

EMEA COLLEGE OF ARTS AND SCIENCE KONDOTTI

P.O Kummniparamba, Pin 673638

Malppuram District, Kerala

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNUAL REPORT

2015-16

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.	Mohammed Palaengara (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

As step to improve internal quality, the IQAC conceived a plan of action for the next five years. The document prepared by IQAC and approved by the management was circulated among the stake a holder is commonly known as **EMEA@2020**. Major quality initiatives incorporated in this document are:

1. Recommendation for constructing a well-furnished audio Visual Theatre
2. Recommendation for constructing a separate Commerce Block
3. Recommendation for constructing a separate Business Administration Block
4. Recommendation for constructing a New Canteen building

5. Recommendations for campus beatification Road renovation works
6. Recommendation for constructing library Annex
7. Recommendation for constructing Humanities Block
8. To make industrial Visits more effective
9. Institute Awards and recognition for faculty members
10. Construct a sports complex
11. Construct an open Air Theatre
12. Renovate Car Parking area for staff
13. Recommended to strengthen the evaluation system particularly campus evaluation and program evaluation
14. Strengthen the system for Rain Water Harvesting
15. Promote the use Solar energy
16. Strengthen Alumni Associations
17. Strengthen Teacher Evaluation system
18. Promote Research activities and faculty publication
19. Orientation to teaching staff to reinforce their three major roles; teaching role, research role and service role.
20. Orientation to teaching staff about mandatory duties at faculty and department levels
21. Orientation to stake holders about the key indicators in NAAC accreditations process.
22. Feedback collection Analysis
23. Professional Development Programme on EMEA@2020 for teaching staff on 15.9.2015

SUPPORTING DOCUMENTS FOR QUALITY INITIATIVES (EMEA @2010)

MAJOR INSTITUTION LEVEL PROJECTS

Humanities Block

The proposed Humanities Block will accommodate departments of Economics, English, History and West Asian Studies. This includes toilet attached department rooms, 12 UG lecture halls (6.5mX 8m size) 6 PG lecture halls (6.5mX6m size), Room for research Scholars, Seminar Hall (6.5mX 12m Size), Separate lecture halls for Arabic and Malayalam, separate toilet facilities for men and women in each floor



Library Annex

This project intends to expand the existing library facilities by providing separate area for stack room and Reference section (approximate area: 400M2)



Informatics Centre

This is a multi-utility project to provide the following facilities

- A computer lab exclusively for the conduct of short term job oriented IT courses
- Reprographic facilities
- Pay and Use high speed Internet Browsing
- Co-operative Store



Business Administration Block

The main objective of this project is to make the UG department of Business Administration a booming location for ambitious students who wanted to find their place in the world of business. The new block will provide three well equipped class rooms (6.5mX 8m size) for UG programme, department room, toilet facilities, and Seminar hall (6.5mX 12m Size).



MAJOR INSTITUTION LEVEL PROJECTS

Sports Complex

To supplement the existing facilities for sports and games the college is planning to provide the following amenities

- Department Room
- Basketball court
- Tennis Court
- Fitness Centre
- New Sports Hostel



Campus Beautification

- Fly-over to college canteen
- Road (7m width) connectivity to Sports Hostel(Main Gate---Sports Hostel(Via College Canteen)
- Support wall and expansion to Herbal Garden



Open Air Theatre



Car Parking area for Staff



Department Level Activities

- Systematic and periodic department meetings
- Proper distribution of duties among faculty members
- Preparation of annual reports
- Bridge Courses for the newly enrolled students
- Collection and analysis of External Examination Results
- Proper monitoring of progression to higher studies / employment
- Special programmes for advanced learners
- Special remedial coaching for slow learners
- Special support to students at the risk of drop outs
- Effective advisory scheme
- Well-functioning department alumni



Department Level Activities



- Organise coaching for NET/SETS and other qualifying examinations
- Organise Study tours/Industrial Visit
- Organise extensions works in adopted village
- Encourage students to engage in social works
- Make project works more effective
- Encourage students to visit and use central library
- Encourage students and faculty to take membership in CHMM Central library, University of Calicut
- Encourage the habit of e-learning
- Apply regularly for UGC assistance for Seminars / workshops/MRP/etc.
- Encourage teachers to publish in academic forums
- Encourage teachers to participate in national and international seminars and workshops
- Increase participation in training /orientation/ refreshers programmes

Faculty Level activities

College and university faculty members mainly undertake research, teaching, and service roles to carry out the academic work of their respective institutions. Each of these roles enables them to generate and disseminate knowledge to peers, students, and external audiences.

