

EMEA @ 2020

AN ACTION PLAN FOR CYCLE III NAAC RE - ACCREDITATION - 2020



Website : www.emeacollege.ac.in
e-mail : mail@emeacollege.ac.in

Internal Quality Assurance Cell (IQAC)
EMEA COLLEGE OF ARTS & SCIENCE
Kumminiparamba (PO), Kondotti
Malappuram (DT), Kerala, India
PIN - 673636

We are living in a new world where competition among educational institutions for excellence is highly significant. The call for quality improvement seems to make periodic assessment and accreditation a mandatory component of higher education practices in India.

The incessant growth of our institution during the last two decades and consequent certification with higher grades confer us the responsibility of keeping the momentum uninterrupted. Further, the proverb that everything deteriorates with time and uses reinforces the importance of eternal vigilance and the need for planning our future activities.

This booklet presents a brief account of our future plan for the next five years. The content is divided into three parts; first part is about major projects to be carried out at institution level. The second part is inputs for the departments whereas the third part focuses on faculty level activities.

This is also an effort to streamline the preparations for Peer Team Visit expected in 2020.



Major Institution Level Projects

HUMANITIES BLOCK



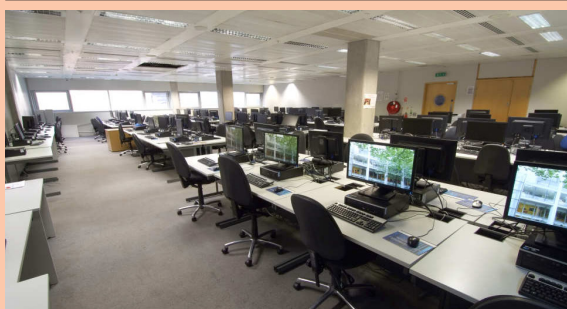
The proposed Humanities Block will accommodate departments of Economics, English, History and West Asian Studies. This includes toilet attached department rooms, 12 UG lecture halls (6.5mX 8m size) 6 PG lecture halls (6.5mX6m size), Room for research Scholars, Seminar Hall (6.5mX 12m Size), Separate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

- New well-furnished Department Room
- Basketball court
- Tennis Court
- Fitness Centre
- New Sports Hostel
- Ten point fitness park

OPEN AIR THEATRE



As an outdoor area in which plays and other dramatic performances are given, the open air theatre is set to become the perfect destination for summer evenings for recreational use. It will be a precious gift to the Campus. The space will be designed and landscaped so that during its down time it will be an attractive, quiet space to sit and relax.

CAMPUS BEAUTIFICATION



- A walking path across bamboo lake which runs from administrative block to college canteen
- Two - way circular road which passes through administrative block, auditorium, bankulam lake, sports hostel, college canteen and main gate.

CAR PARKING AREA FOR STAFF



Roofed Parking area for teaching and non-teaching staff need to be further expanded. Apart from a common parking area adjacent to the Administrative Block it would be available as an attached facility to all proposed new buildings.

Major Institution Level Projects

RAIN WATER HARVESTING



Due to the green building movement, the rainwater harvesting systems have become socially acceptable and environmentally responsible. Rainwater is a relatively clean and absolutely free source of water. By doing this, it is expected that we can take control of our water supply and replace a portion of our water needs.

SOLAR ENERGY



As our non-renewable resources are set to decline in the years to come, it is important for us to move towards renewable sources of energy like wind, hydro-power, biomass and tidal. The main benefit of solar energy is that it can be easily deployed by both home and business users as it does not require any huge set up like in case of wind or geothermal power. Solar energy not only benefits individual owners, but also benefit environment as well. Solar energy is one of the most widely used renewable energy source.

AWARDS AND HONOURS



Institute following Awards / Honours for Teacher and students separately

- Best Researcher
- Best Organizer
- Best Library Member
- Best student
- Best Sports Student
- Sargaprathibha • Kalaprathibha • Chithrathibha

FIELD TRIPS/INDUSTRIAL VISITS



As a significant tool in enhancing curriculum by first hand experiences in the environment, the manner in which field trips/industrial visits are organized call upon our special attention. There are mainly three stages in the organization of a field trip/industrial visits. They are (1) Preparing for the trip, (2) conducting the trip and (3) evaluation of the activity and preparation of report. The organizers of Field Trips/Industrial Visits will give due importance to these things in order to ensure curriculum enhancement more fruitful.

