



EMEA

COLLEGE OF ARTS AND SCIENCE, Kondotty
Aided by Govt. of Kerala, Affiliate to the University of Calicut
Re-accredited with "A" Grade by NAAC

P O Kumminiparamba – 673638
Malappuram Dist. Kerala-India

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ANNUAL QUALITY ASSURANCE REPORT

2021-22

EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTY

CRITERION 6

6.3 - Faculty Empowerment Strategies



6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Supporting Documents

- **PBAS Specimen**
- **Research Promotion Council**
- **IQAC Core Committee and Minutes**
- **Self-Appraisal Form – Teacher Specimen**
- **Self-Appraisal Form – Non Teaching Staff Specimen**
- **Course Outline Specimen**
- **Course Progress Report Specimen**
- **Departmental Minutes**
- **Departmental Annual Report Specimen**
- **Feedback from External Stake Holders**



ഇ.എം.ഇ.എ

കോളേജ് ആർട്സ് & സയൻസ് കൊച്ചി

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പി.ഒ കുമ്പിണിപ്പാറമ്പ്, മലപ്പുറം ജില്ല, കേരള - 673638

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G2-333/2020/NTS/H.A/Promotion.

29-04-2022
06-04-2022.

പ്രേഷകൻ

പ്രിൻസിപ്പാൾ

സ്വീകർത്താവ്

കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടർ
വികാസ് ഭവൻ
തിരുവനന്തപുരം

സാർ,

വിഷയം : ഇ.എം.ഇ.എ കോളേജിലെ അന്യോപക വിഭാഗം-ക്ലാർക്ക്
ശ്രീ. ഇർഷാദ് പറമ്പിൽ, ഹെഡ് അക്കൗണ്ടന്റ് തസ്തികയിലേക്ക്
പ്രമോഷൻ നൽകിയതിന് അംഗീകാരം ലഭിക്കുന്നതിനുള്ള പ്രസ്താവൽ
സമർപ്പിക്കുന്നത് - സംബന്ധിച്ച്

- സൂചന : 1. സ്റ്റാഫ് പാറ്റേൺ ഓർഡർ നം. ഇ5/39524/16/കോളേജ് എക്യൂക്കേഷൻ
2. നം. ഇ.5/30337/2020/കോ.വി.വാ തീയതി. 02-12-2020
3. ജി.2-333/2020/എൻ.ടി.എസ്/എച്ച്.എ/പ്രമോഷൻ തീയതി 06-04-2022

ഈ കോളേജിലെ ഹെഡ് അക്കൗണ്ടന്റ് ആയിരുന്ന ശ്രീ. മുത്തുകേരള തങ്ങൾ, കെ.പി 30-09-2020 ന് സ്വയം വിരമിച്ചതിനാൽ പ്രസ്തുത ഒഴിവിലേക്ക് ക്ലാർക്കായിരുന്ന ശ്രീ. ഇർഷാദ് പറമ്പിൽ നെ 06-04-2022 ന് സൂചന (3) പ്രകാരം മാനേജർ സ്ഥാനക്കയറ്റം നൽകിയിട്ടുണ്ട്. പ്രസ്തുത സ്ഥാനക്കയറ്റം അംഗീകരിക്കുന്നതിന് താഴെ പറയുന്ന രേഖകൾ സഹിതം ഇതോടൊപ്പം സമർപ്പിക്കുന്നു.

ആയത്കൊണ്ട് ശ്രീ. ഇർഷാദ് പറമ്പിൽ നെ ഹെഡ് അക്കൗണ്ടന്റായി സ്ഥാനക്കയറ്റം നൽകിയതിനെ എത്രയും വേഗത്തിൽ അംഗീകരിച്ച് ഉത്തരവാകണമെന്ന് അഭ്യർത്ഥിക്കുന്നു.

വിശ്വസ്തതയോടെ


പ്രിൻസിപ്പാൾ

PEN: 677157

Assistant Professor in Charge of Principal
EMEA College of Arts & Science, Sandotty
P.O Kummiparamba -673638

ഉള്ളടക്കം: ചെക്ക് ലിസ്റ്റ്

ചെക്ക് ലിസ്റ്റ്

സ്വകാര്യ എയിഡഡ് കോളേജുകളിലെ അനധ്യാപക സ്ഥാനക്കയറ്റ പ്രൊപ്പോസലിനോടൊപ്പം ഹാജരാക്കേണ്ട രേഖകൾ

നമ്പർ	ഹാജരാക്കിയ രേഖകൾ	ഹാജരാക്കിയ രേഖകൾ (പേജ് നമ്പർ സഹിതം)
1.	ആമുഖ കത്ത്	
2.	പ്രൊഫോർമ് I, II (പൂർണ്ണമായി രേഖപ്പെടുത്തിയത്)	
3.	മാനേജ്മെന്റിന്റെ സ്ഥാനക്കയറ്റ ഉത്തരവ്	
4.	വകുപ്പ് തല സർട്ടിഫിക്കറ്റ് കോപ്പി	
5.	ജോയിന്റിംഗ് റിപ്പോർട്ട് (നിയമനം ലഭിച്ച ജീവനക്കാരൻ സമർപ്പിച്ചത്),	
6.	ജോയിന്റിംഗ് റിപ്പോർട്ട്	
7.	ശമ്പള നിർണ്ണയ പട്ടിക	
8.	സൂപ്പർ ന്യൂമറി സർട്ടിഫിക്കറ്റ്	
9.	ഒഴിവിന് ആധാരമായ വിവരങ്ങൾ, രേഖകൾ	
10.	സ്റ്റാഫ് പാറ്റേൺ	
11.	സീനിയോറിറ്റി ലിസ്റ്റ്	
12.	സീനിയോറിറ്റി ലിസ്റ്റ് പ്രകാരം ഏറ്റവും ഒടുവിൽ സ്ഥാനക്കയറ്റം ലഭിച്ച ജീവനക്കാരൻ സ്ഥാനക്കയറ്റ അംഗീകാരം ലഭിച്ചതിന്റെ പകർപ്പ്	
13.	സീനിയോറിറ്റി സർട്ടിഫിക്കറ്റ്	
14.	സ്ഥാനക്കയറ്റം നടത്തുന്നതിന് തൊട്ടു മുൻ മാസത്തെയും, സ്ഥാനക്കയറ്റം നടത്തിയ മാസത്തെയും ശമ്പള ബില്ലിന്റെ പകർപ്പ്	
15.	സ്ഥാനക്കയറ്റം നടത്തുന്നതിന് തൊട്ടു മുൻ മാസത്തെയും, സ്ഥാനക്കയറ്റം നടത്തിയ മാസത്തെയും ഹാജർ പുസ്തകത്തിന്റെ പകർപ്പ്	
16.	സേവന പുസ്തകം	
17.	ശമ്പളം അധികമായി കൈപ്പറ്റിയിട്ടുണ്ടെങ്കിൽ തിരിച്ച് നൽകാം എന്നുള്ള ഡിക്ലറേഷൻ	
18.	അനുബന്ധമായി നൽകിയ പട്ടികകൾ	


പ്രിൻസിപ്പാൾ

Lt. Abdul Rasheed P
P.E.N. 677157

Assistant Professor in Charge of Principal
College of Arts & Sciences, Kundatty
P.O. Kaminjiparamba - 673638

HP
29-7-2022

പ്രൊഫോർമ -1

സ്ഥാനക്കയറ്റ അംഗീകരണത്തിനുള്ള അപേക്ഷ

1.	പേര്	:	ഇർഷാദ് പറമ്പിൽ
2.	സ്ഥാനക്കയറ്റത്തിന് മുന്നേയുള്ള തസ്തിക	:	ക്ലാർക്ക്
3.	സ്ഥാനക്കയറ്റത്തിന് മുന്നേയുള്ള തസ്തികയിലെ ശമ്പളം, ശമ്പളസ്കെയിൽ	:	₹ 27200/- 26500-700-27900-800-31100-900-38300-1000-42300-1100-47800-1200-52600-1300-56500-1400-60700.
4.	യോഗ്യത (ഡിപ്പാർട്ട്മെന്റ് ടെസ്റ്റിൽ നിന്നും ഒഴിവാക്കിയിട്ടുണ്ടെങ്കിൽ ആയ വിവരം രേഖപ്പെടുത്തണം)	:	Account Test Lower (Reg No. 203828 July 2021 & 106915 January 2022) MOP (Reg No. 203828, July 2021)
5.	സ്ഥാനക്കയറ്റം നേടിയ തസ്തിക	:	ഹെഡ് അക്കൗണ്ടന്റ്
6.	സ്ഥാനക്കയറ്റം നേടിയ തിയതി, മാനേജ്മെന്റ് നൽകിയ സ്ഥാനക്കയറ്റ ഉത്തരവിന്റെ നമ്പർ, തിയതി	:	06-04-2022/G2-333/2020/NTS/HA/ Promotion. Dated 06/04/2022
7.	സ്ഥാനക്കയറ്റം നേടിയ തസ്തികയിലെ ശമ്പളം, ശമ്പളസ്കെയിൽ	:	₹39300/- (39300-1000-42300-1100-47800-1200-52600-1300-56500-1400-60700-1500-65200-1600-70000-1800-79000-2000-83000)
8.	ഒഴിവ്	:	ഹെഡ് അക്കൗണ്ടന്റ് ആയിരുന്ന ശ്രീ. മുത്തുകോയ തങ്ങൾ കെ.പി 30/09/2019 ന് സ്വയം വിരമിച്ചത് തുലമുണ്ടായ ഒഴിവ്
9.	റിമാർക്സ്		



പ്രിൻസിപ്പാൾ
Lt. Abdul Kasheed P
PEN: 677157
 Assistant Professor in Charge of Principal
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പ്രൊഫോർമ -II

ശമ്പള നിർണ്ണയ പട്ടിക
(പതിനൊന്നാം പരിഷ്കരണ പ്രകാരം)

06-04-2022 FN തീയതിയിലെ G2-333/2020/NTS/H.A/Promotion, നമ്പർ ഉത്തരവ് പ്രകാരം ഹെഡ് അക്കൗണ്ടന്റ് തസ്തികയിലേക്ക് സ്ഥാനക്കയറ്റം ലഭിച്ച ശ്രീ. ഇർഷാദ് പറമ്പിൽ ന്റെ ശമ്പള നിർണ്ണയ പട്ടിക.

