests are provided.

In addition, free scholarships and financial assistance are given to deserving students by the management and departments. Free hostel facilities, free career & progression coaching and free books & stationary are also made available to the financially backward students. Some of them are also given admission to programs in the management quota. Student of the year & Star of excellence awards are instituted in the college.

The institution provides university education in a secular atmosphere, and is open to all, irrespective of religion, caste or community. The university curriculum is supplemented with value-added, vocational enrichment courses at the insistence of the management. Financial assistance for infrastructure and ICT up gradation are provided by the management. The array of competent and caring Principals have contributed significantly to the quality augmentation of the institution.

The leadership of the institution is participatory and the governance and management, democratic. The institutional plans for the development are prepared annually and discussed in the Board of Management and the Faculty Council. In addition, the Principal's Council, the IQAC, the Heads of Departments, Faculty, Staff, Students, PTA, Alumnae, help in the effective planning and implementation of institutional policies. The AQAR preparation gives us an opportunity to evaluate and improve our functioning every year. Annual academic and non-academic administrative audit is done by the IQAC; feedbacks are collected from all stakeholders and analyses and incorporated for quality improvement. Professional development of the faculty and staff is ensured by providing training by experts in various fields.

The college conducts a performance appraisal system for faculty based on student's feedback, research, consultancy, and extension activities. The Teacher of the year award and The Researcher of the year award are instituted by the management for the faculty excellence annually. There are several welfare schemes implemented by the management for the faculty and Staff. The affiliating university also has been very supportive to the college. The college makes use of its budgetary provisions. Finance and Accounts Department, working under the supervision of the senior superintendent, administrative



control of the Principal, and headed by a Head Accountant , implements all tasks related to finance and accounting . Financial operations are regularly audited. The main source of income of the college is the funds from the UGC. Any deficit in the annual budget is met by the management.

The College has adopted a number of innovative and best practices, at the institutional and department levels, for quality improvement, student support & progression and green practice & biodiversity implementation.

Short term and long term measures for environment protection, conservation and sustenance include waste disposal, plastic eradication awareness campaigns, , plantation drives, cleaning exercise etc, are upheld by the institution.

A ‘Green–Water–Energy’ audit is conducted with professional assistance. The college is highly conscious of its responsibility to the society, and has constituted a ‘Campus–Community-Connect best practice, whereby efforts for educational, empowerment and philanthropic assistance, especially for the underprivileged of the nearby locality, are undertaken.

The institution’s commitment towards excellence continues in the post accreditation era. Online admissions, separate examination hall, updated ICT in class room applications, new student awards, etc. are some of the recent innovations. The institution strives to provide a learner-centric environment conducive for holistic and quality education of students through innovative, healthy and best practices.

The young students educated in the campus go out with a purpose to contribute to the society by doing justice to their profession, building ideal families, and molding a new generation with values. The institution rallies ahead in its onward journey leveraging on the blocks of high standards set by the founders.



ACTION PLAN

2015-2025

Clearly, great vision and mission statements are useless if not acted upon. Action plans are the engines that make strategic plans succeed. Creating detailed action plans that include what is to be done, who is accountable for it, and when it is due, is an ingredient commonly glossed over in strategic planning. The Action Plan of EMEA College of Arts and Science, Kondotti has been carefully crafted in order to fulfill the vision.

KEYWORDS

P – Planning

I – Implementing



SWOC Analysis



STRENGTHS

- The reputation gained through 37 years of academically-enriching, research-oriented, socially- relevant, value-based holistic education.
- Steady rise in performance and rating
- College with Potential for Excellence
- Best NSS officer
- Proactive management, dedicated faculties & staff and co-operating Students
- Peaceful, harmonious and tension free-campus
- High demand for all the programmes, impressive results and low dropout-ratio.
- ICT enabled curriculum delivery
- Infrastructure facilities at par with global requirements.

- Well equipped Auditorium
- Well- stocked Library
- Well-structured Tutorial-mentoring system
- Academic programmes enriched by certificate courses of vocational, value content.
- Learn with Nature program comprising Nature Club and Boomithra Sena for Eco-friendly practices
- Active Alumnae Association, and highly supportive PTA
- Research ambience enhanced by frequent Workshops, National and International Seminars
- Greater amount of academic flexibility.



STRENGTHS

- Effective feedback mechanism from all stakeholders
- An active IQAC committed to sustained quality enhancement
- Hostel facilities for girls and sports hostel
- Various awards for the college, Faculties & Students
- Healthy Teacher – Student relationship
- Well organized Staff Club
- Well-functioning Students Initiative in Palliative (SIP)
- Fully equipped audio-visual theater
- There is an AMC for maintenance of computer facility
- Well-functioning coaching centers (NET,UPSC,PSC)
- Socially committed management
- 40 Mb optical internet connectivity in all areas of the campus
- MOU with the government of Kerala on ASAP program



WEAKNESS

- Fully fledged interdisciplinary programs yet to begin
- Inadequate collaborative research, MOUs and linkages
- Inadequate entrepreneurship ventures by students
- Lack of convenient transport facility
- Poor record of campus placement
- Semi-urban locality, students from poor and less educated backgrounds
- Retirement of experienced faculty.



OPPORTUNITIES

- To try for autonomous status
- Consultancy to be developed into more income generating source
- Set up more research centres by elevating departments with PG programs
- UGC assistance for staff Quarters
- New Hostel for Boys
- To start more P G programmes, more add-on courses/enrichment programmes,



CHALLENGES

- Official red-tape slowing down implementation of decisions taken
- Governmental delay in the appointment of regular faculty leading to larger number of adhoc faculty
- Complete conversion into solar energy
- Availing students from other states and countries for enhanced diversity
- Integration of the fresh faculty into the culture and heritage of the institution
- Poor socio Economic background of students
- Excessive number of examination and consequent loss of effective working days
- The threat of displacement due to runway extension of Calicut international Airport.
- Discontinuation due to early marriage of girls.

