

EMEA COLLEGE OF ARTS AND SCIENCE KONDOTTI

P.O Kummniparamba, Pin 673638

Malppuram District, Kerala

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNUAL REPORT

2014-15

PREFACE

The Internal Quality Assurance Cell (IQAC) of EMEA College was established in June 2005 and has become an integral part of the institution's system and work towards realizing the goals of quality enhancement and sustenance. Over the years, the IQAC has developed a system for conscious, consistent and catalytic improvement in the performance of the college, evolved mechanisms and procedures for ensuring that the objectives of the IQAC as envisaged by NAAC are met and has made a significant and meaningful contribution towards channelizing efforts and measures towards academic excellence.

The IQAC of the College coordinates all quality-related activities by developing an organized methodology of documentation and internal communication. It works to enhance and integrate the various activities of the College and to ensure the adoption and dissemination of good practices. The IQAC spearheads the conduct of the internal and external Academic Audit of the departments, which promotes quality, accountability and transparency. Such Academic Audits foster healthy competition among departments and sharing of good practices.

IQAC developed an effective feedback system to facilitate the feedback process to monitor the quality and efficacy of the policies and processes of the institution. Main objectives of IQAC are;

- To coordinate quality oriented activities by developing an organized methodology of documentation and internal communication

- To integrate the activities of the College to ensure adoption and dissemination of good practices.
- To conduct internal and external Academic Audits of departments to promote quality, accountability and transparency.
- To maintain a system of feedback processes from stakeholders and after proper analysis recommends actions in the academic council.
- To prepare Annual Quality Assurance Report (AQAR) as per NAAC guidelines.
- To coordinate programmes that aim to advance the career prospects and career placement of faculty members.
- To organize special programmes for advanced learners and slow learners to suit their needs, motivate them and provide opportunities to explore options for growth.
- To initiate the integration of new methods of teaching, learning and evaluation, with special emphasis to information communication technology (ICT).
- To organize seminars and workshops on quality-related issues/themes and thus promote a culture of quality in all areas and activities of the College.
- To promote alumni chapters/ associations and channelize their contributions towards the quality oriented projects
- To organize faculty development programmes which facilitate resource sharing and promotion of research.
- Honoring the achievers of EMEA Family in different spheres.

MEMBERS

| Sl.No. | Name | Position |
|--------|------------------------------------|--------------------|
| 1. | Dr.Mohammed Rafeeq (Principal) | Chairman |
| 2. | Dr. T.V. Zacaria | Co-ordinator |
| 3. | Dr. Ibrahim Cholakkal | Joint Co-ordinator |
| 4. | Dr. Abdul Muneer.V | Joint Co-ordinator |
| 5. | Abdurazaque.PM | Joint Co-ordinator |
| 6. | Shabab.K.T | Joint Co-ordinator |
| 7. | Jb.C.P.Mohammed Kutty (Manager) | Member |
| 8. | Riyad.AM | Member |
| 9. | Lalith.S | Member |
| 10. | Muthukoya Thangal (Superintendent) | Member |
| 11. | College Union Chairman | Member |

Major Quality Initiatives

1. General guidelines for Preparation and submission of RAR (Cycle 2)
2. General guidelines for Preparations for Peer Team Visit

3. Professional development programs to teaching staff in connection with preparation and presentation of documents before NAAC on 17.6.2014
4. Administrative development programs to non-teaching staff in connection with preparation and presentation of documents before NAAC on 19-09-2014
5. Professional development programs to teaching staff in connection with preparation and presentation of documents before NAAC on 9.10.2014
6. Professional development programs to teaching staff in connection with preparation and presentation of documents before NAAC on 15.10.2014
7. Professional development programs to teaching staff in connection with preparation and presentation of documents before NAAC on 16.10.2014
8. Mock visit (Cycle 2 NAAC Visit) on 06/09/2014
9. Conduct of feedback surveys among various stakeholders and Analysis of feedback reports (March-April 2015)