സ്ഥാനക്കയറ്റം ലഭിച്ച ജോലിയിൽ പ്രവേശിച്ച തീയതി.	:	06-04-2022 FN
സ്ഥാനക്കയറ്റം ലഭിക്കുന്നതിനു മുമ്പ് 26500-700-27900-800-31100-900-38300-1000-42300-1100-47800-1200-52600-1300-56500-1400-60700	:	27200/-
സ്ഥാനക്കയറ്റം ലഭിക്കുന്നതിനു മുമ്പുള്ള ശമ്പള - അങ്ങോട്ടും ഒരു നോഷണൽ ഇൻക്രിമെന്റ് 500 രൂപ കൂട്ടിയാൽ ശമ്പളം	:	ബാധകമല്ല.
സ്ഥാനക്കയറ്റം ലഭിച്ച തസ്തികയിൽ 39300-1000-42300-1100-47800-1200-52600-1300-56500-1400-60700-1500-65200-1600-70000-1800-79000-2000-83000 ശമ്പള സ്കെയിലിൽ കെ.എസ്.ആർ പാർട്ട് 1 റൂൾ 28എ പ്രകാരം സ്ഥാനക്കയറ്റം ലഭിച്ച് ജോലിയിൽ പ്രവേശിച്ച തീയതി പ്രാബല്യത്തിൽ ശമ്പളം	:	39300/-
അടുത്ത ഇൻക്രിമെന്റ് തീയതി.	:	06-04-2023



പ്രിൻസിപ്പാൾ
Lt. Abdul Rasheed P
PEN: 677157
Assistant Professor in Charge of Principal
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P.O. Kamminiparamba -673638

G2-333/2020/NTS/H.A/Promotion.

06-04-2022.

FORM I
(See Statutes 13 and 47)

PROMOTION ORDER

Sri, **IRSHAD PARMBIL**, Clerk, (PEN : 900041), Parambil (H), Kallidumbu, Edavanna Po, Malappuram Dt, 676541 Pin is promoted as **Head Accountant** with effect from 06-04-2022 in EMEA College of Arts & Science, Kondotti on a pay of Rs. 39300/- + DA in the scale of pay of Rs. 39300-1000-42300-1100-47800-1200-52600-1300-56500-1400-60700-1500-65200-1600-70000-1800-79000-2000-83000 under this educational agency against the voluntary retirement vacancy of Sri. Muthukoya Thangal KP, Head Accountant who relieved on 30-09-2019 AN.

The promotion and appointment subject to the provisions of the Calicut University Act 1975 and Statutes, Ordinance and Regulations made there under and such other rules and orders issued from time to time by the University of Calicut or by such other authority who may be competent to issue such rules, orders, etc., under the said statute.

To

Sri, **IRSHAD PARMBIL**

Copy to:

The Director of Collegiate Education, Thiruvananthapuram with CL
The Dy. Director, Collegiate Education, Kozhikode with CL
The Principal, EMEA College of Arts & Science, Kondotti.


MANAGER
MANAGER
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
MALAPPURAM DC-673638



കോളേജ് വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി ഡയറക്ടറുടെ നടപടിക്രമം

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് ,തിരുവനന്തപുരം -സ്വകാര്യ എയ്ഡഡ് കോളേജ് -അനധ്യാപക പദവി നിയമനം -കൊണ്ടോട്ടി ഇ.എം.ഇ.എ കോളേജിലെ ശ്രീ ഇർഷാദ് പറമ്പിൽ റെസ്റ്റി- ക്ലാർക്ക് തസ്തികയിലെ നിയമനം പ്രൊവിഷണലായി അംഗീകരിച്ചു ഉത്തരവാകുന്നു.

ഉത്തരവ് നമ്പർ: E5/30337/2020/DCE തീയതി: 02.12.2020

- പരാമർശം-1. 29.02.2016 ലെ സർക്കാർ ഉത്തരവ് ജി.ഒ.(എം.എസ്)നമ്പർ 60/2016 /ഉ.വി.വ
- 2. 09.07.2019 ലെ സർക്കാർ കത്ത് D2/234/2019/HEdn
- 3. 21 .08.2020 ലെ ഇ എം ഇ എ കോളേജിന്റെ പ്രിൻസിപ്പാളിന്റെ G2 / 333 / 2020 NTS നമ്പർ കത്ത്
- 4 .ശ്രീ .മുഹമ്മദ് ഫാഹിസ് .കെ യുടെ 20 / 10 / 2020 ലെ അപേക്ഷ

ഉത്തരവ്

കൊണ്ടോട്ടി ഇ.എം.ഇ.എ കോളേജിലെ അനധ്യാപക വിഭാഗം ശ്രീ ഇർഷാദ് പറമ്പിൽ റെസ്റ്റി ക്ലാർക്ക് തസ്തികയിലെ നിയമനം ഈ ഉത്തരവിനൊപ്പം ഉൾപ്പെടുത്തിയിരിക്കുന്ന സ്റ്റേറ്റ്മെന്റ് പ്രകാരം പ്രൊവിഷണലായി ശ്രീ .മുഹമ്മദ് ഫാഹിസ്.കെ യുടെ 20/10/2020 ൽ ലഭിച്ച അപേക്ഷയിന്മേലുള്ള സർക്കാർ നിർദ്ദേശത്തിന് വിധേയമായി അംഗീകരിച്ചു ഉത്തരവാകുന്നു. ഈ ഉത്തരവിന്റെയും അനുബന്ധ സ്റ്റേറ്റ്മെന്റിന്റെയും സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പ് പ്രിൻസിപ്പാൾ സേവനപുസ്തകത്തിൽ പതിക്കേണ്ടതും ആവശ്യമായ രേഖപ്പെടുത്തലുകൾ വരുത്തേണ്ടതുമാണ്.

നിയമനം ലഭിക്കുന്നതിന് ആവശ്യമായ അടിസ്ഥാനമായ യോഗ്യതകൾ, ഒന്നു തീയതി എന്നിവ അതതു രേഖകളിലെ ഡെപ്യൂട്ടി ഡയറക്ടർമാർ ശമ്പളം അനുവദിച്ചു നൽകുന്നതിന് മുമ്പായി പരിശോധിച്ച്, അത് സേവന പുസ്തകത്തിൽ സാക്ഷ്യപ്പെടുത്തേണ്ടതുമാണ്.

പ്രസ്തുത കോളേജിൽ സ്റ്റാഫ് പാറ്റേൺ പ്രകാരം അനുവദിച്ചിരിക്കുന്ന തസ്തികകളിൽ അനുവദനീയമായ തിരഞ്ഞെടുപ്പ് പരീക്ഷണത്തിലൂടെയും പരാമർശം 2 സർക്കാർ കത്തിലെ വ്യവസ്ഥകൾ പാലിച്ചിട്ടുണ്ടെന്നും, ശമ്പളം അനുവദിച്ചു നൽകുന്നതിനു മുമ്പായി രേഖകളിലെ ഡെപ്യൂട്ടി ഡയറക്ടർ ഉറപ്പു വരുത്തേണ്ടതുമാണ്.

ഈ നിയമനം അംഗീകാരം ബന്ധപ്പെട്ട യൂണിവേഴ്സിറ്റി സ്റ്റാമ്പുകൾക്കും സർക്കാർ ഉത്തരവുകൾക്കും വിധേയമായിരിക്കും.

Approval Valid

Digitally Approved By
ഡോ. ജോതിരാജ് എം
Date: 02.12.2020
Reason: Approved

Sd/-
ഡോ. ജോതിരാജ് എം
ഡെപ്യൂട്ടി ഡയറക്ടർ
0471-2303548
dirdce.colledn@kerala.gov.in

- പകർപ്പ്,
1. പ്രിൻസിപ്പാൾ , ഇ.എം.ഇ.എ കോളേജ്, കൊണ്ടോട്ടി (സേവനപുസ്തകം, ഒർജിനൽ സർട്ടിഫിക്കറ്റുകൾ എന്നിവ ഉൾപ്പെടെ)
 2. മാനേജർ , ഇ.എം.ഇ.എ കോളേജ്, കൊണ്ടോട്ടി
 3. കോളേജ് വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി ഡയറക്ടർ , കോഴിക്കോട്
 4. കരുതൽ ഫയൽ/നടപ്പു ഫയൽ

ക്രമ നമ്പർ	നിയമനം വർഷങ്ങളുടെ പേര്, വിഭാഗം	നിയമനം ലഭിച്ച തസ്തിക, പ്രാബല്യ തീയതി	ജനന തീയതി	യോഗ്യതകൾ	ശമ്പളം, ശമ്പളം സൂചിപ്പിക്കൽ	ഒഴിവ് സംബന്ധിച്ച വിവരങ്ങൾ
1.	ശ്രീ. ഇർഷാദ് പറമ്പിൽ പറമ്പിൽ(H), കല്ലിടമ്പ് എടവന്ന പി.ഓ, മലപ്പുറം-676541	ക്ലാർക്ക്, 18.08.2020 FN	15.01.1987	എസ്.എസ്.എൽ.സി	19000/- (19000-43600)	ശ്രീ. ചേങ്ങട്ടി ക്ലാർക്ക്, 31/05/2019 ൽ വിരമിച്ച ഒഴിവ്

* ശ്രീ ഇർഷാദ് പറമ്പിൽ നിയമനം ശ്രീ മുഹമ്മദ് ഫാഹിം, കെ 20/10/2020 തീയതിയായി ഈ കാര്യവുമായി സമാന്തരമായി നടത്തിയുള്ള അപേക്ഷയിനേടുള്ള സർക്കാർ നിർദ്ദേശത്തിന് വിധേയമായിരിക്കും.

Dr. JOTHIRAJ. M
 കോളേജ് വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി ഡയറക്ടർ
 Dr. ജോതിരാജ്. എം

Approval Valid

Digitally Approved By
 JOTHIRAJ. M
 02/12/2020
 Digitally Approved



Lt. Abdul Rasheed P
 PEN: 677157
 Assistant Professor in Charge of Principal
 EMZA College of Arts & Science, Kumbalangi
 P.O Kummiparamba -673638



KERALA PUBLIC SERVICE COMMISSION

DEPARTMENTAL TESTS

Certificate ID : 133223#1#3

CERTIFICATE



Name of Candidate
IRSHAD PARAMBIL

Date of Birth
15-01-1987

Designation & Department
LD Clerk
Collegiate Education

Name of Examination
Manual of Office Procedure Test



Certified that the candidate has passed the examination conducted by the Kerala Public Service Commission as per the details given below :

Code	Paper Name	Month & Year of Test	Reg. No. of Notification
027	Manual of Office Procedure (for Officers other than Secretariat)	Jul-2021	203828

Checked By: (Section Officer)



Office of the
Kerala Public Service Commission,
Thiruvananthapuram.

