

EMEA COLLEGE OF ARTS AND SCIENCE KONDOTTI

P.O Kummniparamba, Pin 673638

Malppuram District, Kerala

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNUAL REPORT

2017-18

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. MP Abdulla (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. Orientation Programme for Teaching Staff on AQAR and CAS 23rd March 2018
2. Alumni Awards Night 9th April 2018

EMEA College Declares its Alumni Awards: Dr. Ibrahim Cholakkal the Best Teacher



Internal Quality Assurance Cell of EMEA College declared its alumni awards. The selection was made out of the proposals submitted by various alumni chapters and departments of the college. Awards are given for the outstanding performance made by its alumni in varied fields like teaching, business, arts, sports, research, etc. The awards will be distributed in Applause 2018, a special ceremony organized by the college on 09 April 2018 at Audiovisual Theatre, college campus.

ALUMNI AWARD WINNERS



IbrahimCholakkal
Best Teacher



UAE Chapter
Best Alumni Chapter



Mr. UsmanPuthalath
Best Entrepreneur Award



Mr. BasheerPK
Best Artist Award



Mr. AnasEdathodika
Best Sportsperson Award



Dr. AnwarAzad
Best Researcher Award



Mr. SalmanuKK
Best Professional Award



Mr. C. A. Salam
Best Trainer Award



Mr. A. K. Abdurahman
Best Social Worker Award

3. Merit Evening and Release of EMEA News Bulletin 9th April 2018

ACHIEVEMENTS

Doctorate Awarded



Dr. Ibrahim Cholakkal
Assistant Professor
Dept. of Economics



Dr. Jamsheela O.
Assistant Professor
Dept. of Computer Science



Dr. Shiji Thomas
Assistant Professor
Department of Microbiology



Dr. PC Afsal
Assistant Professor
Dept. of English



Dr. Murshid Ahmed
Assistant Professor
Dept. of Arabic

NET Holders 2017-2018



Soumya T
Economics



Saleel Ahamed
Economics



Nusrath Kottekkadan
Economics



Sana Sha KK
Commerce



Fathima Safna E
Commerce



Dr. Abdul Muneer V

Assistant Professor of Journalism, Chairman, PG Board of Studies in Audiovisual Communication, University of Calicut, and Chairman, PG Board of Studies in Journalism and Mass Communication, Kannur University.



Dr. Abdulla MP

Executive Member of RUSA



Dr. Mohammed Haneefa P

Member, PG and UG Board of Studies in Social Work, and UG Board of Studies in Arabic, University of Calicut



Dr. Ibrahim Cholakkal

Member, PG and UG Board of Studies in Islamic Finance, University of Calicut



Mr. Roy PP

Member, Board of Studies in Journalism University of Calicut



Dr. Shiji Thomas

PG and UG Board of Studies in Microbiology, University of Calicut



Lt. Abdul Rasheed P

UG Board of English in Functional English, University of Calicut



Ms Dufaida KM

PG and UG Board of Studies in Microbiology, University of Calicut



Mr. Jahfar Odakkal

Member, UG Board of Studies in Islamic Studies, University of Calicut



EMEA
COLLEGE OF ARTS & SCIENCE

News Bulletin



Vol. 11 Issue 1

2017 - 2018



Snehasangamam **MEGA ALUMNI MEET 2K18**

The EMEA College of Arts and Science organized a rare event under the title Snehasangamam 2K18: Mega Alumni Meet. The Snehasangamam staged on 28 January 2018 was the culmination of numerous cultural and sports programmes organized by zonal, regional and pravaasi alumni committees at various places across the globe.

In the emotional and nostalgic huddle, as many as fifteen hundred alumni spanning of thirty five years made their presence. The function as well as cultural programmes of the alumni was attended by all the previous principals and college union executives. The gathering witnessed Batch Meets and Gurupooja, two soulful programmes of the event.



