

Internal Quality Assurance Cell (IQAC)

Internal Quality Assurance Cell (IQAC) is functioning in the college to develop a system for conscious and consistent action to improve the academic and administrative performance of the institution. It also promotes measures for quality, culture and institutionalisation of best practices towards quality enhancement. It develops quality parameters for various academic and administrative activities of the institution. The cell facilitates the creation of learner-centric environment conducive to quality education to adopt the required knowledge and technology for participatory teaching and learning processes. It takes feedbacks from students, parents and other stakeholders on quality related institutional processes.

IQAC acts as a nodal agency of the institution for coordinating quality related activities. It documents various programmes and activities leading to quality improvement and submits Annual Quality Assurance Report (AQAR) to National Assessment Accreditation Council (NAAC), Bangalore.

The following members are nominated as office bearers of IQAC for the academic year 2021-22 as per the item number 12 of college council meeting decision on 30-05-2021

Committee

Chairman	Principal
Mr. Abdurazaque PM	Coordinator
Ms Haulath K	Asst. Coordinator
Dr. Ibrahim Cholackal	Patrons
Dr. Abdul Muneer V	
Jb. PK Moosa Alias Bappu	Manager
Mr. Askarali A	Member
Dr. Riyad AM	Member
Dr. Shamsudeen E	Member
Dr. Shiji Thomas	Member
Dr. Krishnakumar T	Member
Mr. Firoz KT	Member
Dr. Mashhoor K	Member
Mr. Aboobacker Sidheeque KC	Member
Mr. Shihabudheen P	Member
Dr. Rajasekharan K E	Member

Dr. Mahajabeen Aydeed	Member
Mr. Althaf TK	Member
Mr. Asif N	Member
Dr. Ramsiya	Member
Mr. Abdul Jaleel M	Member
Mr. Younus P	Member
Mr. Irshad P (Spdt)	Administrative Staff Representative
Mr. Abdul Kareen PV (HA)	Administrative Staff Representative
College Union Chairman	Student Representative
Mr. Mohammed Rafeeque PM	Local Society Representative
Mr. Kabeer Muthuparamba	Alumni Representative
Mr. Suhail CP	Employer Representative
Mr. Siraj (Preethi Silks)	Industrialist

Department Level Quality Assurance Committee (DQAC)

For the co-ordination and evaluation of departmental activities, IQAC constituted a Department Level Quality Assurance Committee. The main aim of the committee is to implement the decisions of IQAC. DQAC activities are co-ordinated by department level Coordinators. List of Coordinators is given below:

Name of the DQAC Coordinator	Name of the Department
Mr. Hussain V	Economics
Mr. Rafeeque Ali Mundodan	Commerce
Dr. Nisar U	West Asian Studies
Ms. Abidha KP	English
Mr. Mohamed Jamshad K	Computer Science
Dr. Somy Soman	Biotechnology
Ms. Zaheera Banu NK	Biochemistry
Ms. Jisha PJ	Microbiology
Mr. Moideen Shafeeque A	B.Voc
Ms. Suneena PD	Mathematics and Physics
Mr Asif. N	BBA

State Assessment and Accreditation Council (SAAC)

The State Assessment and Accreditation Centre (SAAC), the first State-level accreditation agency in the country, has been operationalized for higher education institutions in Kerala. Modelled on the lines of the National Assessment and Accreditation Council (NAAC), the agency incorporates State-specific parameters. The ten criteria for SAAC are Curricular Aspects, Teaching-Learning and Evaluation, Research, Innovations and Extension, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management, Institutional Values and Best Practices, Social Inclusiveness, Social Diversity and Minority and Non-Minority Representation.

Coordination Committee	
Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Ms Haulath K (Asst. Professor, Dept. of CS)
Criteria Coordinators and Members	
Curricular Aspects	Dr Afsal PC
Teaching-Learning and Evaluation	Mr Abdul Jaleel M
Research, Innovation and Extension	Dr Rajasekharan KE
Infrastructure and Learning Resources	Mr Althaf TK
Student Support and Progression	Mr Firoz KT
Governance, Leadership and Management	Mr Aboobacker Siddeeqe
Institutional Values and Best Practices	Mr Rafeeqali Mundodan
Social Inclusion	Mr Shihabudheen P
Secular Outlook and Scientific Temper	Ms Zaheera Banu NK
Documentation:	Ms Abidha KP

Rashtriya Uchchatar Shiksha Abhiyan (RUSA)

Rashtriya Uchchatar Shiksha Abhiyan (RUSA) is a Centrally Sponsored Scheme (CSS), launched in 2013 which aims at providing strategic funding to eligible state higher educational institutions. The funding would flow from the central ministry through the state governments/ union territories to the State Higher Education Councils before reaching the identified institutions. The following are the primary components of RUSA that capture the key action and funding areas that must be pursued for the fulfillment of the targets like infrastructure grants to colleges, research, innovation and quality improvement, vocationalisation of Higher Education etc.

Project Monitoring Committee (PMC)

Chairman	Lt. Abdul Rasheed P, Principal
Institutional Level Coordinator, RUSA	Mr Abdurazaque PM (Associate Professor, Dept. of Economics)
Member, Technical Support Group, RUSA	Dr MP Abdulla (Former Principal)
Purchase Coordinator	Dr Krishna Kumar T (Head, Dept. of Biochemistry)
Renovation Coordinator	Dr Riyad AM (Head, Dept. of Computer Science)
Construction Coordinator	Mr Askarali A (Head, Malayalam)
Members	Mr Irshad P
	Mr K Muhammedali, Clerk
	College Union Chairman

National Institute Ranking Framework (NIRF)

The National Institutional Ranking Framework (NIRF) launched by the Ministry of Human Resource Development (MHRD) on 29 September 2015 outlines a methodology to rank institutions across the country. The methodology draws from the overall recommendations and broad understanding arrived at by a Core Committee set up by MHRD, to identify the parameters for ranking various universities and institutions. The parameters broadly cover Teaching, Learning and Resources, Research and Professional Practices, Graduation Outcomes, Outreach and Inclusivity, and Perception. EMEA College of Arts and Science is a participating institution in NIRF.