Dated : 24-01-2022

Lt. Abdul Rasheed IAS
PEN: 67715
Assistant Professor in Charge of English
VMEA College of Arts & Science, Kollam
www.ayyparambil.org

UNDER SECRETARY
(Departmental Tests)
KERALA PUBLIC SERVICE COMMISSION

809702 09202102

0156212



KERALA PUBLIC SERVICE COMMISSION

DEPARTMENTAL TESTS

Certificate ID : 148817#1#6

CERTIFICATE



Name of Candidate
IRSHAD PARAMBIL

Date of Birth
15-01-1987

Designation & Department
LD Clerk
Collegiate Education

Name of Examination
Account Test (Lower)



Certified that the candidate has passed the examination conducted by the Kerala Public Service Commission as per the details given below :

Code	Paper Name	Month & Year of Test Notification	Reg. No.
001	Kerala Service Rules (Paper I)	Jan-2022	106915
004	Introduction to the Indian Government Accounts and Audit (Paper III)	Jan-2022	106915
005	The Kerala Treasury Code (Paper IV)	Jul-2021	203828
006	Kerala Financial Code - PART I - II PAPER Account Test (Higher)	Jul-2021	203828

Checked By: (Section Officer)

Authenticity of this Certificate may be verified either by Scanning the QR Code or through <https://psc.kerala.gov.in/kpsc/certverify.php>

Lt. Abdul Rashid P
PEN: 677157

Assistant Professor in Charge of Principal
EHEA College of Arts & Science, Koodlatty
P.O. Kunnimparamba - 673639

Office of the
Kerala Public Service Commission,
Thiruvananthapuram.



UNDER SECRETARY
(Departmental Tests)
KERALA PUBLIC SERVICE COMMISSION

Dated: 20-07-2022

പ്രവേശകൻ

ഇർഷാദ് പറമ്പിൽ

ക്ലാർക്ക്

ഇ.എം.ഇ.എ കോളേജ് ഓഫ് ആർട്സ് & സയൻസ്, കൊണ്ടോട്ടി സി.കർത്താവ്

പ്രിൻസിപ്പാൾ

ഇ.എം.ഇ.എ കോളേജ് ഓഫ് ആർട്സ് & സയൻസ്, കൊണ്ടോട്ടി

പി.ഒ കുമ്മിണിപ്പറമ്പ് - 673638 പിൻ

സംഭ.

വിഷയം : ക്ലാർക്ക് തസ്തികയിൽ നിന്നും ഹെഡ്സ് അക്കൗണ്ടന്റായി - സ്ഥാനകയറ്റം ചെയ്തതിനാൽ ഹെഡ്സ് അക്കൗണ്ടന്റ് തസ്തികയിൽ ജോയിൻ ചെയ്യുവാൻ അനുവദിക്കണമെന്ന് അപേക്ഷ.

സൂചന : ഇ.എം.ഇ.എ കോളേജ് മാനേജറുടെ ഉത്തരവ് 06/04/2022 ലെ ജി2-333/2020/എൻ.ടി.എസ്.

മേൽ സൂചന ഉത്തരവ് പ്രകാരം ക്ലാർക്കായിരുന്ന എന്ന ഹെഡ്സ് അക്കൗണ്ടന്റായി 06/04/2022 ലെ ജി2-333/2020/എൻ.ടി.എസ്/എച്ച്.എ/പ്രമോഷൻ എന്ന ഉത്തരവ് പ്രകാരം സ്ഥാനകയറ്റം ചെയ്യുവാനുള്ള അനുമതിയിൽ ഹെഡ്സ് അക്കൗണ്ടന്റായി ജോയിൻ ചെയ്യുവാൻ 06/04/2022 മുതൽ അനുവദിക്കണമെന്ന് ഇതിനാൽ അപേക്ഷിക്കുന്നു.

വിശ്വസ്തതയോടെ

ഇർഷാദ് പറമ്പിൽ

06-04-2022

കുമ്മിണിപ്പറമ്പ്

*Admitted to join duty in Uki FN
8 5th April 2022.*

Lt. Abdul Rasheed P

PEN: 677157

Assistant Professor in Charge of Principal
EMEA College of Arts & Science, Kumboly
P.O Kuminiparumba -673638

G2-333/2020/NTS/H.A/Promotion

Dated : 06-04-2022

ജോയിന്റിംഗ് റിപ്പോർട്ട്

ശ്രീ. ഇർഷാദ് പറമ്പിൽ, ക്ലാർക്ക് എന്നയാളെ 06/04/2022 FN ന് ഹെഡ്സ് അക്കൗണ്ടന്റ് തസ്തികയിലേക്ക് സ്ഥാനം കയറ്റം നൽകി ജോയിൻ ചെയ്തിട്ടുണ്ടെന്ന് ഇതിനാൽ അറിയിക്കുന്നു.



പ്രിൻസിപ്പാൾ

L.L. Abdul Rasheed F
PEN: 677157

Assistant Professor in Charge of Principal
EMEA College of Arts & Science, Kozhikode
P.O Kummimparamba -673538

Ref: G2-333/2020/NTS/HA/ Promotion.

Dated 06-04-2022

സൂഷർ ന്യൂമററി ഡികളറേഷൻ

ഇ.എം.ഇ.എ. കോളേജ് - അനദ്ധ്യപക വിഭാഗത്തിൽ ഹെഡ്സ് അക്കൗണ്ടന്റ് തസ്തികയിൽ ഗ്രൂപ്പ്-4 (നാലിൽ) സൂപ്പർ ന്യൂമററിയായി ആരും തന്നെ സേവനമനുഷ്ഠിക്കുന്നില്ല. കൂടാതെ അനദ്ധ്യപക ജീവനക്കാരിൽ ക്ലാർക്ക് തസ്തികയിൽ നിന്ന് പ്രമോഷൻ അർഹരായി മറ്റാരും തന്നെ ഇല്ലാ എന്നും ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു.



പ്രിൻസിപ്പാൾ

Lt. Abdul Rasheed P
PEN: 677157

Assistant Professor in Charge of Principals
GMEA College of Arts & Science, Koodatt
P.O. Kummiparamba -673638

ഇ.എം.ഇ.എ കോളേജ് ഓഫ് ആർട് & സയൻസ്, കൊണ്ടോട്ടി

അനധ്യാപക ജീവനക്കാരുടെ സ്ഥാന കയറ്റം

ഒഴിവിന് ആധാരമായ വിവരം

ഹെഡ്സ് അക്കൗണ്ട് ആയിരുന്ന ശ്രീ മുത്തുകോയ തങ്ങൾ കെ.പി G2-834/NTS/2019 dated 30/09/2019 ന് സന്ധ്യ വിരമിച്ചത് മൂലമുണ്ടായ ഒഴിവ്.



പ്രിൻസിപ്പാൾ

Lt. Abdul Rasheed P

PEN: 677157

Assistant Professor in Charge of Principal
EMBA College of Arts & Science, Kondotty
P.O Kusminiaramba - 673636

**PROCEEDINGS OF THE MANAGER, EMEA COLLEGE OF ARTS & SCIENCE,
KONDOTTI**

Sub :Establishment – Sri. Muthukoya Thangal K.P, Head Accountant, Retirement on Voluntarily of the duties of this college w.e.f 30.09.2019 AN – Orders Issued.

ORDER NO. G2-843/NTS/2019

DATED : 30-09-2019

ORDER

Sri. Muthukoya Thangal K.P, Head Accountant, Retirement on voluntarily of the duties of this college w.e.f 30.09.2019 AN .

In the above circumstances Sri.Muthukoya Thangal K.P, Head Accountant, Retirement on Voluntarily of EMEA College of Arts & Science, Kondotti is relieved of the duties of this college with effect from 30-09-2019 AN.

Orders are issued accordingly.

To

Sri.Muthukoya Thangal K,P

Copy to :

1. The Principal, EMEA College of Arts & Science, Kondotti
2. The Deputy Director, Collegiate Education, Kozhikode
3. The Director, Collegiate Education, Thiruvananthapuram


MANAGER
MANAGER
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
MALAPPURAM DC - 673638

11 OCT 2020

Verification Report

R. 2102059021 / P-11/5/1020483530

Dated: 25/09/2020

THE DEPUTY DIRECTOR
 COLLEGIATE EDUCATION (NORTH ZONE) KOZHIKODE
 Sub: Pension case in R/o Shri/Smt MUTHUKOYATHANGAL K P
 Ref: Your letter no PRISM/8170 dated 10/08/2020

Referring to the above, the following particulars are reported. The pensionary benefits noted are subject to the further conditions given in the Remarks as Sl. No.10 below.

Name of the Employee: **Shri/Smt. MUTHUKOYATHANGAL K P**
 DOR / DOD: 30/09/2019
 Designation: **HEAD ACCOUNTANT**
 Pension Amount: Rs. 24780 w.o.f. 01/10/2019 3. (a) Pen Saac. Amt. Rs. 24780
 Family Pension(HR): Rs. 24780 from / / to 14/05/2027 or for 7 years from the date of death of the pensioner whichever is earlier to
 Family Pension(NR): Rs. 15120 from 15/05/2027 to Shri/Smt. HAFZA MALIYA THARAKKAL
 CRG Amount: Rs. 937440 6(a) SRVC. GRTY Rs. 0
 Pension Commuted: Rs. 9912
 Commuted value: Rs. 1358341
 Reduced Pension: Rs. 14868

- Remarks:-
- 1) This Verification Report is only for information.
 - 2) The admissibility of any or all of the above pensionary benefits is subject to the sanction of the PSA and Payment orders will be issued only on receipt of sanction.
 - 3) The Service Book(s) of the Pensioner / One Pension Book are returned herewith.
 - 4) Payment is being/will be arranged on retirement/receipt of sanction, subject to production of LPC and NLC at Sub Treasury, Kondootty.
 - 5) Event / Non event certificate may be forwarded.
 - 6) SANCTION FOR VOLUNTARY RETIREMENT IS NOT SEEN AS ENCLOSED. HE HAS 31 YEARS OF QUALIFYING SERVICE. HENCE REVISED SANCTION ALSO MAY BE FORWARDED

Voluntary Retirement	Rules	: KSR		
Ordinary/Service Pension	Governed		GROSS Q.S	(Y/M/D)
: 49500	DA Reckoned	: 20%	NON Q.S	: 34/10/0
PAY : 50400	Pension commuted	: 40 (% / factor)	WEIGHTAGE	: 0/0/0
	Q.S FOR DCR		AEDL Q.S	: 0/0/0
			P.T.SERVICE	: 0/0/0
			NET Q.S	: 31

To Shri/Smt MUTHUKOYATHANGAL K P
 XV/87
 ANUGRAH
 PALLIKKAL
 MALAPPURAM
 673614

Endt. No 01/5841/19 dt 23/10/19.