The function was inaugurated by Dr. MK Muneer, the deputy leader of opposition in the Kerala Assembly. Vice Chancellor of Calicut University, Dr. K Mohammed Basheer was one of the chief guests to the function to which the presence of the cine actor Tini Tom added glamour. The event was a great success at the able coordination of Mr. Firoz KT and the team alumni.



College NSS and NCC Win Prestigious State Awards

NSS and NCC units of the college won three prestigious state awards during the academic year. The NSS Unit was selected as the best unit and its coordinator Mr. Firoz KT as the best programme officer in the state. The unit also was titled with the best unit under the Calicut University zone. At the same time, NCC won the Chief Minister's Rolling Trophy for best institution of the state.



Mr. Firoz KT
receiving the Best NSS Programme
Officer Award from K. Muraleedharan, MLA



Lt. Abdul Rasheed P. NCC Program Coordinator
Receiving the Chief Minister's Rolling Trophy for the
Best Institution 2017 Award
on behalf of EMEA College NCC Unit

4. Orientation to the newly enrolled students under central library (10-6-2018)

An orientation programme for first year degree students were organized on the topic library usage and related matters. Four sessions of 120 students were arranged. A total of 480 students were attended.



5. PDP on Internal Quality on 25-10-2017

A professional training class was organized by IQAC for teaching staff on 25th October 2017. The programme was inaugurated by the principal. The training session was led by Dr. Babu.P.K, Principal MES College Mampad (Autonomous). 73 teaching staff were attended the session.



Lt. Abdul Rasheed (Staff Club Secretary) introducing Dr. BABU. P K (resource person)

6. MEGA ALUMNI MEET on 28-01-2018

IQAC in association with Alumni organized a mega alumni meet on 28th January 2018 in the Mahagani Park of college campus. Dr. Mohammed Basheer (Hon. Vice Chancellor, University of Calicut) inaugurated the function. 2400 alumni were gathered in the meet.



INAGURAL SESSION

Dr. Muhammed Basheer
,Hon.ice
Chancellor,University of
Alicut Inaugurates Mega
Alumni Meet held on 28th
January 2018



Sayyid Basheerali Shihab Thangal, Presedent of EMEA delivers Key note Address



Jb. P.K Bhasheer MLA
General Secratary,
EMEA

Glimpses of Mega Alumni Meet



7. ERACE 2018

ERACE 2018

(Efforts on Revamping Aided College Environment)

Four-Day Training Programme For Supervisory Staff in Private Aided Colleges

2018 April 08 to 11

Venue: EMEA College Kondotti

Organized by:

IQAC EMEA College Kondotti

In Association with

Deputy Directorate of Collegiate Education, Northern Region, Kozhikode and Kerala Aided College Superintendent's Council (KACSC)

REPORT

EMEA College IQAC in association with Deputy Directorate of Collegiate Education, Northern Region, Kozhikode and Kerala Aided College Superintendent's Council (KACSC) organized ERACE 2018 –a professional training programme for college office supervisory staff. The training programme was conducted from 8 to 11 April 2018 at Audio Visual Theatre, EMEA College.

This training programme aims to improve the efficiency in administration of office in accordance with the changes in higher education and to disseminate the services of the office in correct and easy way.

Inaugural Session

The training programme was presided by Smt. M.S.Jaya IAS (Director Collegiate Education, Thiruvananthapuram), inaugurated by Shri.P.K.Basheer MLA and Keynote address were delivered by Shri.M. Nandakumar IAS (Former Director, Collegiate Education, Kerala). Shri Safarulla (General Secretary, Kerala Aided College Superintendent Council), Shri. C.P. Mohammed Kutty (Manager, EMEA College), Dr.M.P Abdulla (Principal, EMEA College), Prof. Girijadevi.P.K (Former ADC Vice President, Peace), Prof. Laila Das (Former ADC Executive Member, Peace), Shri. Abdul Majeed (President Superintendent Council), Shri. Babu.P.R (Treasurer, Superintendent Council), Shri. T.P. Ahammed Saleem (Vice President, Superintendent Council) and Shri. K.V. Anoopkumar (Course Director) were

spoke. 85 office staffs from different aided colleges under Deputy Directorate of Collegiate Education Kozhikode were attended the training programme.