Coordinator	Mr Mohamed Jamshad K (Dept. of Computer Science)
Joint Coordinators	Mr Abdurazaque PM, IQAC Coordinator
	Ms Abidha KP
Members:	Mr Aboobacker Sidheeque K

The College Planning Board

Chairman	Jb PK Moosa alias Bappu, Manager
Vice Chairman	Lt. Abdul Rasheed P, Principal
Members	Mr Mohamed Najeeb PM, HoD, Dept. of Economics
	Ms Kamalam Edathil, HoD, Dept. of Commerce
	Dr Krishnakumar T, HoD, Dept. of Biochemistry
	Dr Shiji Thomas, HoD, Dept. of Microbiology
	Mr Roy PP, Head Dept. of English
	Dr Riyad AM, HoD, Dept. of Computer Science
	Mr Firoz KT, HoD, Dept. of West Asian Studies
	Dr Mashhoor K, HoD, Dept. of Biotechnology
	Mr Asif. N, HoD, Dept. of BBA
	Mr Shihabudheen P, HoD, Physical Education
	Dr Mahajabeen Aydeed, Librarian
	Mr Abdurazaque PM, IQAC Coordinator
	Dr Abdul Muneer V, HoD, Dept. of Journalism

Student Support Services

Prizes and Awards for Academic Excellence

1. **Shihab Thangal Memorial Fellowship** – Instituted by college PTA for the top scorers of each department (TEN Departments).
2. **PG Commerce Topper Award** – This is a cash award instituted by Prof. Mohamed Basheer Nalakath, Perinthalmanna, former faculty of the PG Department of Commerce, for the student from the college who scores highest mark/grade in the University MCom Examinations.
3. **Nishad Memorial Best Performer Award** - This is a cash award instituted by the BCom 2002-'05 Batch in the name of their class mate late Mr. Nishad, for the students who scores highest mark/ grade from this college, in the University Examination of Commerce (BCom Cooperation).
4. **Aseem Memorial Top Scorer Award** - This is a cash award instituted by the BCom 2003-'06 Batch in the name of their class mate late Mr. Aseem, for the student who scores highest mark/ grade from this college, in the University Examination of Commerce (BCom Computer Application).
5. **Top Scorer Award in BSc Computer Science** – This is cash award instituted by Prof. Muhammed Palenegara, former Principal and faculty of the department of Computer Science, for the student who scores highest mark/grade from this college, in the University examination of BSc Computer Science.
6. **Best Outgoing Student Award in West Asian Studies** – This is a cash award instituted by Prof. Kunharu, former faculty of the Department of West Asian Studies, for the Best Outgoing Student of West Asian Studies Department.
7. **Best Outgoing Student Award** - This is a cash award instituted by Dr. Moideen Kutty, Relief Hospital & Trauma Centre, Kondotty, to the best outgoing student of the college.
8. **Advocate Faizal Memorial Award for Economics Topper** – This is a cash award instituted by the B A (Economics) 1995-'98 Batch in the name of their class mate late Mr. Faizal, for the student who scores highest mark/ grade from this college, in the University Examination of BA Economics.

9. **Best Student Award** - This is a cash award instituted by OSAEMEA Jeddah Chapter, for the best student of the college.
10. **Topper Award** - This is a cash award instituted by OSAEMEA Dubai Chapter, for the topper of the college.
11. **NV Ibrahim Master Memorial Excellency Award** – This is a prestigious Gold Medal Award of EMEA College, instituted by former Principal, Prof. Suhadu in the name of her father late NV Ibrahim Master (He was an active member of the Management Committee and master mind of EMEA Institutions), for the student on the basis of the overall performance.

Students Aid Fund (SAF)

For helping needy and financially backward students, a general fund is raised from staff and students in the form of donation. Selected students will get financial assistance from SAF.

Coordinator: Ms Haulath K (Dept. of Computer Science)

Tutorial System

The tutorial system is designed to help the intellectually disadvantaged students who need extra help and guidance to keep themselves abreast of other classmates. Special evening remedial hours are handled by teachers on a structured basis.

Coordinator: Mr Abdul Jaleel M (Dept. of English)

Advisory System

Advisory Scheme

An Advisory Committee is formed with the Principal as Chairperson and three other members including advisors to review the implementation of various schemes and programmes for the betterment of the academic ambiance. It includes programmes like Advanced Learners (Principal's Club). The committee is committed to identifying students who need special assistance in their academics. It also extends its care to other related activities undertaken by the college as well as implementation of reservation policy in admission and recruitment for SC, ST, PH, OBC (non-creamy layer) and others, if any. The committee holds its meeting at least once in every month, and actions taken on decisions are reviewed in the subsequent meetings.

Duties of the advisor in the college

- I. Oversee/monitor various welfare schemes/programmes sponsored by the Government of India/State Government/UGC or any agency/organization as well as those devised by the college/affiliating university for the disadvantaged groups for their effective implementation
- II. Be responsible for the effective functioning of SC/ST Cell and other such Cells/Centres dealing with the problems of different socially disadvantaged groups.
- III. Convene the meetings of in-charge of other Committees/Programmes dealing with social issues such as Gender Sensitization Committee against Sexual Harassment (GSCASH), National Service Schemes (NSS) etc., to review their activities.
- IV. The Advisor shall submit the progress/review report to the Principal. The Coordinators of SC/ST Cell, Remedial Coaching and other schemes/Women's Study Centre, Population Education Cell etc. shall be closely associated with the Equal Opportunity Centre.