Copy along with Service Book forwarded to Principal, EMEA College Kondootty for favour of necessary action. Sr. Accounts Officer

[Signature]
 L. Abdul Rasheed P
 PER: 677187

Assistant Professor in Charge of Pric
 EMEA College of Arts & Science, Kor
 P.O Kuzhminiparamba - 673626

[Signature]
 5/11/20

[Signature]
 P V
 Deputy Director
 10/10/2020

PROVISIONAL
PROCEEDINGS OF THE DIRECTOR OF COLLEGIATE EDUCATION
THIRUVANANTHAPURAM

Collegiate Education Department - Revised Staff Pattern of NTS for Private aided colleges - grading of colleges & fixation of staff strength - pattern for EMEA College, Kondotty - orders issued.

ORDER No. E5/39524/16/ Coll Edn

Dated : 02.03.2017

Read :- 1. G.O(MS) 60/2016/H.Edn dated 29/02/2016.
2. Letter No A3(F1)-655/4 dated 02.01.2016 of the Zonal Deputy Director of Collegiate Education, Kozhikode.

ORDER

Government have framed new guidelines for fixing the staff pattern of NTS for aided colleges on the basis of number of aided courses & students strength. The Director of Collegiate Education is entrusted to issue formal orders fixing staff patterns of aided colleges.

On examining the details in respect of Kondotty EMEA College and the proposal counter signed by the Zonal Deputy Director of Collegiate Education - Kozhikode vide reference cited 2nd above, the new staff pattern is fixed as follows.

- | | | |
|---|---|----------------|
| 1. Number of courses (as on 29.02.2016) | - | 9 (7 UG +2 PG) |
| 2. Sanctioned Strength of Students (as on 29.02.2016) | - | 1040 |
| 3. Whether receiving UGC grant or not | - | Yes/No |
| 4. Grading of the College | - | - |
| (a) Existing | - | E |
| (b) New | - | N.A |
| (c) Grade if protected | - | - |
| (d) Grade Admissible | - | D |


Lt. Abdul Rasheed P
PEN: 677157

Assistant Professor in Charge of Principal
EMEA College of Arts & Science, Kondotty
P.O Kuminiperamba -673638



**FIXING OF REVISED QUANTUM
Provisional**

Sl No.	Name of Post	No. of post sanctioned as per G.O(MS) 50/08 / H.Edn dated. 09.05.2008	No. of Supernumerary post identified as per G.O(MS)50/08/ H.Edn dated. 09.05.2008 and existing as on 28.02.2016	No. of Sanctioned post as per revised pattern vide G.O(MS) 60/16/H.Edn dated: 29.02.16	No. of Additional post created as per revised staff pattern	Surplus of any	Supernumerary	Remarks
Group 4	1. Administrative Assistant	Nil	Nil	Nil	Nil	Nil	Nil	
	2. Senior Superintendent	Nil	Nil	Nil	Nil	Nil	Nil	
	3. Junior Superintendent	Nil	Nil	Nil	Nil	Nil	Nil	Junior Superintendent post will be considered if eligible after receiving clarification from Govt.
Group 5	4. Head Accountant	1	Nil	1	Nil	Nil	Nil	
	5. Clerk	2	Nil	4	2	Nil	Nil	Two additional post created with effect from 29-02-2016
Group 6	6. LD Store keeper UD store keeper	Nil	Nil	Nil	Nil	Nil	Nil	
	7. A Librarian, Grade IV	1	Nil	Nil	Nil	Nil	1	Eligible for UGC Librarian post.
Group 7	B UGC Librarian	Nil	Nil	1	1	Nil	Nil	Vacancy effective from the date of extinction of supernumerary post of (A) Librarian
	8. L.D., Computer Assistant	1	Nil	1	Nil	Nil	Nil	

Lt. Abdul Rasheed P

PEK-677157

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 BNUA College of Arts & Science, Koodli
 P.O Kemmangipuram- 673639

Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Total	
Group 1		Mechanic	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7	
	10.	Herbarium Keeper	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7
	11.	Library Assistant	Nil	1	2	2	Nil	1	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7
	12.	Lab Assistant	Nil	Nil	2	2	Nil	2	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7
	13.	Office Attendant	2	3	3	1	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7
	14.	Sweeper	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7
	15.	Sanitation Worker	Nil	1	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7
	16.	Scavenger	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7
	17.	Night Watchman	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7
	18.	Specimen Collector	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7
	19.	Gasmen	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7
	20.	Gardener	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7
	21.	Marker	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7
	22.	Technical Assistant in computer application	Nil	Nil	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	7
		Total		7	5	15	9	3	6															7

The supernumerary post exist as per pre-revised pattern should be adjusted against the newly created additional post.

One post newly created w.e.f 29.02.2010

// Approved for Issue //
 Superintendent



Sd/-
 Director of Collegiate Education



Explanatory Note:-

This order will take effect from 29.02.2016, i.e. the date of G.O(MS)No.60/16 29.02.2016. The Staff strength has been fixed strictly in accordance with the guidelines shown in the above Government Order. Those who are aggrieved with this new staff pattern will submit relevant documents to rectify the anomalies, if any, within one month from the date of issue of this order.

The Principals, Deputy Director of Collegiate Education are hereby instructed to ensure that no appointment is made against the supernumerary post (identified so in the table shown above). Any wrong instance will be viewed seriously and the concerned Principal's will be held responsible for the same. The Deputy Director of Collegiate Education shall keep proper Book / Registers containing the details of supernumerary posts & admissible number of sanctioned posts and proper verification shall be done before admitting salary.

Consequent on delinking of pre-degree from colleges the staff pattern of aided colleges was revised as per G.O(MS) No.50/08/H.Edn dated.09.05.2008, and certain posts, namely in the categories of Gasman, Watchman, Sweeper, Scavenger, Sanitation Worker, Specimen Collector etc were declared to be supernumerary. These excess incumbents who continue as supernumerary shall be adjusted against the vacancy of LGS, protecting his pay & designation. Fresh

Lt. Abdul Rasheed P

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P.O Kummiparumba -673618

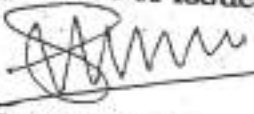
ment shall not be made against the vacancy of LGS until all the supernumerary incumbents working in the above categories are adjusted.

The Managements/Principals/ Deputy Director of Collegiate Educations are instructed to see that no regular appointment / promotion is done against supernumerary posts, identified in each college. Those present persons working in these supernumerary posts will be permitted to continue till the retirement or the post becomes vacant owing to any other reasons..

The Deputy Director of Collegiate Education is instructed Secure no Librarian is appointed in colleges were supernumerary incumbents in the post of Librarian Grade-IV- Grade I are working. They are instructed to ensure that only JGC Qualified Librarians are posted, after the abolition of graded Librarian posts.

Sd/-
M.S.JAYA IAS
DIRECTOR OF COLLEGIATE EDUCATION

//Approved For Issue//


Superintendent



Lt. Abdul Rasheed P
PEN: 677157
Assistant Professor in Charge of Principal
EMSA College of Arts & Science, Kanchitly
P.O Kummilparamba -673633

04.03.2017

Courses considered for Grading

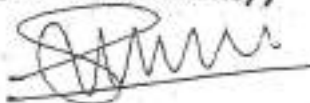
Sl. No.	Main	Subsidiary
1.	BSc Microbiology	Biochemistry & Computer Application
2.	BSc Computer Science	Mathematics & Statistics
3.	BA English	Political Science & Journalism
4.	BA West Asian Studies	Mass Communication & Computer Application
5.	B.Com	Computer Application
6.	BA Economics	Modern Indian History Indian Constitution Politics
7.	B.Com	Co-operation

PG Courses

8. MA Economics
9. M.Com

(Sd/-)
Director of Collegiate Education

//Approved for Issue//


Superintendent


L.L. Abdul Rasheed P
PEN: 677157
Assistant Professor in Charge of Principal
EMEA College of Arts & Science, Nandotty
P.O. Kummipuzha - 673538

SENIORITY LIST OF NON TEACHING STAFF - PRIVATE AIDED COLLEGE AS ON 01-04-2022

Name of the College: EMEA College of Arts & Science, Kondotti.

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	Name of employees	
																Present Designation	date of birth
		qualification (academic & departmental)			whether exempted from test	Name of post	Date of joining	Order No. & date of approval of DCE/DyDCE (if not approved, give details)	Name of post	Date of joining	Order No. & date of approval of DCE/DyDCE (if not approved, give details)	details of relinquishment if any	Details of posts downgraded if	Remarks			
1.	1.	Sweeper	01-05-1993	SSLC, Predegree			31-05-1993	Estt.E6-15460/94 dt. 07-06-1995	Office Attendant	31-05-2017	ES/18626/2018, Coll. Edn dated 27-11-2018	NA	A	NA		Abdul Kareem Puthanveetil	
	2.	Clerk	01-05-1972				31-05-2017		Office attendant								
	3.								Lab Assistant	01-06-2018	ES/67048/2019/Co lle.Edn dtd.18.05.2019						
									Clerk	01-06-2019	Approval Pending						
	2.	Sanitary Worker	31-05-1993		Yes		31-05-1993	Estt.E6-29989/97 dt. 12-11-1997	Office Attendant	31-05-2017	ES/30395/2017, Coll.Edn, dated 18/12/2018	NA	A	NA		Abdu Razak, K	
				VII					Library Assistant								
									Office attendant	31-05-2017							
	2.	Library Assistant	05-4-1971		Yes		31-05-2017		Library Assistant	01-06-2018	ES/16419/19 Coll.Edn, dated 14/11/2019	NA	A	NA		Abdu Razak, K	
									Office attendant								
									Office Watchman	13-07-1993	ES/33373/2017, Coll.Edn, dated 24/11/2018	NA	A	NA			
									Office attendant	01-06-2017	ES/33373/2017, Coll.Edn, dated 24/11/2018	NA	A	NA			
									Office attendant	01-06-2017	Estt.E6-15460/94 dt. 07-06-1995						
									Lab Assistant	07-06-2019	ES/30205/2019, Coll.Edn, dated 16/07/2021						
									Lab Assistant	07-06-2019	ES/30205/2019, Coll.Edn, dated 16/07/2021						
	3.	Lab Assistant	25-6-1962	SSLC Failed	Yes		13-07-1993	Estt.E6-15460/94 dt. 07-06-1995	Office attendant	01-06-2017	ES/30205/2019, Coll.Edn, dated 16/07/2021						
									Lab Assistant	07-06-2019	ES/30205/2019, Coll.Edn, dated 16/07/2021						

SENIORITY LIST OF NON TEACHING STAFF - PRIVATE AIDED COLLEGE AS ON 06-04-2022

Name of the College: EMEA College of Arts & Science, Kondotti.