THE TEACHING ROLE

The teaching role of faculty members reflects their centrality in addressing the primary educational mission among colleges and universities. As faculty members teach, they disseminate and impart basic or applied knowledge to students and assist students with the learning process and applying the knowledge. In this construction of the teaching role, the teacher is the content expert, and students are regarded as learners or novices to the academic discipline or field of study. Faculty members are expected to follow developments in the field so their expertise and knowledge base remain current.



THE RESEARCH ROLE

Realizing the structural limitations of affiliated colleges in pursuing full time research we try our best to see our faculty members with active research agendas and involvement in their disciplinary communities. It will make them more cosmopolitan in orientation, with stronger allegiances and loyalties to their area of specialization.



THE SERVICE ROLE



Institutional service performed by faculty members includes serving on internal committees and advisory boards, mentoring and advising students, and assuming part-time administrative appointments as program or unit leaders. The performance of various support facilities such as clubs, associations or centres is mainly depended on the quality of leadership served by the faculty members.

Faculty Level activities

Proper upkeep of records and documents is another important responsibility of faculty members. Following are the main records to be kept and maintained by faculty members at individual level.

- Nominal Roll
- Attendance records
- Time Table
- Mark List(s) of internal and external examinations
- Sample Question Papers
- Details of extension lectures
- Details of Faculty Publications
- Syllabus
- Details of Class room seminars
- Details of Group discussions