Coordinator: **Hussain V** (Dept. of Journalism)

Canteen

A canteen is functioning in the college campus for providing refreshment to the students and staff, at reasonable prices.

Convenor: **Prof. Aboobacker KM** (Dept. of History)

Co-operative Society

A registered co-operative society is functioning in the college. The membership is open to all students and staff. Books, stationery and provisions are made available to the members in the store operated by the Society.

Secretary : **Mr Aboobacker Sidheeque** (Assistant Professor, Dept. of Commerce)

Reprographic Centre

Facilities like printing, copying, binding, project work, ect., are provided in the co-operative store premises.

SC/ST, Minority Coaching Centre

An SC/ST, Minority Coaching Centre, assisted by UGC, is functioning in the college since 1996. It offers intensive coaching for various competitive examinations for entry in service. The centre is extending the facility of remedial classes to those disadvantaged students of Degree and PG classes. Remedial classes are held on working days before/after the regular classes.

- Directors:
- 1) **Mr Rafeeque Ali Mundodan**
(Dept. of Commerce) - Remedial Coaching
 - 2) **Dr. Dhanya**
(Dept. of West Asian Studies) - Entry in Service

Career Counseling Cell

It is a centre for career advancement and placement. It is devoted to guiding students towards advanced studies; prepare them to appear for competitive exams, help them find suitable job opportunities, to establish linkage with job market and to locate career opportunities. It provides suitable exposure and experience to students in facing interviews.

Coordinator: **Mr. Althaf** (Department of English)

NET/SET Coaching Centre

The centre conducts coaching classes for preparing students to appear in competitive examinations including NET and SET. For this, question papers of various examinations are collected and discussed. Latest text books, and other course materials are provided and model tests are conducted every week.

- Coordinators:
- 1) **Mr Rafeeque Ali Mandodan** (Dept. of Commerce)
 - 2) **Ms Abida KP** (Dept. of English)
 - 3) **Mr Subair Wafy** (Office in charge)

Equal Opportunity Centre (EOC)

As per the guidelines of UGC, College has set up an Equal Opportunity Centre for the benefit of disadvantaged sections of students. This includes guidance and counselling with respect to academic, financial and other matters.

Main functions of EOC are:

- To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion

- To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination
- To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds
- To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities
- To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination
- To look into the grievances of the weaker section of society and suggest amicable solution to their problems
- To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memorandum, office orders of the Government, or other related agencies/organizations issued from time to time
- To prepare barrier free formalities/procedures for admission/registration of students belonging to the disadvantaged groups of society
- To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups
- To organize periodic meetings to monitor the progress of different schemes
- To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances
- To sensitize the college on the problems of SC/ST and other disadvantaged groups

Scholarships for UG/PG Programmes

Central and State Governments offer various scholarships for talented and financially backward students. Brief descriptions of scholarships are given below: Please visit official website of collegiate education www.dcescholarship.kerala.gov.in for details. Since the scholarships are distributed through the banks, students are requested to open a savings bank account which is linked with aadhar in a nationalized, scheduled or commercial banks with IFSC code. The attested copy of the same

should be submitted with the application. A student can apply for any number of scholarships, but if selected the student can avail only one scholarship at a time that ensures maximum amount. PTA circulates a Handbook of Scholarship at the time of admission.

Scholarship Officer: Mr Mohammed Sadique PA (Dept. of Arabic)

Assistant Officer: Mr Subair Wafi (Office Assistant)

e-Grants

The SC/ST department offers fee concession to students studying in Plus Two, Degree, Post Graduation, Polytechnic courses belonging to OBC, KPCR with annual income below 1 lakh. There is no income limit for SC/ST, OEC students for receiving fee concession. The students should apply online for the E-Grants from the Akshya Centers and the copy of the same along with Income Certificate, Community Certificate, copy of the savings bank passbook and Aadar card should be submitted to the head of the institution.

Details of Scholarships Availed by Students		
Scholarship		Website
Blind / PH Scholarship		www.dcescholarship.kerala.gov.in
District Merit Scholarship (DMS)		
Hindi Scholarship (HS)		
Muslim Nadar Girls Scholarship (MNS)		
Post Metric Scholarship (PMS)		
State Merit Scholarship (SMS)		
Suvarna Jubilee Merit Scholarship (SJMS)		
Central Sector Scholarship		www.pfmas.nic.in
Higher Education Scholarship		www.kshec.kerala.gov.in
INSPIRE Scholarship		www.online-inspire.gov.in
Prathibha Scholarship (STARS)		www.kscste.kerala.gov.in
C.H. Mohammed Koya Scholarship		www.minoritywelfare.kerala.gov.in
UGC Scholarship Indira Gandhi PG Scholarship for Single Girl Child	PG Scholarship for University Rank Holders	www.ugc.ac.in

CBSE Scholarship Single Girl Child Scholarship	Central Sector Scholarship	www.cbse.nic.in
Scholarship for the welfare of Forward Caste		www.kswcfc.org
Other Scholarships	Sitaram Jindal Foundation Scholarship	www.sitaramjindalfoundation.org
	ONGC Scholarship	http://www.ongcindia.com
	Fair and Lovely Scholarship	www.fairandlovely.in
	LIC Golden Jubilee Scholarship	www.lic.in
Snehapoorvam Programme		www.socialsecuritymission.gov.in

Coordinators: **Mr Mohammed Sadiq PA & Mr Subair Wafy**

Civil Services Guidance Centre

The Civil Services Guidance Centre of EMEA College started functioning in 2018-19. It provides orientation, guidance and coaching for PSC/UPSC and other competitive examinations. The Centre aims at ensuring placement and excellence of its aspirants in various government services at the national level, including the prestigious IAS/IPS and other coveted posts of the UPSC.