Sl. No.	Name of employees	Present Designation	date of birth	qualification (academic & departmental)	whether exempted from test	Details of appointments in the entry post			details of appointments in the present post			Remarks								
						Date of joining	Order No. & date of approval of DCE/DyDCE (if not approved, give details)	Name of post	Date of joining	Order No. & date of approval of DCE/DyDCE (if not approved, give details)	Name of post									
1.	Abdul Kareem Puthanveetil	Clerk	01-5-1972	SSLC, Predegree		31-05-1993	Estt.E6-15460/94	Office Sweeper	31-05-2017	ES/18626/2018.	Office Attendant	11-2018	11.	12.	13.	14.	15.	16.		
2.	Abdu Razak, K	Library Assistant	05-4-1971	VII	yes	31-05-1993	Estt.E6-2998/97	Sanitary Worker	31-05-2017	ES/30395/2017.	Office Attendant	18/12/2018	NA	NA	NA	NA	NA	NA	NA	NA
								Office attendant	31-05-2017	ES/16419/19	Library Assistant	14/11/2019								
3.	Veeran Kutty Trikannur Kolothott	Lab Assistant	25-6-1962	SSLC Failed	yes	13-07-1993	Estt.E6-15460/94	Watchman	01-06-2017	ES/33373/2017.	Office Attendant	24/11/2018	NA	NA	NA	NA	NA	NA	NA	NA
								Office attendant	01-06-2017	ES/30205/2019.	Lab Assistant	16/07/2021								

8.	Mansoor P	Office Attended	24-10-1992	SSLC, Plus Two		Office Attendant	24-01-2022	ES/39352/2021/D	CE, Dated 14/02/2022					
7.	Shahul Hameed, K	Office Attended	03-07-1982	SSLC, Plus Two		Office Attendant	31-05-2021	ES/3155/2021/DC	E, Dated 30-07-2021					
6.	Mohamed Nishad, NK	Office Attended	12-05-1993	SSLC, Plus Two, Degree, PG		Office Attendant	28-10-2020	ES/37293/2020/D	CE dated 12-02-2021					
						Head Accountant	06-04-2022	Approval Pending						
5.	Irshad Parambil	Clerk	15-01-1987	Academic Degree, Plus Two, SSLC, Departmental MOP, Account Test Lower		Clerk	18-08-2020	ES/30337/2020/D	CE dated 02-12-2020					
						Clerk	05-10-2021	Approval Pending						
	L.D Computer Assistant	Computer Assistant	28-08-1991	Academic Degree, Plus two, SSLC, PG, KGTTE Typewriting Malayalam & English Higher, B.Ed, SET Departmental MOP, Account Test Lower		L.D Computer Assistant	27-05-2020	ES/20414/2020/DCE	Dt : 30-12-2020					
						Computer Assistant	27-05-2020	ES/20414/2020/DCE	Dt : 30-12-2020					
						Clerk	18-08-2020	ES/30337/2020/DC	E dated 02-12-2020	NA	NA	NA	NA	NA
						Head Accountant	06-04-2022	Approval Pending						
						Office Attendant	28-10-2020	ES/37293/2020/DC	Estt. E dated 12-02-2021					
						Library Assistant	27-11-2021	ES/45359/2021/DC	E, Dated 04-04-2022					
						Office Attendant	31-05-2021	ES/3155/2021/DCE	E, Dated 30-07-2021					
						Office Attendant	24-01-2022	ES/39352/2021/DC	E, Dated 14/02/2022					

L. Asst. Rashied P

PEN: 677157

Assistant Professor in Charge of Principal
EMEA College of Arts & Science, Koodli

ഇ.എം.ഇ.എ കോളേജ് ഓഫ് ആർട്സ് & സയൻസ്, കൊണ്ടോട്ടി

അന്യധ്യാപക ജീവനക്കാരുടെ സ്ഥാനക്കയറ്റം

എറ്റവും ഒടുവിൽ സ്ഥാനക്കയറ്റം ലഭിച്ച ജീവനക്കാരന്റെ പേര് വിവരം സംബന്ധിച്ച്

ഈ കോളേജിൽ 27-11-2020 ന് ഓഫീസ് അറ്റൻഡന്റായി നിയമിതനായ ശ്രീ. മുഹമ്മദ് നിഷാദ്. എൻ.ഒക എന്നയാളെ 28-11-2021 FN ന് ലൈബ്രറി അസിസ്റ്റന്റായി സ്ഥാനക്കയറ്റം നൽകി മാനേജർ ഉത്തരവാകുകയും, 04-04-2022 ന് തിരുവനന്തപുരം DCE അപ്രൂവൽ ചെയ്തിട്ടുണ്ട്. പ്രസ്തുത അപ്രൂവൽ കോപ്പി ഉള്ളടക്കം ചെയ്യുന്നു.



പ്രിൻസിപ്പാൾ
Lt. Abdul Rasheed P
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P.O Kamminiparamba -673638

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കോളേജ് വിദ്യാഭ്യാസ അസാധന കാര്യലയം ഡെപ്യൂട്ടി ഡയറക്ടറുടെ നടപടിക്രമം

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ്, തിരുവനന്തപുരം -സ്വകാര്യ എയ്ഡഡ് കോളേജ് -അനധ്യാപക ജീവനകാര്യം - കോളേജ്, ഇ.എം.ഇ.എ കോളേജിലെ ശ്രീ.മുഹമ്മദ് നിഷാദ് എൻ കെ - ലൈബ്രറി അസിസ്റ്റന്റ് തസ്തികയിലേക്കുള്ള സ്ഥാനക്കയറ്റം പ്രോവിഷണലായി അംഗീകരിച്ചു ഉത്തരവാകുന്നു.

ഉത്തരവ് നമ്പർ: E5/45359/2021/DCE

തീയതി: 04.04.2022

പരാമർശം:- 1.29.02.2016 ലെ സർക്കാർ ഉത്തരവ് ജി.ഒ.(എം.എസ്)നമ്പർ 60/2016 /ഉ.വി.വ

- 3. 27.11.2021 തീയതിയിലെ ഇ എം ഇ എ കോളേജ് മാനേജരുടെ G2/462/2020/NTS/promotion നമ്പർ ഉത്തരവ്.
- 4. 29.11.2021 തീയതിയിലെ ഇ എം ഇ എ കോളേജിന്റെ പ്രിൻസിപ്പാളിന്റെ G2 /462/2020/NTS നമ്പർ കത്ത്.

ഉത്തരവ്

കോളേജ്, ഇ.എം.ഇ.എ കോളേജിലെ അനധ്യാപക ജീവനക്കാരനായ ശ്രീ.മുഹമ്മദ് നിഷാദ് എൻ കെ യുടെ ഓഫീസ് അറ്റൻഡന്റ് തസ്തികയിൽ നിന്നും ലൈബ്രറി അസിസ്റ്റന്റ് തസ്തികയിലേക്കുള്ള സ്ഥാനക്കയറ്റം ഈ ഉത്തരവിനൊപ്പം ഉൾപ്പെടുത്തിയിരിക്കുന്ന സ്റ്റേറ്റ്മെന്റ് പ്രകാരം പ്രോവിഷണലായി അംഗീകരിച്ചു ഉത്തരവാകുന്നു. ഈ ഉത്തരവിന്റെയും അനുബന്ധ സ്റ്റേറ്റ്മെന്റിന്റെയും സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പ് പ്രിൻസിപ്പാൾ സേവനപുസ്തകത്തിൽ പതിക്കേണ്ടതും ആവശ്യമായ രേഖപ്പെടുത്തലുകൾ വരുത്തേണ്ടതുമാണ്.

നിയമനം ലഭിക്കുന്നതിന് ആവശ്യമായ അടിസ്ഥാനമായ യോഗ്യതകൾ, ഒന്നന തീയതി എന്നിവ അതതു രേഖല ഡെപ്യൂട്ടി ഡയറക്ടർമാർ ശമ്പളം അനുവദിച്ചു നൽകുന്നതിന് മുമ്പായി പരിശോധിച്ച്, അത് സേവന പുസ്തകത്തിൽ സാക്ഷ്യപ്പെടുത്തേണ്ടതുമാണ്.

പ്രസ്തുത കോളേജിൽ സ്റ്റാഫ് പാറ്റേൺ പ്രകാരം അനുവദിച്ചിരിക്കുന്ന തസ്തികകളിൽ അനുവദനീയമായതിലധികം ജീവനക്കാരില്ലെന്നും പരാമർശം 2 സർക്കാർ കത്തിലെ വ്യവസ്ഥകൾ പാലിച്ചിട്ടുണ്ടെന്നും, ശമ്പളം അനുവദിച്ചു നൽകുന്നതിനു മുമ്പായി രേഖല ഡെപ്യൂട്ടി ഡയറക്ടർ ഉറപ്പു വരുത്തേണ്ടതുമാണ്.

ഈ നിയമനംഗീകാരം ബന്ധപ്പെട്ട യൂണിവേഴ്സിറ്റി സ്റ്റാഫ്ഫുകൾക്കും സർക്കാർ ഉത്തരവുകൾക്കും വിധേയമായിരിക്കും.