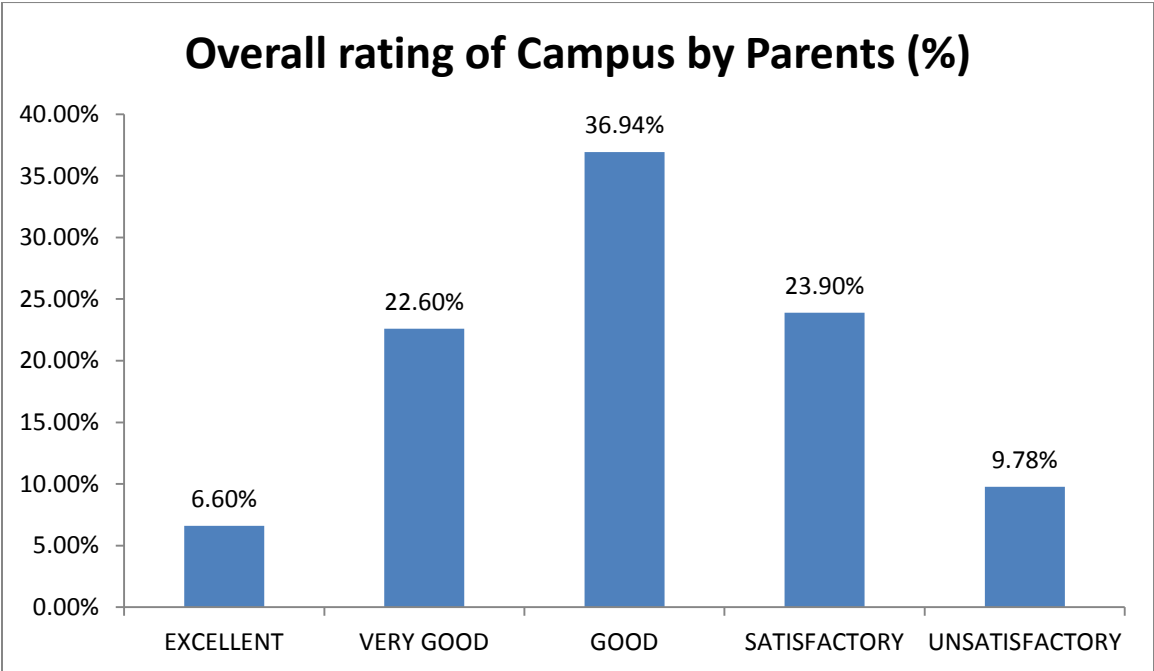
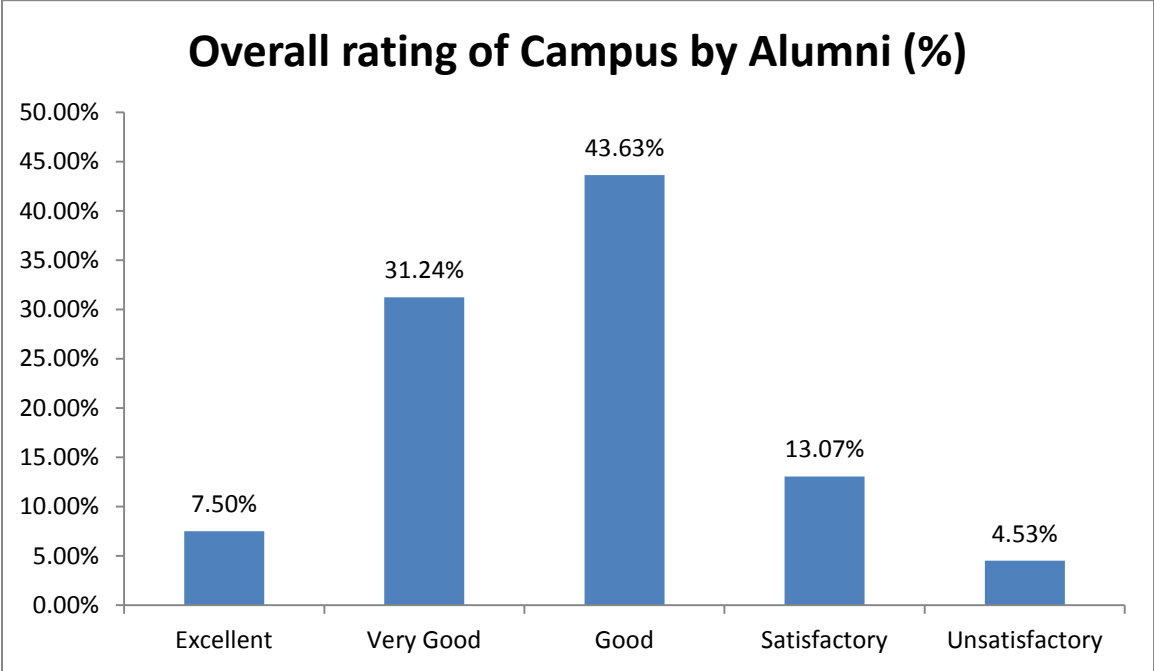


- Detailed Bio Data
- Details of MRP
- Details of Seminars/Workshops attended
- Details of Papers presented in Seminars/Workshops
- Details of Examination duty-Invigilation, Valuation(internal/external/theory/practical) and Question Paper Setting
- Details of Community Service(individual level)
- Details of Membership in Academic bodies
- Details of Membership in selection/inspection committees
- Details of Involvement in Social/Corporate leadership