Major Institution Level Projects

CLUBS AND ASSOCIATIONS

Learning and personal development during the undergraduate years occurs as a result of students engaging in both academic and non-academic activities, inside and outside the classroom. The Clubs and Associations on the campus are to be effectively used for making outside class room endeavors educationally purposeful activities. Following table presents a picture of the major club activities on the campus.

SL NO	Name of the Club/ Association	Sponsoring Agency	Main Objective	Area of operation
1	NCC	Independent	Discipline, Patriotism, National Integration	Indoor & Out door
2	NSS	Independent	Social Work, National Integration	Indoor & Out door
3	Theatre Club	Independent	Theatre Arts	Indoor & Out door
4	Women Cell	Independent	Women Empowerment/Gender Justice	Indoor & Out door
5	Music Club	Independent	Promotion of Music	Indoor & Out door
6	Nature Club	Independent	Environment Awareness	Indoor & Out door
7	Student Imitative In Palliative Care	NSS	Palliative Care/Home care	Outdoor
8	Red Ribbon Club	NSS	Aids Awareness	Indoor & Out door
9	Tourism Club	PG Department of Commerce	Tourism Promotion	Indoor & Out door
10	ED Club	PG Department of Commerce	Entrepreneurial Skill Development	Indoor & Out door
11	Commerce Club	PG Department of Commerce	Curriculum Enrichment(Commerce)	Indoor & Out door
12	Debating Society	P G Department of English	Communication skill development	Indoor
13	English Literary Association	P G Department of English	Cultural and literary activities	Indoor & Out door
14	Management Club	Department of Business Administration	Curriculum Enrichment(Management)	Indoor & Out door
15	Movie Club	Department of Journalism	Film Appreciation	Indoor & Out door
16	IT Club	Computer Science	IT Literacy & Curriculum Enrichment(Computer Science)	Indoor & Out door

EXTENSION ACTIVITIES



Extension activities reflect the aspect of education, which emphasizes neighborhood services. These are often integrated with curricula as extended opportunities intended to help, serve, reflect and learn. The curriculum-extension interface has educational values, especially in rural India. The departments would organize one extension activity annually in the adopted village.

STRENGTHEN TEACHER EVALUATION



Like all professionals, teachers want, need and deserve evaluation processes. The main advantages of teacher evaluation by students are:

- Educators can identify current strengths and weaknesses, and work harder in the areas that need development.
- Students can guide teachers toward providing educational experiences they truly enjoy.
- Students can highlight a teacher's positive aspects, which can fire the teacher's enthusiasm.
- Teachers will be less likely to become complacent in their work if they know that they will be evaluated regularly.
- When student evaluations of teachers are given regularly, the quality of the educational experience is sure to improve for both the teacher and the students.
- Organise teacher evaluation once in every semester
- Automate teacher evaluation system

HERBAL GARDEN



To popularize the usefulness of commonly available and frequently used herbal plants and to conserve the associated traditional knowledge for future generations, the institution maintains a Herbal Garden. Through this, we employ our individual and collective efforts to educate and familiarize students on the importance of herbs and their uses. The other objectives are:

- To encourage and promote concept of home herbal garden
- To inculcate a sense of familiarity with surrounding biodiversity and its conservation, especially herbal plants
- To educate students in identifying different types of herbs and their uses including growing them in a garden
- To encourage students to use herbs in food.
- Nature club shall act as the custodian of herbal garden

ALUMNI ASSOCIATION



- Preparation of the details of top ten alumni of the institution who hold prominent positions
 - Experience sharing and motivation classes by Alumni
 - Make Alumni meet a platform for the discussion of developmental issues of the institution.
 - Encourage financial assistance to meritorious students
 - Appoint a teacher-in-charge
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RESEARCH ACTIVITIES AND PUBLICATION



- Encourage teachers to pursue research projects including major and minor research projects
- Publicize the ethos of “publish or perish”
- Get publications (a) cited in the work of other researchers and (b) discussed in traditional and online media.
- Conduct a seminar on “introduction to academic publishing”
- Encourage publications on professional social networking websites such as academia and researchgate
- Encourage the use of open-access journals to make those publications more accessible to readers.
- Ensure publication impact; the influence that scholarly publications have on other scholars and the general public, and it is becoming more and more important in academia.
- Increase the percentage of teachers with PhD
- Institute cash incentives for paper publication / PhD

NATIONAL /INTERNATIONAL SEMINARS

AND WORKSHOPS



- Organize national and international seminars/ workshops annually
- Increase percentage of attendance in national and international Seminars and workshops
- Encourage teachers and students to present papers in seminars and workshops
- Ensure the presence of renowned resources persons in seminars and workshops
- Ensure the publication of the proceedings of seminars and workshops

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



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