Approval Valid

Digitally Approved By
 ഡോ.ബി.ഉണ്ണികൃഷ്ണൻ നായർ
 Date: 04/04/2022
 Reason: Approved

Sd/-
 ഡോ.ബി.ഉണ്ണികൃഷ്ണൻ നായർ
 ഡെപ്യൂട്ടി ഡയറക്ടർ
 0471-2303548
 dirdce.colledn@kerala.gov.in

പകർപ്പ്

- 1. പ്രിൻസിപ്പാൾ, ഇ.എം.ഇ.എ കോളേജ്, കൊണ്ടോട്ടി (സേവനപുസ്തകം ഉൾപ്പെടെ)
- ✓ 2. മാനേജർ, ഇ.എം.ഇ.എ കോളേജ്, കൊണ്ടോട്ടി
- 3. കോളേജ് വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി ഡയറക്ടർ, കോഴിക്കോട്
- 4. കരുതൽ ഫയൽ/നടപ്പു ഫയൽ

തിരുവനന്തപുരം കോളേജ് വിദ്യാഭ്യാസ അസിസ്റ്റന്റ് പ്രിൻസിപ്പൽ ഡയറക്ടർ
 ഡയറക്ടറുടെ 04.04.2022 ലെ E5/45359/2021/DCE ഉത്തരവ് പ്രകാരമുള്ള സ്റ്റേറ്റ്മെന്റ്

കോളേജിന്റെ പേര്: ഇ എം ഇ എ കോളേജ്, കൊണ്ടോട്ടി

1	2	3	4	5	6	7
ക്രമ നം	സ്ഥാനക്കയറ്റം/ തസ്തികമാറ്റം ലഭിച്ച ജീവനക്കാരുടെ പേര്, നിലവിലെ തസ്തിക	യോഗ്യത	സ്ഥാനക്കയറ്റം/ തസ്തികമാറ്റം ലഭിച്ച തസ്തിക	സ്ഥാനക്കയറ്റം/ തസ്തികമാറ്റം ലഭിച്ച തസ്തികയിലെ ശമ്പളം, ശമ്പള സ്കെയിലിൽ	സ്ഥാനക്കയറ്റം/ തസ്തികമാറ്റം പ്രാബല്യത്തിൽ വന്ന തീയതി	ജീവ് സംബന്ധിച്ച വിവരങ്ങൾ
	ശ്രീ. ഫഹാദ് നിഷാദ് എൻ കെ ഓഫീസ് അറ്റൻഡന്റ് 17000/- (16500-35700)	SSLC	ലൈബ്രറി അസിസ്റ്റന്റ്	18000/-, (17500-39500)	27.11.2021 FN	ശ്രീ. അബൂൾ ഖത്തീഫ് പുത്തൻവിട്ടിൽ 31.07.2019 ന് വിരമിച്ച ജീവ്.

പബ്ലിക് സർവീസ് കമ്മീഷൻ തുടർച്ചയായി നടത്തുന്ന അറ്റൻഡന്റ് ടെസ്റ്റ് 5 അവസരത്തിനുള്ളിൽ കണക്കിലെടുക്കുന്ന സ്റ്റാറ്റിസ്റ്റിക് വ്യവസ്ഥകൾ സർക്കാർ ഉത്തരവിന് വിധേയമായി സ്ഥാനക്കയറ്റം അംഗീകരിക്കുന്നു.

കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടർ



Lt. Abdul Rasheed P
 PEN: 677157
 Assistant Professor in Charge of Principal
 EMEA College of Arts & Science, Kandatty
 P.O Kummilparamba -673638

roval Valid
 Approved By
 ...shnan Nair
 ...4.2022
 Approved

G2-333/2020/NTS/H.A/Promotion.

06-04-2022.

സീനിയോരിറ്റി സർട്ടിഫിക്കറ്റ്

ഇ.എം.ഇ.എ കോളേജിൽ അനുധ്യാപക വിഭാഗത്തിൽ ക്ലാർക്ക് (ഗ്രൂപ്പ് -5) തസ്തികയിൽ ശ്രീ. ഇർഷാദ് പറമ്പിൽ എന്നയാളാണ് സീനിയറായിട്ടുള്ളത് എന്ന് സാക്ഷ്യപ്പെടുത്തുന്നു.



മാനേജർ
MANAGER

EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
MALAPPURAM, DC - 673638

GOVERNMENT OF KERALA
 Education (Collegiate)
 EMEA COLLEGE OF ARTS & SCIENCE KONDOTTY

PAY AND ALLOWANCE IN RESPECT OF ESTABLISHMENT PAY BILL NTS FOR April 2022

DDO Code : 1510-16A-007

Employee	B Pay/L Sal	Basic Less O/A/SA	DA	HRA	CCA	AGP	Gross Salary	SLI-SUB	GIS	LIC	IT	KPCSPF	NPSIndSt	KPCSPF	Total Dedu.	Amount Payable
1 900966 Muhammed Saif P -Prevised	19500	19500	7020	1000	0	0	27520	700	800	0	0	2000	2652	6152	21368	
2 850327 Veeran KUTTY Trikkannur Kojilhothi -Prevised	19500	19500	7020	1000	0	0	27520	0	0	0	0	0	0	0	27520	
3 850302 Abdul Kareem Puthanveetil - Prevised	17500	17500	6300	1000	0	0	24800	500	800	1094	0	1500	2380	7774	17026	
4 854581 MAHJABEEN AYDEED - Prevised	21150	21150	44526	1200	0	6000	72876	1000	1000	984	2000	3000	7168	15152	57724	
5 851028 Abdurazak K -Prevised	19500	19500	7020	1000	0	0	27520	300	800	1110	0	1500	2652	6362	21158	
6 931834 Mansoor P -Revised	23000	23000	1610	1200	0	0	25810	1000	1000	0	0	0	2461	4461	21349	18008
7 907488 Mohamed Nishad N K - Prevised	17000	17000	6120	1000	0	0	24120	1000	800	0	0	2000	2312	6112	18008	
8 851795 Naseel Ismail C -Revised	42300	42300	2961	1692	0	0	46953	1000	800	967	0	2600	4526	9893	37060	
9 900041 Nishad Parambil -Revised	27200	27200	1904	1200	0	0	30304	1000	800	0	0	2000	2910	6710	23594	
10 920475 SHAHUL HAMEED K -Revised	23000	23000	1610	1200	0	0	25810	1000	600	0	0	0	2461	4061	21749	
Total	229650	229650	86091	11492	0	6000	333233	7500	7400	4155	2000	14600	29522	66677	286556	

Rupces Two Lakh Sixty Six Thousand Five Hundred And Fifty Six Only


 Lt. Abdul Raheed P
 PSN: 677157
 Associate Professor in Charge in Principal
 EMEA College of Arts & Science, Kondotty
 P.O Kumbalangiampuzha - 673638

Contents Received Certified

- (i) that the Pay and allowance of the previous month have been disbursed to the proper persons, and stamped
- (ii) that every Government servant on whose behalf of pay or leave is claimed in this bill has actually been on duty or
- (iii) that the eligible person's claims preferred in this bill are verified with the relevant rules.
- (iv) that the employee for whom the HRA is claimed in this bill, were not provided with Government quarters during the
- (v) period for which HRA is claimed.
- (vi) that the professional tax for the half year ending on 2/02/2022 has been recovered from the incumbents and
- (vii) that the arrears of DA sanctioned as per G.O.(P) 1/2022 has been drawn and
- (viii) credited to the GPF accounts of the incumbents concerned.



Place : Kondotti
Date : 19/04/2022

NB: If any enclosure is required to be attached in the bill, it should be written, giving Sl.No.starting from (vii)

SPACE FOR ENDORSEMENT

Please pay the amount to the amount to whom whose signature is attested below.

Signature of the messenger
Signature of the Drawing Officer
Signature of counter-signing Authority with Name, Designation and Date.

Signature of counter-signing Authority with Name, Designation and Date.

Allotment Details (For wages claim)

Total Number of Employees, Category wise

Pay	301	FBS	102	HBA	123	KPCNSPF
DA	302	House Rent	105	MCA	124	Panchayat Emp. Pf
HRA	303	LIC	107	Other Conveyance	126	contn. Prov Pension Fund
CCA	304	PDA Hantex	109	Int.Free Advance	127	KASRSEPF
TP	305	Hanveer	110	Warm Clothing	128	contingency Emp. Pf
Personal Pay	307	PLI	116	Int on HBA	325	Pension contr./LS of LB
PTA	309	AIS GI	117	Int on MCA	701	GPF
PCA	311	Income Tax	429	Co-operative dues	129	SLI
Interim Relief 1	314	CCD	119	KPEC & PPSPF	324	Group Insurance
Interim Relief 2	315	CRCD	120	KASEPF	704	Cycle Advance
Festival Advance	321	TC to SB	121	NMRPF	705	Mosquito Net Advance
Pay Advance	327	DTO PD	123	KPCSPF		

Commonly used Dues and Deduction and Deductions Code

Code Description	Code Description	Code Description	Code Description
01 Pay	301 FBS	102 HBA	123 KPCNSPF
22 DA	302 House Rent	105 MCA	124 Panchayat Emp. Pf
23 HRA	303 LIC	107 Other Conveyance	126 contn. Prov Pension Fund
24 CCA	304 PDA Hantex	109 Int.Free Advance	127 KASRSEPF
04 TP	305 Hanveer	110 Warm Clothing	128 contingency Emp. Pf
03 Personal Pay	307 PLI	116 Int on HBA	325 Pension contr./LS of LB
90 PTA	309 AIS GI	117 Int on MCA	701 GPF
08 PCA	311 Income Tax	429 Co-operative dues	129 SLI
99 Interim Relief 1	314 CCD	119 KPEC & PPSPF	324 Group Insurance
98 Interim Relief 2	315 CRCD	120 KASEPF	704 Cycle Advance
002 Festival Advance	321 TC to SB	121 NMRPF	705 Mosquito Net Advance
001 Pay Advance	327 DTO PD	123 KPCSPF	

Form TR 51
[Vide GO(P) No.39/1/2015/Fin dated. 07.09.2015]
Name Of Treasury: Sub Treasury, Kondotty (1510)

Computer Sequence No./Token No.
Date

Scroll No: 19/20223

Dept Code: 16A
DDO Code:

Name of Office: EMEA COLLEGE OF ARTS & SCIENCE KONDOTTI

Bill No: 17335970

Head of Account 2202-03-104-99-00-01-01 SALARY Plan(P)/Non-Plan(N) N Voted(V)/Charged(c) V

Received for the Period:(From) 01/04/2022 (To) 30/04/2022

ABSTRACT OF THE BILL

CODE	A. DUES	Total In ₹	B. DEDUCTIONS	Total In ₹
01	Pay/LS/SP/Wages/TP	229650	State Life Insurance-sub(129)	7500
22	DA/ADA	86091	Group Insurance Scheme(324)	7400
23	House Rent Allowance	11492	LIC Premium(303)	4155
96	Academic Grade Pay (OF ARTS & SCIENCE)	6000	Income tax(311)	2000
			Kerala Pvt Collg Staff PF(122)	1500
			NPS Indv Contribn-State(390)	29522
			Kda Pvt College StaffPF(149)	1500



Cashed on 05/05/2022

Total A Gross : 333233
Total = A - B : 266556

Rupees Two Lakh Sixty Six Thousand Five Hundred And Fifty Six

Lt. Abdul Rasheed P

Signature, Name and Designation of Drawing Officer

Digitally signed by ABDUL RASHEED P (CN=ABDUL RASHEED P, O=EMEASCIENCE, OU=EMEACOLLEGE OF ARTS & SCIENCE, C=IN)

Pay ₹ (Rupees) only
In Cash/Cheque (Rupees) only
by RBR and ₹ (Rupees) only by IC

Accountant
Treasury Officer
Date

Received Pay Order Cheque
Pay Order Cheque issued by

This bill has been generated based on the data digitally authenticated by designated officer.
Spark Code : 32284 27977 95718 46555