The Centre imparts proper orientation, guidelines, current and up to date materials, systematic preparation strategies to clear the competitive examinations in the very first attempt. The Centre equips the students and nurtures their traits of hard work to realise their long cherished dreams of government services. The Centre also runs the "Hindu Readers' Forum" to inculcate the reading culture, analytical & writing skills of the aspirants, and conducts various programs like debate, quiz, paper presentation and invited talks by experts sponsored by The Hindu Daily.

Coordinator: **Dr Ashraf Valoor** (Dept. of English)

ASAP

Our college is a Training Partner Institution (TPI) of Additional Skill Acquisition Programme (ASAP) since 2013. ASAP is an initiative of Higher Education and General Education Departments, Govt. of Kerala, which aims to equip students with employable skills along with their regular studies. It comprises of a Foundation Course that constitutes modules on communication skills in English and Information Technology and moreover a Skill Course chosen by the student for specialization.

The college has also been selected as Training Partner Institution of Communicative English Trainer (CET) Programme which is another initiative of ASAP for the selected graduate and postgraduate students from different colleges across Kerala.

Coordinator **Roy PP** (Dept. of English)

Language Lab

Language Lab focuses on the improvement of communication skills. The lab is equipped with 24 computer systems and other hi-tech facilities.

Coordinator: **Dr. Afsal PC** (Dept. of English)

Campus Wi-Fi (Internet Facility)

College has become a Wi-Fi campus with high speed Internet connectivity. All forty classrooms are ICT-enabled smart classrooms with uninterrupted Internet facility. EMEA College Digital Library, UGC Network Resource Center and Digital Language Lab, Audio Visual Theatre and Seminar Hall are well-equipped with computers exclusively set aside for browsing. To promote the use of Internet for academic purpose, students are allowed Wi-Fi access to Internet in their laptop or tablet free of cost. Internet can be accessed on the campus from 8.30 am to 3.30 pm on all days except Sundays and holidays.

Coordinator: **Mr Naseel Ismail** (Computer Technician, Dept. of Computer Science)

Total Campus Solution (TCS)& EMBASE

The college administration is completely automated through Total Campus Solution (TCS) & EMBASE, an online software which provides facilities like office administration, attendance recording, study material uploading, downloading etc. Teachers, office staff, students and parents can login to the site by using their user name and password.

Coordinator : **Mr Naseel Ismail** (Computer Technician, Dept. of Computer Science)

Statutory Bodies

Anti-Ragging Cell

The Anti-Ragging Cell is headed by the Principal and includes representatives of faculty members, parents, students and non-teaching staff. It shall consider the recommendations of the Anti-Ragging Squad and take appropriate decisions.

Coordinator: **Mr Riyad AM** (HoD, Computer Science)

Anti- Ragging Squad

The Anti-ragging squad shall be nominated by the Principal and shall consist of representatives of faculty members, parents, students and non-teaching staff. The squad has vigil, oversight and patrolling functions. The Squad shall investigate incidents of ragging and make recommendations to the Ant-Ragging Cell.

Convenor: **Mr Roy PP** (Dept. of English)

Board for Adjudication of Student Grievances (BASG)

This cell looks at the grievances of students in the campus and also investigates into multifarious issues like internal evaluations, external examinations and other problems connected with curricular and extracurricular activities. This has three levels. First at the level of teacher concerned, second at the level of department committee and third at the level of college committee.

The BASG committee is constituted to provide meaningful and effective intervention against any act of discrimination on the basis of age, sex, marital status, sexual orientation, religion, caste, creed, disability and complaints pertaining to harassment, ragging, misbehavior or any other offensive acts from the part of staff and students.

Coordinator: **Ms Kamalam Edathil** (HoD, Commerce)

Committee against Sexual Harassment

This committee looks into various types of complaints from the part of girl students/female staff, and suggests various procedures for its prevention and continually monitors the well being of girls inside and outside the campus.

Coordinator: **Ms Abidha KP** (Dept. of English)

Women Development Cell (WDC)

Gender Cell is a platform for the concerted effort of the students as well as the teachers to tune a democratic conscience among the student community inside and outside the campus. At an hour of gender inequality and violence, this cell aims at convening programmes and openings for the student community to equip them to engage in the cultural needs of the time.

Coordinator: **Ms Jisha PJ** (Dept. Microbiology)

Dropout Management Cell

As mentioned in NAAC report, the number of dropout students is increasing every year. To reduce the number of dropout students, a Dropout Prevention Cell is formed to look into the problems of such students and to give them proper counseling and motivation.

Convenor: **Ms Dufaida** (Dept. of Microbiology)

Examinations and Test Papers

There will be periodic test papers and two internal examinations in each semester. Progress Cards will be issued to the parents in the class wise PTA meeting convened by the class advisor after the internal examinations. No student is permitted to abstain himself or herself from these examinations. Students who fail to apply for the university examinations or not having sufficient Attendance, Progress and Conduct (APC) cannot write university examinations.

Chief Controller: **Mr Mohamed Jamshad K** (Dept. of Computer Science)

Additional Controllers: 1. **Mr Muhammed Nisar TV** (Dept. of Economics)

2. **Mr Nahas Shaha AA** (Dept. of Commerce)

3. **Mr Asif N** (Dept. of BBA)

4. **Mr Younus P** (Dept. of Microbiology)

5. **Mr. Mohammed Asif. K** (Dept. of Bvoc)

University Examinations

Chief Supdt. : **Mr Askerali A** (HoD, Malayalam)

Assistant Supdt. : **PM Abdurazaque** (Dept. of Economics)

Old Students Association of EMEA (OSAMEA)

The purpose of the OSA of EMEA is to actively support the mission and educational objectives of the EMEA College and to maintain a relationship with its alumni. Also, the Old Students Association operates as a charitable trust. The aim of the Old Students Association is to encourage the alumni to maintain links with the college and with each other in order to promote the welfare and interests of the college.