After the inaugural session, an ice breaking session was led by Dr.C.N. balakrishnan (Principal, Devakiamma Teacher Education Centre, Chelembra).


Technical Sessions:

As part of the training programme, 13 technical sessions were organized on different topics: Gain PF, Interpersonal relation between superior Officer and Subordinates, Right to information, Being a Leader, Professional Excellence, Workload under Collegiate Education, Kerala service Rules, Service Matters under Collegiate Education Department, Office Finance Management including Audit issues and Store Purchase Rules. Department matters and UGC Fixation were the topics.

Course Evaluation and Valedictory Function


The course evaluation and valedictory session was inaugurated by Dr. Elsamma Joseph Arackal (Deputy Director, Collegiate Education, Kozhikode). Mr. K.V.Anoopkumar (Course Co-ordinator) did the course evaluation. Mr. Arul Das (Joint secretary, Superintendent's Council delivered vote of thanks.




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& SCIENCE, KONDOTTY
MALAPPURAM DT. 673 638

Appendix:

Programme Schedule



ERACE 2018
(Efforts on Revamping Aided College Environment)

Training Programmes

For Supervisory Staff in Private Aided Colleges

	Date
<p>10-11-2018 (Tuesday)</p> <p>Therapeutic Yoga Dr. Kishanadas (Chief Professor and Director Emeritus Vigna Kendra, Pondicherry) Break fast</p> <p>Session I "Professional Excellence" Mr. P. Sathulna (Vigna Kendra, GM, Director of Vigna Kendra) Tea Break</p> <p>Session II "Work Load under Collegiate Education" Mr. Abdul Rahman (Senior Superintendent EM Govt College, Kottayam) Lunch Break</p> <p>Session III "Kerala service Rules" Mr. Saseendran, P (JAC Faculty, PHE/Dir., Treasury Office) Tea Break</p> <p>Session IV "Kerala service Rules" Mr. Saseendran, P (JAC Faculty, PHE/Dir., Treasury Office)</p> <p>"PD Rules & Grade Fixation" Mr. Donald Rodrigues (PHE/Koovani Office, DICE, Kottayam)</p> <p>Session V "Service Matters Under Collegiate Education Department" Mr. Abul V (Accounts Officer, Deputy Director of Collegiate Education, Kottayam)</p> <p>Cultural Activities / Dinner</p>	<p>6.30 am to 7.30 am</p> <p>9 am to 11 am</p> <p>11 am to 11.15 am</p> <p>11.15 am to 1 pm</p> <p>1 pm to 2 pm</p> <p>2 pm to 3.15 pm</p> <p>3.15 pm to 3.30 pm</p> <p>3.30 pm to 5 pm</p>
<p>11-14-2018 (Wednesday)</p> <p>"Therapeutic Yoga" Dr. Kishanadas (Chief Professor and Deputy Director Vigna Kendra, Pondicherry)</p> <p>Session I "Office Finance Management including Audit Issues & Store Purchase Rule" Mr. Abdul Majid, J.P (JAC Faculty, Senior Deputy Director, Kerala State Aid Commission) Tea Break</p> <p>Session II "Spousal related problems & SMS" Mr. Muhammed A.P (Senior Clerk, District Social Welfare, Thrissur, Shree)</p> <p>Lunch Break</p> <p>Session III "Departmental Matters & UGC Franchise" Mr. K.V. Anoop Kumar (Junior Superintendent, Deputy Director of Collegiate Education, Kottayam)</p> <p>Tea Break</p> <p>"Course Evaluation & Validatory Function" Dr. Eshamma Joseph Arackal (Group Director of Collegiate Education, Kottayam)</p> <p>Mr. K.V Anoop Kumar (Senior Superintendent)</p> <p>Mr. Anil Das (JAC Secretary, Superintendent's Council)</p>	<p>6.30 am to 7.30 am</p> <p>9 am to 11 am</p> <p>11 am to 11.15 am</p> <p>11.15 am to 1 pm</p> <p>1 pm to 2 pm</p> <p>2 pm to 3.15 pm</p> <p>3.15 pm to 3.30 pm</p> <p>3.30 pm to 5 pm</p>