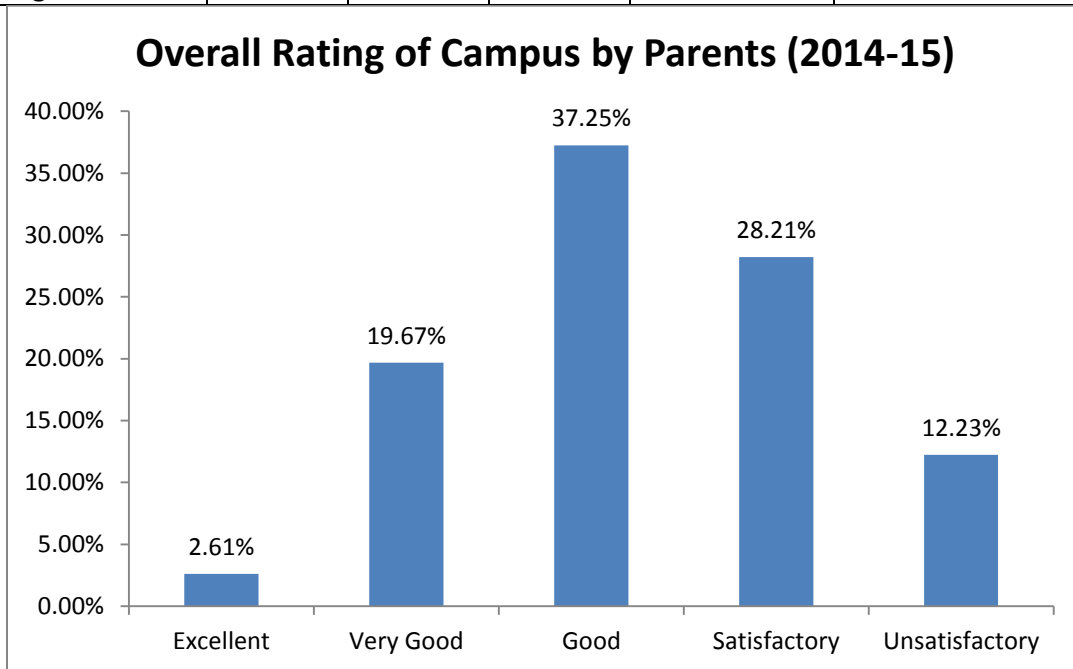
Specimen Report
EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTI

ANALYSIS OF CAMPUS RATING BY PARENTS

Semester/Term/Year: Parents of Final Year UG and PG Students 2014-15

| SL.NO | AREA | Excellent (5) | VERY GOOD (4) | GOOD (3) | SATISFACTORY (2) | UNSATISFACTORY (1) | Total Parents Participated |
|-------|-----------------------------------------|------------------|---------------------|-------------|---------------------|-----------------------|----------------------------------|
| 1 | Status of Physical Facilities on Campus | 20 | 47 | 168 | 120 | 29 | 384 |
| 2 | Teaching and Academic Standard | 13 | 29 | 140 | 190 | 12 | 384 |
| 3 | Administrative Office | 10 | 30 | 164 | 166 | 14 | 384 |
| 4 | Library Facilities | 38 | 12 | 100 | 146 | 88 | 384 |
| 5 | Canteen | 29 | 30 | 100 | 130 | 95 | 384 |
| 6 | Lab facilities | 12 | 48 | 127 | 148 | 49 | 384 |
| 7 | Internet facilities | 2 | 16 | 126 | 102 | 138 | 384 |
| 8 | Hostel Facilities | 8 | 22 | 176 | 103 | 75 | 384 |
| 9 | Teacher Quality | 7 | 185 | 160 | 12 | 20 | 384 |
| 10 | Conveyance Facilities | 8 | 3 | 90 | 176 | 107 | 384 |
| 11 | Career Guidance | 2 | 87 | 187 | 86 | 22 | 384 |
| 12 | Counseling facilities | 8 | 67 | 145 | 142 | 22 | 384 |
| 13 | Anti-ragging Mechanism | 7 | 113 | 132 | 86 | 46 | 384 |
| 14 | College union | 6 | 85 | 140 | 123 | 30 | 384 |
| 15 | Drinking water facilities | 7 | 20 | 80 | 178 | 99 | 384 |
| 16 | Toilet facilities | 8 | 87 | 181 | 65 | 43 | 384 |
| 17 | Scholarship facilities | 5 | 190 | 123 | 42 | 24 | 384 |
| 18 | Fee concession | 6 | 170 | 153 | 43 | 12 | 384 |
| 19 | Status of Management activities | 4 | 65 | 176 | 130 | 9 | 384 |
| 20 | Club activities | 8 | 156 | 130 | 76 | 14 | 384 |
| 21 | Internal Assessment | 5 | 176 | 129 | 60 | 14 | 384 |
| 22 | physical Education | 10 | 30 | 187 | 98 | 59 | 384 |

| | | | | | | | |
|----|----------------|-----------------|-----------------|-----------------|-----------------|-----------|------------|
| 23 | Overall Status | 8 | 70 | 176 | 70 | 60 | 384 |
| | Average | 10.04348 | 75.56522 | 143.0435 | 108.3478 | 47 | 384 |



Specimen Report

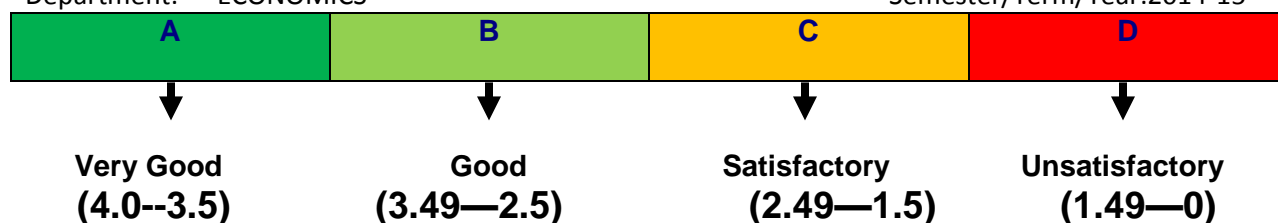
E.M.E.A. COLLEGE OF ARTS AND SCIENCE, KONDOTTY