The association involves in activities which contribute to improvement of infrastructure and academic activities of the college. It also has instituted different endowments and scholarships. The first Mega OSAMEA Meet conducted in 2017 was a stunning success. The association takes initiatives to help meritorious students with financial assistants. It identifies those alumni who have made outstanding contributions to their profession or society, and honours their achievements. Moreover, it keeps a keen eye upon the possibilities of making use of and available the resource persons of the alumni for benefit of the current generation in the college.

President : **Mr Basheer Thottiyam** 9947444402

General Secretary : **Mr Mohammed Saleem** 9895432891

Treasurer : **Mr Abdurazaque PM** 9847508011

Coordinator : **Mr Firoz KT** 9847587685

College Union

The College Union is constituted according to the instructions issued from the University from time to time.

The Union Council

The objective of the College Union is (i) to train students of the College in the duties and rights of citizenship, (ii) to promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among students, (iii) to organise sports, arts and other cultural and recreational activities and (iv) to take all such other activities that are relevant and incidental to the objectives of the University Union.

There shall be a Union Executive Committee comprising of the following offices:

Principal, Staff Advisor, Chairman, Vice Chairman, General Secretary, UUC 1, UUC 2, Fine Arts Secretary, Student Editor and General Captain.

The Union Secretary shall act as the Secretary of the Executive Committee. The Union Council shall meet at the beginning of the academic year and formulate its activities for the year. It shall also meet subsequently whenever necessary. The Staff Advisor will provide advice for the effective and smooth functioning of the College Union. Secretary/ Staff Advisor shall keep the minutes of all meeting in the Union Register Book.

The union consists of both faculty and elected student representatives. The college principal is the president of the union and a staff advisor is nominated by the principal. All other offices like Chairman, Vice Chairman, Secretary, Joint Secretary, Fine Arts Secretary, Student Editor, General Captain and University Union Councilors are decorated by the elected candidates.

College Magazine

There shall be an Editorial Board consisting of the Staff Editor nominated by the Principal, Student Editor and a few other members. A magazine, which is the mouth piece of the college, is published every year. Students are the major contributors. This brings out young talents into the limelight. In an attempt to develop social commitment, the students are encouraged to prepare inquisitive reports on various issues of the society and are included in the magazine. The college magazine is published annually. The Principal is the final authority in all matters concerning the magazine. Our college magazines stand out and have won many awards at University and State level competitions.

Staff Editor: **Mr Hussain V** (Dept. of Economics)

Parent Teachers Association

The Parent Teacher Association (PTA) of the College provides remarkable support to the activities of the institution. The PTA assists the overall development of students by extending financial and other supports to the curricular, co-curricular and extracurricular activities of students.

General Secretary: **Mr Mohamed Sadique PA**

PTA Executive Committee 2022-23

President	Lt. Abdul Rasheed P Principal	9400600786
Vice President	Moideen Ali	9562431002 9446431002
Secretary	Prof. Mohammed Sadique PA Dept. of Arabic	9746268646
Joint Secretary	Mr Basheer Master, Thottasseri	9633235535
	Noushad	7592981500
Treasurer	Mr. Moideen Shafeeque A Dept. of B Voc	9747666192
	Dr Mashhoor K Dept. of Biotechnology	9947869914
	Mr Rajesh TK Dept. of Biochemistry	8281378404
	Mr Althaf Mohammed Hussain PA Dept. of English	9744109555
	Mr Mohammed Nisar TV Dept. of Economics	9895250071
	Dr Nisar U Dept. of West Asian Studies	9745204910
	Ms FaseelaNK Dept. of Commerce	9744629799
	Ms Fabisha PP Dept. of BBA	9895732291
	Mr. Muhammed Roshan PA Dept. of B Voc	7356773106
	Mr. Mohamad Jamshad K Dept. of Computer Science	9447808866
	Ms. Dufaida KM Dept. of Microbiology	9895225505
	Dr. Abdul Rasheed Paloly Dept. of Double Mine	9496827267

Skill Development Centre (SDC-EMEA)

EMEA College has become a Training Partner of National Skill Development Corporation (NSDC) which fall under the Ministry of Skill Development & Entrepreneurship, to impart Skill Education to the students by partnering with KELTRON, a Government of Kerala undertaking 2018-19. Having this responsible mission in mind, EMEA has signed a memorandum of undertaking (MoU) with KELTRON in March 2019. Skill development programmes thus introduced in the campus came under the broad platform of Skill Development Centre of EMEA (SDC-EMEA).

A student of SDC-EMEA is entitled to obtain dual certification on the successful completion of the programme, one from KELTRON and the other from NSDC, subject to the NSDC examination rules stipulated by the NSDC from time to time. The key advantage of the SDC-EMEA skill development programme is that it is a part of the Industry Institute Linkage Training Programme (IILTP) which is meant to connect the studies with the Industry leaders of the respective service or technology. Moreover, these certification programmes are recognized by the Kerala State Public Service Commission. This gives students tremendous exposure and hands-on practical experience as they are carried out in the computer lab.

SDC-EMEA offers three courses in different technology and service to the degree program students according to their area of interest. SDC-EMEA has identified that providing skill development education can certainly enhance the employability of the youth as it would pave way for their economic wellbeing.