Lt. Abdul Rasheed P
PEN: 677157
Assistant Professor in Charge of Principal
EMEASCIENCE
EMEACOLLEGE OF ARTS & SCIENCE, KONDOTTI
P.O Kummampuzha - 673638

NON-TEACHING STAFF
1510 104-007

EMEA COLLEGE OF ARTS & SCIENCE KONDOTTY

Education (Collegiate)

PAY AND ALLOWANCE IN RESPECT OF ESTABLISHMENT PAY BILL, NTS FOR MAY 2022

Employee	B Pay/L.Sal	Basic Less O.A/S.A	DA	HRA	CCA	AGP	Gross Salary	SLI-SUB	GIS	LIC	IT	KPCSPF	NPSIndst	KPCSPF	Total Dedu. Amount Payable
Computer Assistant (State-26500-60700) - Pre-Scale 19000 - 43600	19500	19500	19500	7020	1000	0	27520	700	800	0	0	2000	2652	0	6152
1 900966 Muhammed Saleer P -Prevised															21368
b Attender (8 Yrs HIG) (State-25100-57900) - Pre-Scale 18000 - 41500	19500	19500	19500	7020	1000	0	27520	0	0	0	0	0	0	0	27520
2 850327 Veeran KUTTY Thkannur															
Kolthott -Prevised															
b Attender, (State-24400-55200) - Pre-Scale 17500 - 39500	17500	17500	17500	6300	1000	0	24800	500	800	1094	0	1500	2380	1500	7774
3 850302 Abdu Kareem Puthanveetil -															17020
Prevised															
Prarian (AGP 6000) (Level10(57700-182400)) - Pre-Scale 15600 - 39100	21150	21150	21150	44526	1200	0	6000	1000	1000	984	2000	3000	7168	0	57724
4 854581 MAHAJABEEN AYDEED -															
Prevised															
Prary Assistant (State-24400-55200) - Pre-Scale 17500 - 39500	19500	19500	19500	7020	1000	0	27520	300	800	1110	0	1500	2652	0	21158
5 851028 Abdurazak K -Prevised															
Price Attendant Gr II (State-23000-50200) - Pre-Scale 16500 - 35700	23000	23000	23000	1610	1200	0	25810	1000	800	0	0	0	2461	0	21549
6 931834 Mansoor P -Revised															
Prical Assistant(Computer Science) (State-39300-83000) - Pre-Scale 27800 - 59400	42300	42300	42300	2961	1692	0	46953	1000	800	967	0	2600	4526	0	37060
7 851795 Naseel Ismail C -Revised															
Prk (State-26500-60700) - Pre-Scale 19000 - 43600	27200	27200	27200	1904	1200	0	30304	1000	800	0	0	2000	2910	0	23594
8 900041 Irshad Parambil -Revised															
Price Attendant GR II (State-23000-50200) - Pre-Scale 16500 - 35700	23000	23000	23000	1610	1200	0	25810	1000	600	0	0	3000	2461	0	18749
9 920475 SHAHUL HAMEED K -Revised															
Pral	212650	212650	212650	79971	10492	0	309113	6500	6400	4155	2000	19600	27210	1500	63365

Rupees Two Lakh Forty Five Thousand Seven Hundred And Forty Eight Only

Lt. Abdul Rasheed P

PEN: 677157

Assistant Professor in Charge of Principal
EMEA College of Arts & Science, Kondotty
P.O Kottampuzha-673038



Below ₹ 245749 Rupees Two Lakh Forty Five Thousand Seven Hundred And

Form TR 51

[Wide GO(P) No.391/2015/Fin dated, 07.09.2015]

DETAILED PAY BILL OF GAZETTED/NON-GAZETTED ESTABLISHMENT

Name Of Treasury: Sub Treasury, Kondotty (1510)

Computer Sequence No./Token No. Date

Scroll No: 27/2022-23

DDO Code: 16A

1510-16A-007

Name of Office: EMA COLLEGE OF ARTS & SCIENCE KONDOTTY

Bill No: 17580395

Voted(v)/Charged(c)

Head of Account 2202-03-104-99-00-01-01 SALARY Plan(P)/Non-Plan(N) N

Received for the Period:(From) 01/05/2022 (To) 31/05/2022

ABSTRACT OF THE BILL

CODE	A. DUES	Total In ₹	B. DEDUCTIONS	Total
01	Pay/L/S/SP/Wages/TP	212650	State Life Insurance-sub(129)	212650
22	DA/ADA	10492	LIC Premium(303)	10492
23	House Rent Allowance	6000	Income tax(311)	6000
96	Academic Grade Pay(96)		Kerala Pvt Colg Staff PF(122)	122
			NPS Indv Contribn-State(390)	390
			Kria Pvt College StaffPF(149)	149

Total A Gross : 309113
Total = A - B : 245748

Total B: Received ₹

Rupees Two Lakh Forty Five Thousand Seven Hundred And Forty Eight 14. Abdul Rasheed P

Signature, Name and Designation of Drawing and Disbursing Officer

PER: 677157

FOR TREASURY USE ONLY P.O Kummamparamba - 673638

Pay ₹ (Rupees)
In Cash/Cheque (Rupees)
by RBR and ₹ (Rupees)
only

POC No. Date

Treasury Officer

Received Pay Order Cheque

Signature of Recipient

This bill has been generated based on the data digitally authenticated by designated office
Spark Code : 32284 27977 93908 74087

PER: 677157
Lt. Abdul Rasheed P
Assistant Professor in Charge of Principal
EMA College of Arts & Science, Kondotty
P.O Kummamparamba - 673638

Contents Received
Certified

(i) that the Pay and allowance of the previous month have been disbursed to the proper persons and stamped

(ii) that every Government servant on whose behalf of pay or leave is claimed in this bill has actually been on duty or

authorized leave as the case may, during the period for which his pay or leave salary is

claimed. (iii) that the eligibility of the claims preferred in this bill are verified with the relevant rules.

(iv) that the employees for whom the HRA is claimed in this bill, were not provided with Government quarters during the

period for which HRA is claimed. (v) that the provision tax for the half year ending on 2/2022 has been recovered from the incumbents and

remitted. (vi) that the arrears of DA sanctioned as per G.O.(P) 25/2022 Fin/dated, 25/2022 has been drawn and

deducted to the GPF accounts of the incumbents concerned.

NE (G.O.P) No. 391/2015/Fin dated, 07.09.2015

is required to be attached in the bill, it should be written, giving S.No. starting from (vii)

SPACE FOR ENDORSEMENT

Please pay the amount to Srs./Smt. whose signature is attested

Contents received

Lt. Abdul Rasheed P

Signature of the messenger

Signature of the Drawing Officer

Signature of countersigning Authority with Name, Designation and Date.

Total Number of Employees, Category wise

Allotment Details (For wages claim)

Appropriation for current year:

Expenditure excluding the bill:

Expenditure including the bill:

Balance:

Signature

Commonly used Dues and Deduction and Deductions Code

Code	Description	Code	Description
01	Pay	301	FBS
22	DA	302	House Rent
23	HRA	303	LIC
24	CCA	304	PDA Hantex
04	TP	305	Hantex
03	Personal Pay	307	PLI
90	PTA	309	AIS GI
08	PCA	311	Income Tax
99	Interim Relief 1	314	CCD
98	Interim Relief 2	315	CCD
002	Festival Advance	321	TC to SB
001	Pay Advance	327	DIO PD
102	HBA	102	HBA
105	MCA	105	MCA
107	Other Conveyance	107	Other Conveyance
109	Int Free Advance	109	Int Free Advance
110	Warm Clothing	110	Warm Clothing
116	Int on HBA	116	Int on HBA
117	Int on MCA	117	Int on MCA
129	SLI	129	SLI
324	Group Insurance	324	Group Insurance
704	Cycle Advance	704	Cycle Advance
705	Mosquito Net Advance	705	Mosquito Net Advance
121	NMRPF	121	NMRPF
123	KPCSPF	123	KPCSPF

FOR 2022

DATE DAYS	Casual Leave		Re-Marks
	In the Month	Prev-ous Month	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
Total		5	5
		1	5
		2 5 1/2	7 1/2
		6 4 1/2	10 1/2
		2 1/2	5 1/2
		2 1/2	7 1/2
		4	7
		1	2
		2	3

As Head Accountant w.e. 06.04.2022 (Approval pending)

Serial No: 04/501
Accountant cum

LENDANCE REGISTER

NAME

4. (Approved 22/10/21)

Vacant

Approved 22/10/21

As Head Accountant w.e. 06.04.2022 (Approval pending)

Approved 22/10/21

Vacant

Vacant

Approved 22/10/21

Approved 22/10/21

Vacant

Approved 22/10/21

(Handwritten signature)

Lt. Abdul Rasheed
PKN: 077107
Assistant Professor in Charge of Physical
Education & Sports, Kuvempu
University, Shivamogga - 577305

സാക്ഷ്യപത്രം

ശ്രീ. ഇർഷാദ് പറമ്പിൽ എന്ന ഞാൻ ഭാവിയിൽ ശമ്പളപരിഷ്കരണം, ഹെഡ്സ് അക്കൗണ്ടന്റ് നിയമനത്തിൽ വരുന്ന സൂക്ഷ്മ പരിശോധനയിൽ അധിക സംഖ്യ കൈപ്പറ്റുകയുണ്ടെങ്കിൽ തിരിച്ച് നൽകുന്നതാണെന്ന് ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു.