STUDENT FEEDBACK ON COURSES (1 MINIMU AND 4 MAXIMUM)

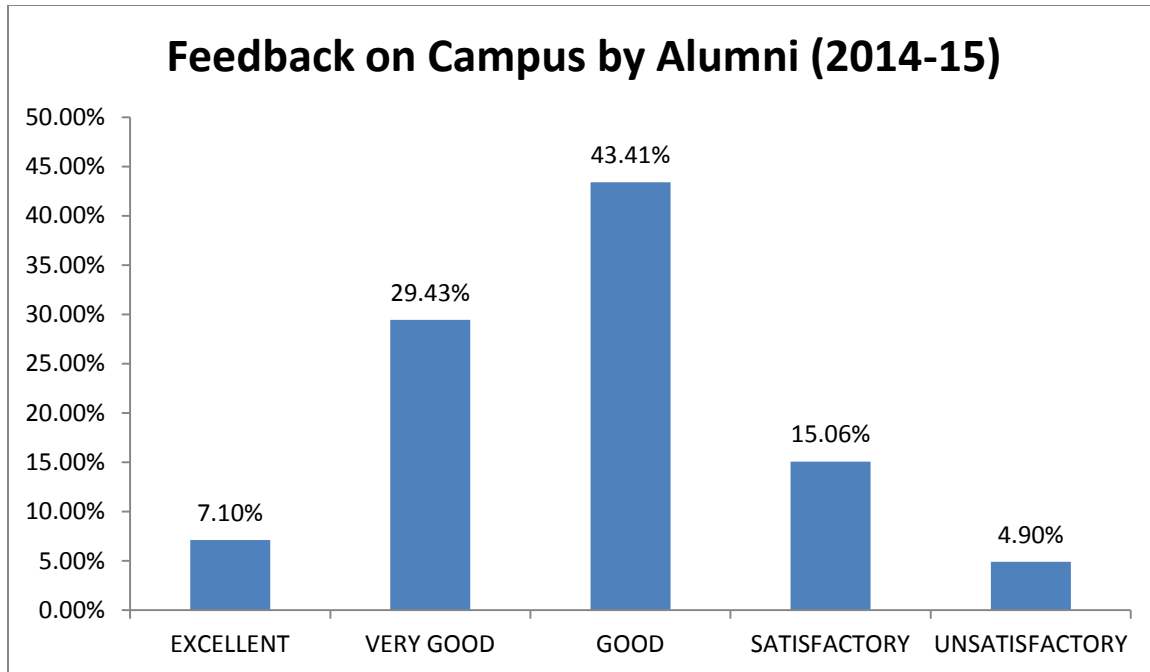
Programme: BA ECONOMICS THIRD YEAR (V SEMESTER)

Department: ECONOMICS

Semester/Term/Year:2014-15



| SI.NO. | STUDENT FEEDBACK ON COURSES (1 MINIMUM & 4 MAXIMUM) | Development Economics | Public Finance | Kerala Economy | Computer Application | Project | Open Course |
|-------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------|------------------------|-------------------------|------------------------|--------------------------------|
| 1 | Depth of the course Content including project work if any | 3.4 | 3.4 | 3.8 | 3.4 | 3.2 | 2.0 |
| 2 | Extent of coverage of Course | 3.7 | 3.6 | 2.9 | 3.5 | 3.4 | 3.2 |
| 3 | Applicability/relevance to real life situation | 3.4 | 3.5 | 3.4 | 3.2 | 3.4 | 1.2 |
| 4 | Learning value (in terms of knowledge, concept, manual skills, analytical abilities and broadening perspectives) | 3.5 | 2.9 | 3.9 | 2.7 | 3.6 | 2.3 |
| 5 | Clarity and relevance of textual reading materials | 3.2 | 3.2 | 2.5 | 3.4 | 2.3 | 2.2 |
| 6 | Relevance of additional source material (Library) | 3.6 | 3.7 | 3.5 | 3.8 | 3.5 | 2.2 |
| 7 | Extent of effort required by students | 3.4 | 3.5 | 3.6 | 2.4 | 3.4 | 1.2 |
| 8 | Overall rating | 3.4 | 3.6 | 2.4 | 2.5 | 3.2 | 3.4 |
| Total Average | | 3.45 (GOOD) | 3.42 (GOOD) | 3.25 (GOOD) | 3.11 (GOOD) | 3.25 (GOOD) | 2.21 (SATISFACTORY) |
| OVER ALL AVERAGE | | 3.11 (GOOD) | | | | | |



NAAC Peer Team Members Interact with Members of College Management Committee



Administrative office



College Library

Department of Business Administrations



Cultural Events





A handwritten signature in blue ink, appearing to read "S. S. S.", is positioned above the typed name.

Co-ordinator

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