Courses Offered are:

Name of Programme	Category
Computerised Financial Accounting – Tally and MS Office	BCom., and BBA Students
Word Processing and Data Entry	BA and BSc., (Except BSc CS) Students
Basic Android Applications	BSc Computer Science Students
Director	Dr Shamsudeen E
Faculty	Mubeena Ameer A

Co-Curricular Activities

National Cadet Corps (NCC)

The NCC unit of EMEA College, established in 2013, commanded by Lt. Abdul Rasheed. P of the Post Graduate Department of English, comes under the 29 Kerala Battalion with a strength of 54 cadets for three years (A, B & C certificates), splitting the intake capacity 18 cadets each year. Within a short span of time, EMEA NCC unit has brought laurels to the college and to the district as well, hosting National Integration Camp two times in 2013 and 2015, unprecedented in the history of Malappuram District and 29 Kerala Battalion, that more than 800 cadets from all states of India came and camped at college upholding the unity in diversity to reiterate the national integrity. EMEA College was honored when it was adjudged as one of the best venues for NIC of NCC India. Each year EMEA NCC cadets take part in various camps including NICs, CATs, ATCs, Trekking, Thal Sainik Camps, Republic Camps, ALCs, and BLCs conducted throughout India. NCC helps groom the personality, character, discipline and responsibility among the youth and guiding them achieve success in any circumstance. NCC A, B, & C certificate holders are eligible for grace marks in each semester of UG, and reservation at various University examinations including UPSC and PSC. In 2017, NCC won the Best Institution State Level Award and received the trophy from the Chief Minister.

NCC Officer: Lt. Abdul Rasheed P (Dept. of English)

National Service Scheme (NSS)

The main objectives of National Service Scheme (NSS) are:

- Understand the community in which they work. Understand themselves in relation to their community. Identify the needs and problems of the community and involve them in problem solving.
- Develop among themselves a sense of social and civic responsibility. Utilize their knowledge in finding practical solutions to individual and community problems

- Develop competence required for group-living and sharing of responsibilities. Gain skills in mobilizing community participation. Acquire leadership qualities and democratic attitudes. Develop capacity to meet emergencies and natural disasters and practice national integration and social harmony.

In 2017, NSS won the Best Institution Award at State and District level. **Mr KT Firoz** achieved the Best Programme Officer Award in the state.

In 2020 Mr. Muhammed Shafi T won the Best NSS Programme Officer Award at University Level. Again in 2021, Mr. Muhammed Shafi T won Best NSS Programme Officer Award both at University Level and State Level.

Programme officers:

Unit 102: **Mr Shihabudheen Paikarathodi** (Dept. of Physical Education)

Unit 115: **Mr Munawar Jasim PK** (Dept. of History)

Fine Arts Samithi

The Samithi envisages an overall development of the potential of the students in the field of art and literature. The Samithi is assigned the following tasks to accomplish the objectives:

1. To monitor the smooth conduct of the college arts festival
2. To prepare the students to attend various competitions in and around the campus
3. To provide ample support to the students for participating zonal competitions

Director: **Mr Mohammed Jamshad K** (Dept. of Computer Science)

Coordinators

1. **Mr Abdul Jaleel M** (Dept. of English)
2. **Mr Rajesh TK** (Dept. of Microbiology)
3. **Ms Aneesath M** (Dept. of Commerce)

Students Initiative in Palliative (SIP)

Students Initiative in Palliative (SIP) is a sub organisation of Palliative Care. It aims to encourage active participation of the students in the sacred works of the palliative care. The key motto of the SIP is to provide able care and attention to the bed ridden patients and encourage them to show positive attitude toward life. Each volunteer of the SIP is actively involving the programmes of a palliative care and provide enough

confidence and energy to the suffering.

Coordinators: 1) **Mr Shihabudheen Paikarathodi**
(Dept. of Physical Education)

2) **Mr Muhammed Shafi T** (Dept. of History)

Human Rights Cell

Human Rights Cell of the college aims at:

- Promoting equality, dignity, non-discrimination and respect to each member of the college community.
- Empowering students and staff to become active members of a global community.
- Enabling the students to reach their full potential through education, in particular those who are marginalized due to their gender, color, caste, religion and status.
- Protecting all members of the college community by making safety and security a shared priority and responsibility

Coordinator: **Ms Aneesath M** (Dept. of Commerce)

Clubs and Associations

Literary Club

Literary Club is an initiative of the PG Department of English of the college. The club aims at enhancing the creative abilities of the students and providing them with necessary inputs and facilities. Literary Club organizes various programmes such as Invited Lectures, Reading Sessions, Writing Workshops and Litvanza - The annual Literary and Cultural Fest. The club has founded Ambedkar Study Circle - a platform for discussing and debating contemporary socio-political issues.

Coordinators: Ms Sajeera Cholackal

Bhoomitra Sena Club

Environmental education has become an inevitable tool in creating awareness on imperatives of environmental sustainability. Bhoomitra Sena Club is an idea conceived by the Directorate of Environment & Climate Change under Department of Environment and Climate Change. Agencies like Kerala State Pollution Control Board, Kerala State Biodiversity Board and Kerala Suchitwa Mission extend support to this programme. The Bhoomithra Sena Club of EMEA College is aimed at encouraging college students to appreciate the environment and to react positively to environmental issues. The club organizes Seminars, Debates, Lectures and talks on environmental issues. It also arranges visits to Wildlife Parks and environmentally degrading areas etc. Other activities include cleaning and maintaining the polluted or environmentally degraded sites, planting and maintaining trees in the campus, etc.

Coordinator: Mr Nisar TV

Tourism Club

Tourism in Kerala is going through a significant phase of growth and development. The sustained efforts of the department of tourism over a period of several years have played a crucial role in achieving this

momentum and direction. The department of tourism is committed to preserving this trend and working towards long-term goals of establishing tourism as a major development factor in the state. It is with this objective that the Department of Tourism is envisaging a massive awareness campaign in the state. Setting up of tourism clubs in colleges and schools is aimed at creating proper awareness about tourism among the youth.

Coordinator: **Mr Mohammed Nisar TV**

Red Ribbon Club

The RRC aims at directing the potential of the youth by equipping them with correct information on HIV/ AIDS prevention, Care and Support and Treatment. It also aims in building their capacities as peer education in spreading message on positive health behaviour in an enabling environment and increasing voluntary blood donation from among youth.