**NAAC ACCREDITATION
KEY ASPECTS AND WEIGHTAGES**

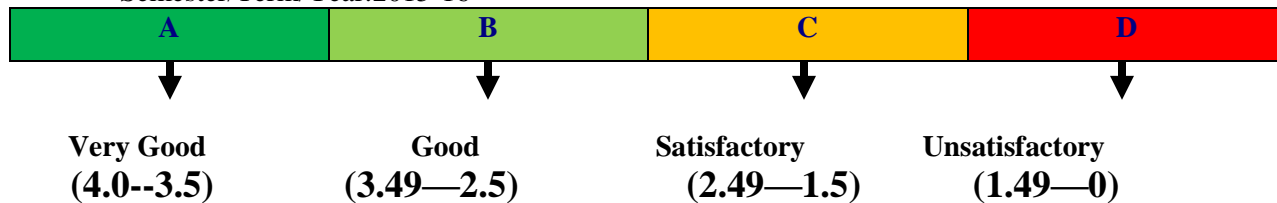
Criteria	Key Aspects	Universities	Autonomous Colleges	Affiliated Colleges
I. Curricular Aspects	1.1 Curriculum Design and Development	50	50	-----
	1.1 Curricular Planning and Implementation	-----	-----	20
	1.2 Academic Flexibility	50	50	30
	1.3 Curriculum Enrichment	30	30	30
	1.4 Feedback System	20	20	20
	TOTAL	150	150	100
II. Teaching-Learning and Evaluation	2.1 Student Enrolment and Profile	10	30	30
	2.2 Catering to Student Diversity	20	40	50
	2.3 Teaching-Learning Process	50	100	100
	2.4 Teacher Quality	50	60	80
	2.5 Evaluation Process and Reforms	40	30	50
	2.6 Student Performance and Learning Outcomes	30	40	40
	TOTAL	200	300	350
III. Research, Consultancy and Extension	3.1 Promotion of Research	20	20	20
	3.2 Resource Mobilization for Research	20	20	10
	3.3 Research Facilities	30	20	10
	3.4 Research Publications and Awards	100	20	20
	3.5 Consultancy	20	10	10
	3.6 Extension Activities and Institutional Social Responsibility	40	50	60
	3.7 Collaborations	20	10	20
	TOTAL	250	150	250
IV. Infrastructure and Learning Resources	4.1 Physical Facilities	30	30	30
	4.2 Library as a Learning Resource	20	20	20
	4.3 IT Infrastructure	30	30	30
	4.4 Maintenance of Campus Facilities	20	20	20
	TOTAL	100	100	100
V. Student Support and Progression	5.1 Student Mentoring and Support	40	40	50
	5.2 Student Progression	40	40	30
	5.3 Student Participation and Activities	20	20	20
	TOTAL	100	100	100
VI. Governance, Leadership and Management	6.1 Institutional Vision and Leadership	10	10	10
	6.2 Strategy Development and Deployment	10	10	10
	6.3 Faculty Empowerment Strategies	30	30	30
	6.4 Financial Management and Resource Mobilization	20	20	20
	6.5 Internal Quality Assurance System	30	30	30
	TOTAL	100	100	100
VII. Innovations and Best Practices	7.1 Environment Consciousness	30	30	30
	7.2 Innovations	30	30	30
	7.3 Best Practices	40	40	40
	TOTAL	100	100	100
	TOTAL	1000	1000	1000

Supporting Documents (Sample) for Feed Collection and Analysis



STUDENT FEEDBACK ON COURSES (1 MINIMU AND 4 MAXIMUM)
Programme: B Sc COMPUTER SCIENCE, THIRD YEAR (V SEMESTER)

Department: COMPUTER SCIENCE
Semester/Term/Year:2015-16



Sl.NO.	STUDENT FEEDBACK ON COURSES (1 MINIMUM & 4 MAXIMUM)	Java Programming	Web Programming Using PHP	Principles of Software Engineering	Programming in JAVA	Programming PHP	Open Course
1	Depth of the course Content including project work if any	3.3	3.5	3.2	3.2	3.2	2.3
2	Extent of coverage of Course	3.2	3.4	3.2	3.2	3.4	3.1
3	Applicability/relevance to real life situation	3.5	3.5	3.1	3.2	3.3	1.5
4	Learning value (in terms of knowledge, concept, manual skills, analytical abilities and broadening perspectives)	3.5	2.9	2.1	2.7	3.4	3.2
5	Clarity and relevance of textual reading materials	3.2	3.2	2.6	3.5	2.3	2.5
6	Relevance of additional source material (Library)	3.7	3.7	3.4	3.8	3.5	1.4
7	Extent of effort required by students	3.1	3.5	3.7	2.4	3.2	1.8
8	Overall rating	3.5	3.4	2.2	3.1	3.5	3.2
	Total Average	3.375 (Good)	3.3875 (Good)	2.9375 (Good)	3.1375 (Good)	3.225 (Good)	2.375 (Satisfac

Overall Average: 3.07291(Good)



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