Organized by _____
Deputy Director of Collegiate Education, Northern Region, Kottayam
Kerala Aided College Superintendents' Council (KACSC)

With best compliments from _____
Principal and Education Administrators Consortium for Excellence (PEACE)

Venue

EMEA College Kondotty



ERACE 2018

[Efforts on Revamping Aided College Environment]

TRAINING PROGRAMME

For Supervisory Staff in Private Aided Colleges

CERTIFICATE

Certified that Sri/Smt *Abdurazgan P.M., Assistant Professor of Economics, ENEA College, Govt Registrat in Comm. Ha* has successfully completed the residential training programme

'ERACE 2018' (Efforts on Revamping Aided College Environment) held at E.M.E.A College, Kondotty from 08-04-2018 to 11-04-2018, jointly organised by the Deputy Directorate of Collegiate Education, Kozhikode, Kerala Aided College Superintendents Council & Principal and Education Administrators Consortium for Excellence.

Manoj
Dr. Elsamma Joseph Arackal
Deputy Director of Collegiate Education
North Zone, Kozhikode



AK
Sri. Anoop Kumar, KV
Course Co-ordinator
Junior Superintendant
(Deputy Directorate of Collegiate Education,
North Zone, Kozhikode)

11-04-2018



Yoga practicing under the directions of Dr. Krishnadas (Director of yoga Kendra Perinthalmanna)



Dr. Elsamma Joseph Arackal handing over the memento to C.P. Mohammed (College Manager)

Letter of Appreciation

11/4/2018

This Letter of appreciation is issued to the Internal Quality Assurance Cell (IQAC) of EMEA College of Arts And Science, Kondotti for jointly organizing 'ERACE 2018: Efforts on Revamping Aided College Environment' on 8-11 April 2018 at Audio Visual Hall, EMEA College Kondotti.




Deputy Director
Northern Region, Kozhikkode
Deputy Director of Collegiate Education
North Zone, Kozhikkode

10. Curriculum Feedback Analysis

Curriculum feedback procedures including its analysis were done by IQAC. The curriculum feedback were collected from faculty, employer, pass out student, alumni and by parents