Coordinator: **NSS Officers**

Theatre Club

The purpose of Theatre Club is to foster attitudes, understandings, skills and enjoyment. So, each student's artistic potential may be developed. In developing their potential, students will realize that lifelong participation in the arts is a valuable part of a life fully lived.

Coordinator: **Mr Abdul Jaleel M**

Nature Club

Nature Club is an initiative towards pitching conservation efforts at societal level, which would have direct bearings upon decisions that we make as individuals, in the interest of the environment of which we all form different parts. The Nature Club successfully specializes in helping youngsters of our college to take the first step towards the conservation of nature.

Coordinator: **Mr Mohammed Nisar TV**

Debating Society

Debating is regarded as an educational tool for developing students' analytical and communication skills. Since debating is largely about developing arguments that are stronger than the arguments of the other

side of the debating. But it's not just the quality of the argument; it's also the delivery, Hence, developing communication skills in general is possible. The language of debating is English, which for most of us is not the first language, and using one's language skills in such a dynamic way is sure to improve them. It's also very important to remember the improvement one can notice in thinking skills after debating for time. Because people will often have to debating against their own personal opinions, debating inevitably improves critical thinking skills. One has be able to question one's own opinions and see different points of view to an issue. Also, because the preparation time for the debating is very short, only 15 minutes, and one might be asked unexpected questions during the debating, one also learns to think fast, and think well.

Coordinator: **Dr. Ashraf Valoor**

Music Club

The Club focuses on bringing out the musical talents (both vocal and instrumental) of the students and providing them a stage to perform.

Coordinator: **Ms Aneesath M**

IT Club

IT Club aims to sharpen the ideas and expertise of the students in various fields of Information Technology. The main objective of the club is total IT literacy. Moreover, the club aims to horn the IT skills of students which will be beneficial for them in their studies and career. With this project in mind, the club is actively involved with many IT related activities.

Coordinator: **Dr. Riyad AM**

Entrepreneurial Skill Development Club (ED Club)

The Entrepreneurial Skill Development Club (ED Club) is a student-run organisation that is committed to bring together the people and ideas to foster an interactive learning environment of entrepreneurship. Our mission is to foster the spirit of entrepreneurship and the entrepreneurial way of thinking and to help students find the contacts, resources and real world experiences necessary to launch or grow a successful enterprise.

Coordinator: **Mr Muhammed Faisal T**

Film Club

The Film Club of EMEA attempts to provide both the faculty and student communities exposure to the world cinema. The club also provides a certificate course in Film Appreciate Screening of film is followed by open discussion under the scholarship of invited lecture.

Coordinator: **Dr. Afsal PC**

Commerce Club

Commerce Club strives to make the students to go beyond the classroom learning and to confidently face the ever changing demands of the commercial world and to prove themselves as the best business leaders.

Coordinator: **Mr Nahas Sha AA**

Committee for the Academic Year

NAAC Steering Committee	
Chairman	Lt. Abdul Rasheed P, Principal
Vice-chairman	Mr Mohamed Najeeb PM
Coordinator	Mr Abdurazaque PM
Assist. Coordinator	Ms Houlat K
Criteria Coordinators	Dr Afsal PC
	Mr Abdul Jaleel
	Mr Shihabudheen P
	Dr Rajasekharan KE
	Mr KT Firoz
	Mr Aboobacker Siddeeqe K
	Mr Rafeeqe Ali Mundodan
Discipline Committee	
Chairman	Lt. Abdul Rasheed P, Principal
Convenor	Dr Shamsudeen E
Joint Convenor	Mr Muhammed Jamshad K
Members	Mr Firoz KT
	Mr Mohammed Nisar TV
	Mr Aboobacker Sidheequ K C
	Mr Yoonus P
	Dr K Mashhoor
	Mr Shihabudheen P
	Mr Asif N
	Mr Sulfikar Ali M

Anti – Ragging Squad

Chairman	Lt. Abdul Rasheed P, Principal
Convenor	Mr Roy PP
Members	Mr Mohamed Jamshad K
	Ms Jisha PJ
	Dr Ibrahim Cholakkal
	Ms Haulath K
	Mr Rafeeque Ali Mundodan
	Mr Moideen Shafeeque A
	Dr K Mashhoor
	Mr Asif N
	Mr Sulfikar Ali M
	Mr Muhammed Shafi T
	Mr Abdul Jaleel M
Mr Yoonus P	

Anti Ragging Cell

Chairman	Lt. Abdul Rasheed P, Principal
Convenor	Dr Riyad AM
NGO Representative	Mr Mohammed Rafeeque PM
Ex-officio members	Sub-Inspector of Police, Karipur
	PTA Vice President
	Village Officer, Karipur Village
	Coordinator, IQAC
	Chairman, College Union

Ethics Committee

Chairman	Lt. Abdul Rasheed P, Principal
Convenor	Mr Mohamed Jamshad K
Members	Mr PM Mohamed Najeeb
	Mr Abdurazaque PM (Coordinator, IQAC)

Fine Arts Committee	
Chairman	Lt. Abdul Rasheed P, Principal
Fine Arts Advisor	Mr Mohamed Jamshad K
Jt. Advisor	Mr Rajesh TK
Jt. Advisor	Ms Aneesath M
Members	Mr Firoz KT (Staff Advisor)
	Dr Dhanya PS
	Mr Abdul Jaleel M
	Mr Asif N
	Ms Zaheera Banu NK
	Dr Afsal PC
	Mr Shihabudheen P
	Mr Muhammed Shafi T
	Student Representatives
	Fine Arts Secretary
	College Union Chairman
College Union Secretary	

Research Committee	
Chairman	Lt. Abdul Rasheed P, Principal
Convener	Dr Ibrahim Cholakkal
Joint Convener	Dr Krishna Kumar T
Members	Dr Abdul Muneer V
	Ms Kamalam Edathil
	Dr Shiji Thomas
	Dr Rajasekharan KE
	Dr Riyad AM
	Dr Mashhoor K
	Dr Afsal PC
	Dr. Ramsiya M
Ex-officio members	Coordinator, IQAC
	Editorial Board Members, IJARED

Admission Committee

Chairman	Lt. Abdul Rasheed P, Principal
University Nodal Officer	Dr Riyad AM
Members	Mr Yoonus P
	Mr Irshad P, Superintendent

Grievance Redressal Cell

Chairman	Lt. Abdul Rasheed P, Principal
Convenor	Ms Kamalam Edathil (HoD, Commerce)
Members	Mr Mohamed Sadiqu PA (Asst. Professor, Arabic)
	Dr Shiji Thomas (HoD, Microbiology)
	Mr Muhammed Shafi T (NSS Officer)
	Mr Firoz KT (Staff Advisor)
	PTA Vice President
	Member, Pallikkal Grama Panchayath
Ex-officio member	Mr. Abdurazaque PM

Library Advisory Committee

Chairman	Lt. Abdul Rasheed P, Principal
Secretary	Dr Mahjabeen Aydeed
Jt. Secretary	Dr Rajasekharan KE
Members	Dr Abdul Muneer V
	Ms Kamalam Edathil
	Mr Askerali A
	Mr Abdurazaque PM (Coordinator, IQAC)
	Ms Jisha PJ
	Mr Firoz KT
	Ms Abidha K P
	Ms Zaheera Banu NK
	College Union Chairman

Committee For Sports & Games	
Chairman	Lt. Abdul Rasheed P, Principal
Convenor	Mr Shihabedheen Paikkarathodi
Members	Dr Shamsudeen E
	Mr Mohammed Nisar TV
	Prof. KM Aboobacker
	Mr KT Firoz
	Ms Zaheera Banu NK

PSC Coaching	
Convenor	Mr Rafeeque Ali Mundodan
Members	Dr Ashraf Valoor
	Dr Nisar U

Student Advisory Committee	
Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Dr Abdul Muneer V
Jt. Coordinator	Mr Abdul Jaleel M
	Dr Somy Soman
	Mr Sulfiker Ali M
	Ms Zaheera Banu NK
	Mr Moideen Shafeeque A
	Ms Sehla Khansah P
	Mr. Rafeeque Ali Mundodan
	Mr. Mohamed Jamshad K
Ex. Officio members	IQAC Coordinator
	RUSA Coordinator
	SSP Coordinator

NSS Advisory Committee	
Chairman	Mr Roy PP
NSS Officers	Mr. Shihabudheen P
	Mr. Munavar Jasim PK
Members	Mr KT Firoz
	Mr Mohammed Sadiqu PA
	Mr Abdurazaque PM
	Mr Mohammed Najeeb PM
	Pallikkal Panchayat Ward Member
	Pallikkal Panchayat Agricultural Officer
	Pallikkal Panchayat Health Inspector

Women Development Cell	
Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Ms Jisha PJ
Members	Ms Kamalam Edathil
	Dr Shiji Thomas
	Ms Haulath K
	Ms Abida KP
	Dr Mahjabeen Aydeed, Librarian
	Student Representatives
	Vice Chairman, College Union
	Joint Secretary, College Union
	Ladies Hostel Secretary
	One PG II Year Student

Committee for Students with Disabilities	
Chairman	Lt. Abdul Rasheed P, Principal
Convenor	Mr Shihabudheen P
Jt. Convenor	Mr Muhammed Shafi T
Members	Mr Abdul Jaleel M
	Mr Hussain V
	Mr Mohammed Nizar TV

Anti-Sexual Harassment Committee

Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Ms Abidha KP
Members	Dr Shiji Thomas
	Dr Afsal PC
	Ms Dufaidha KM
	Mr Shihabudheen P
	Ms Amla K

Cooperative Store

President	Lt. Abdul Rasheed P, Principal
Secretary (Honorary)	Mr Aboobacker Siddeeqe K Asst. Professor, Dept. of Commerce
Directors	Mr Mohamed Najeeb PM, Associate Professor and Head, Dept. of Economics
	Dr Dhanya PS, Head, Dept. of Hindi
	Dr Mahjabeen Aydeed, Librarian
	Ms Abidha KP Asst. Professor, Dept. of English
	Mr Irshad

Internal Complaint Committee against Sexual Harassment of Women at Workplace

Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Ms Abidha KP
Members	Dr Shiji Thomas
	Mr Shihabudheen Paikarathodi
	Ms Amla K
	Ms Naseera Kannanari Member Pallikkal Grama Panchayath

Intellectual Property Rights (IPR) Cell

Chairman	Lt. Abdul Rasheed P, Principal
Members	Mr Asif N
	Mr. Asif N
	Ms Munavar Jasim PK

Minority Cell	
Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Dr Dhanya PS
Members	Adv. Hassan AV
	Ms Kamalam Edathil
	Ms Dufaidha KM
	Ms Jisha PJ

OBC Cell	
Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Dr Nisar U
Members	Mr Nahas Shah AA
	Mr Yoonus P
	Ms Jaseena PP
	Ms Lubna KT

SC/ST Cell	
Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Dr Dhanya PS
Members	Adv. Hassan AV
	Ms Suja U
	Ms Sehla Khansah P
	Ms Hasna KP

Time Table (Odd Semester)

Days	I Hour	II Hour	III Hour	IV Hour	V Hour	VI Hour
Mon						
Tue						Tutorial UG (I Sem) & PG (I & III Sem)
Wed						Tutorial UG (III & V Sem)
Thu						Certificate Course
Fri						

Time Table (Even Semester)

Days	I Hour	II Hour	III Hour	IV Hour	V Hour	VI Hour
Mon						
Tue						Tutorial UG (II Sem) & PG (II & IV Sem)
Wed						Tutorial UG (IV & VI Sem)
Thu						Certificate Course
Fri						