CURRICULUM FEEDBACK ANALYSIS 2017-18

EMPLOYER-2017-18

1. Methodology

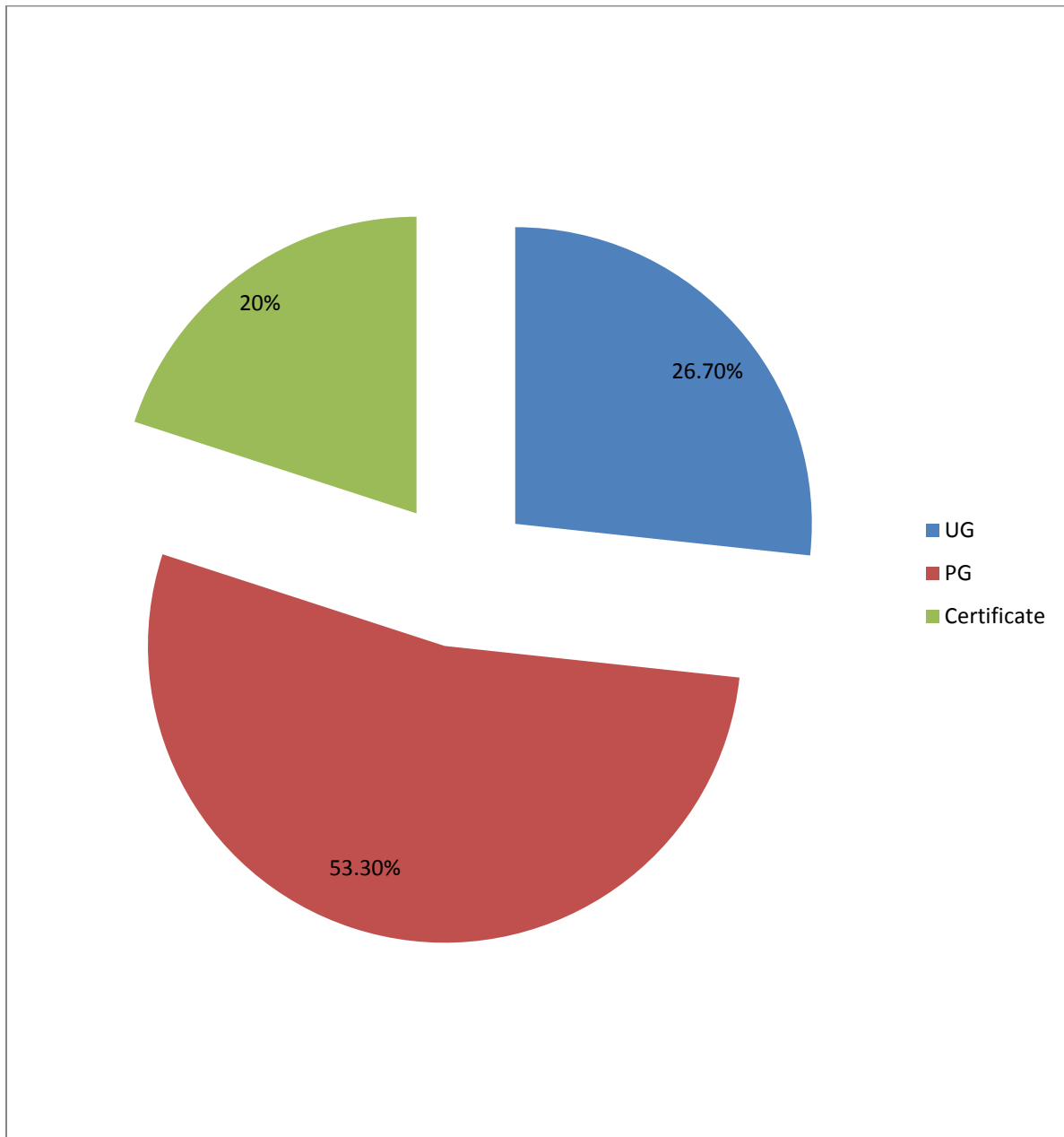
This survey report is descriptive and analytical in nature. The data were collected from the employers known to various departments. A convenient sample method was used. The respective departments did the sample selection and data collection. The data were collected by the 5-point scale questionnaire prepared by IQAC. A copy of the concerned syllabus was also handed over to the employers along with the questionnaire for ready reference. For the analysis of data – the descriptive statistics like average, percentage and tabular and diagrammatic tools were used. The data were analyzed with the statistical software IBM-PASW (SPSS) (Trial Version). The report is prepared by IQAC. A copy of the report will submit to the concerned departments and also place before the academic council of the college for necessary decisions.

1.1. Overview

For the curriculum feedback analysis from the category of employer, the data were collected from 15 employers from various sectors. Out of the total samples of employers, 6.6% are representing government sector, 80% represents private sector and remaining 13.3% represents public private participation.

Out of the total employers, 26.7% examined and put their opinion on UG programme while 53.3% employers opined on PG programmes and the remaining 20% validated the Certificate programmes offered by the college.

Figure 1: Percentage of Employers opined on Programmes



Source: computed from sample survey data of employer 201-7-18

The frequency tables of different variables on which the employers opined are give as follows.

2.1. Objective and Goal of Curriculum

On the objective and goal of curriculum, 66.7% employers opined that the objective and goal of curriculum is clear.

Table.1. Programme versus Objective and Goal of the Curriculum

Name of the programme	Objective and Goal of the Curriculum			Total
	Very clear	Clear	Somewhat Clear	
UG	0	2	2	4
PG	2	5	1	8
Certificate	0	3	0	3
Total	2	10	3	15

Source: Sample survey data 2018



[Handwritten Signature]
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