കൊണ്ടോട്ടി
06/04/2022

ഒപ്പ് 
ഇർഷാദ് പറമ്പിൽ



Lt. Abdul Rasheed P
FEN: 677157
Assistant Professor in Charge of Principal
EMEA College of Arts & Science, Kondotty
P.O Kuminiparamba -673638

ഇ.എം.ഇ.എ കോളേജ് ഓഫ് ആർട്സ് & സയൻസ്, കൊണ്ടോട്ടി

അന്യധ്യാപക ജീവനക്കാരുടെ സ്ഥാനകയറ്റ ഗ്രൂപ്പ് വിവരം

ജീവനക്കാരൻ സ്ഥാനക്കയറ്റം ആവശ്യപ്പെട്ടിരിക്കുന്ന തസ്തികയുടെ ഗ്രൂപ്പ്	സ്ഥാനക്കയറ്റം ആവശ്യപ്പെട്ടിരിക്കുന്ന ഗ്രൂപ്പിൽ മുൻ പാറ്റേൺ പ്രകാരം അനുവദനീയമായ തസ്തികകളുടെ എണ്ണം.	പുതുക്കിയ പാറ്റേൺ പ്രകാരം അനുവദനീയമായ തസ്തികകളുടെ എണ്ണം	നിലവിൽ ജോലി ചെയ്യുന്ന ജീവനക്കാരുടെ പേര്, തസ്തിക	നിലവിലുള്ള ഒഴിവുകളുടെ എണ്ണം/സംഭാവം
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ഗ്രൂപ്പ് 2				
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ഗ്രൂപ്പ് 7				
ഗ്രൂപ്പ് 8				

06/04/2022



Lt. Abdul Rasheed P
 PEN: 677157
 Assistant Professor in Charge of Principal
 EMEA College of Arts & Science, Kondotty
 P.O Kuminiperamba -673638



ഇ.എം.ഇ.എ

കോളജ് ആർട്സ് & സയൻസ് കൊണ്ടട്ടി

Aided by Govt. of Kerala, Affiliated to The University of Calicut
Re-accredited with 'A' Grade by NAAC

പി.ഒ കുമ്പിണിപ്പാമ്പ്, മലപ്പുറം ജില്ല, കേരളം - 673638

Ph: +91 483 2712030 | 2713530 | 2715020 | Fax: +91 483 2713530
E-mail: mail@emeacollege.ac.in | www.emeacollege.ac.in

Dated: 06-05-2022

G2-32/2022/TS/Promotion

To

The Registrar
University of Calicut

Sir,

Sub:- UGC Scheme-Promotion and placement of teachers- EMEA College of Arts and
Science, Kondotty- Proposal forwarding of- Approval requested-

- Ref:-
- 1.GO(P).No.58/2010/H.Edn. dated 27.03.2010
 2. University Letter No. 17291/GA-II-SPECIAL.CELL-I-ASST-3/2022/Admn dated 31-03-2022
 3. UO No 237/2021/Admn dated 06/01/2021
 4. UO No 774/2022/Admn dated 11/01/2022.

Ms. Shiji Thomas was appointed as Assistant Professor (Grade I) in the Department of Microbiology and she joined duty on 01-09-2005 FN. As per the ref.3 cited above Ms. Shiji Thomas was promoted from Assistant Professor (stage I) in the pay band of Rs 15600-39100(AGP-6000) to Assistant Professor stage II in the pay band of Rs 15600-39100 with AGP Rs. 7000 w.e.f 01-09-2010 FN. As per the ref.4 cited above Ms. Shiji Thomas was promoted from Assistant Professor (stage II) in the pay band of Rs 15600-39100(AGP-7000) to Assistant Professor stage III in the pay band of Rs 15600-39100 with AGP Rs. 8000 w.e.f 01-09-2015 FN. As per the reference 1 cited above an Assistant Professor Grade III with scale of pay 15600-39100 (AGP 8000) with three years of service is eligible for placement to the post of Associate Professor (37400-67000 AGP-Rs.9000). Ms.Shiji Thomas has completed 3 years of service as Assistant professor with AGP-Rs.8000 on 31-8-2018 AN.

The selection procedures for granting promotion to Ms. Shiji Thomas as Associate Professor with AGP-Rs.9000, under CAS were carried out with reference to the orders cited above.

I am forwarding here with the promotion and Placement Order in respect of Ms. Shiji Thomas, Department of Microbiology along with the following documents. I request you to kindly approve the promotion and pay fixation at the earliest.

Thanking You

Yours Faithfully

PRINCIPAL

Encl:

1. Promotion order issued by the Manager
2. Copy of the University letter regarding the appointment of subject experts.
3. Minutes of the Selection Committee.
4. Copies of the University orders of initial appointment, declaration of probation/ earlier promotions.
5. Copies of certificates of orientation and refresher courses
6. Statement of fixation of pay.
7. Service Book (to be attached later)
8. Document to prove option exercised by the applicant for fixation of pay in the promoted post.
9. Declaration regarding refund of pay consequent to change in the date of promotion, if any.
10. Service certificate containing details of leave without allowances availed, if any.
11. Consolidated API verification statement duly signed by all members in the selection / screening cum evaluation committee pertaining to the period.
12. Application in the prescribed PBAS proforma submitted by the applicant along with all supporting documents.

PROCEEDINGS OF THE MANAGER, EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTY

Sub: Private Colleges-EMEA College of Arts and Science, Kondotty – UGC Scheme – Promotion / Placement of teachers after completion of 3 years of service as Assistant Professor (Stage III with AGP- 8000)– Placement as Associate Professor(Stage IV with AGP- 9000) – Orders Issued

Order No. No.G2-32/2022/TS/Promotion

Date: 27-04-2022

Read: - 1. G. O. (P) No. 58/2010/H.Edn dated 27/03/2010,
2. Minutes of the Screening Committee held on 25-04-2022

ORDER

According to the orders read above Mrs. Shiji Thomas, Assistant Professor, Department of Microbiology is hereby promoted to the post of Associate Professor (Stage IV) on a scale of pay of Rs. 37400-67000 + 9000 AGP with effect from 01-09-2018 FN, on completion of 3 years of qualifying service as Assistant Professor Stage- III on a scale of pay of Rs. 15600 – 39100 + 8000 AGP, subject to the approval of the University of Calicut.



To

Shiji Thomas,
Assistant Professor,
Department of Microbiology,
EMEA College of Arts and Science, Kondotti.


MANAGER
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
MIRAPPURAM DL - 673638

Copy to:

1. Principal, EMEA College of Arts and Science, Kondotti
2. The Registrar, University of Calicut
3. The Deputy Director of Collegiate Education, North Zone, Calicut





**UNIVERSITY OF CALICUT
G&A-II-SPECIAL CELL-I**

No. 17291/GA-II-SPECIAL.CELL-I-ASST-3/2022/Admn (I)

Calicut University.P.O

Dated: 31.03.2022

From

The Registrar

To

The Principal,
EMEA College, Kondotty

Sir/Madam,

Sub:- Constitution of Selection Committee for the CAS promotion of Assistant Professors of the college as Associate Professors - subject experts nominated - Forwarding of -Reg-

Ref:- 1.Your office letter No.G2-32/2022/T5/Promotion dated 13.01.2022

With reference to the letter cited, I may forward the panel of the subject experts nominated by the Vice Chancellor, for the constitution of Selection Committee for the promotion of Assistant Professors to Associate Professor (Academic Level 13 A) under CAS

Sl.No	NAME OF TEACHER	SUBJECT	STAGE OF PROMOTION	NAME, DESIGNATION & ADDRESS OF THE EXPERTS NOMINATED	
				As per the Clause 5.1 VI.a - (iv) UGC Regulations 2018 (Panel from which two experts, to be nominated by the Chairperson of the governing body of the college)	As per the Clause 5.1 VI.a - (v) UGC Regulations 2018 (Panel from which, two subject experts to be nominated by the Chairperson of the Governing Body of the College)
1	Smt.Shiji Thomas		Assistant Professor	Dr. K.C. Chithra Associate Professor Department of Zoology Calicut University	Prof.(Dr.) A. Mohamed Hatha Professor and Head,Dept. of Marine Biology, Microbiology & Biochemistry,CUSAT
				Dr. Hassan Koya Associate Professor of Natural Science Education Farook Training College, Calicut.	Dr. Sarala Gopalakrishnan Associate Professor & Head of the Department, St. Pius X College, Rajapuram,Kannur University.

(Handwritten signature)

**PRINCIPAL
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
MALAPPURAM DT 671 811**



		Microbiology	Academic Level 12 to Associate Professor Level 13 A	Dr. P. V. Jyothi Associate Professor, Botany MES Ponnani College	Dr. Keerthi. T.R Professor, School of Biosciences MG University.
2	Smt Jisha P.J			Dr. U Sallaja Head & Associate Professor Department of Physics MES Keveeyam College Valanchery	Dr. Anu Augustine, Associate Professor, Dept. of Biotechnology and Microbiology, Kannur University
				Dr. Sebastian C.D Associate Professor, Department of Zoology Calicut University.	Dr. K. Sreejith, Professor, Dept. of Biotechnology and Microbiology, Kannur University.

The quorum for the meeting shall be five including two subject experts.

You are, therefore, requested to constitute the Selection Committee (ensuring adequate representation of subject experts from **Minority/Women Communities**) for granting promotion to above mentioned Assistant Professors to Associate Professors (Academic Level 13 A) observing the provisions in the applicable Regulation. Further, after the completion of the procedures, the proposal for promotions may be forwarded to this office in the prescribed proforma duly supported by all credentials. It is also requested that every page of the minutes of the committee should be signed by all the committee members present in the meeting.

Yours faithfully

Babu Thuluthur
Deputy Registrar
(For The Registrar)



PRINCIPAL
SREEA COLLEGE OF ARTS
& SCIENCE, KONDUTTY
MALAPPURAM DT. 673 627



EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTY

Minutes of the Selection Committee meeting constituted for assessment of academic performance of Dr. Shiji Thomas Assistant Professor of Microbiology, EMEA College of Arts and Science, Kondotty for promotion under Career Advancement Scheme for Assistant Professor from Stage III to Associate Professor Stage IV (AGP-8000 to AGP-9000). The selection Committee meeting was held at 11 am on 25-04-2022 at EMEA College of Arts and Science, Kondotty.

Name of the Candidate.

Sl.No	Name	Designation
1	Dr. Shiji Thomas	Assistant Professor, Stage III Department of Microbiology EMEA College of Arts and Science, Kondotty

SELECTION COMMITTEE MEMBERS PRESENT:

Sl.No	Name	Designation
1	Mr. P.K. Moosa	Manager, EMEA College of Arts and Science, Kondotty
2	Lt. Abdul Rasheed P	Principal, EMEA College of Arts and Science, Kondotty
3	Dr. Sebastian C.D (Subject Expert inside University)	Associate Professor, Department of Zoology, University of Calicut.
4	Dr. K.C Chitra (Subject Expert inside University)	Professor, Department of Zoology, University of Calicut.
5	Dr. Anu Augustine (Subject Expert outside University)	Associate Professor, Department of Microbiology and Biotechnology
6	Dufaida K.M	Head, Department of Microbiology, EMEA College, Kondotty

Dr. Sebastian C.D
Dufaida K.M

L.K.C
Dr. K.C. Chitra



This committee is constituted according to the guidelines laid down in the letter number 17291/GA-II-SPECIAL.CELL-I-ASST-3/2022/Admn dated 31-03-2022 and the UGC Regulations 2016 Fourth Amendment and 2018 regulations. The committee has carefully scrutinized the self-appraisal report; records of the work done regarding the teacher service records and also personally heard this specific report of the principal with regard to the teacher. After making detailed evaluation regarding the performance of the teacher in the interview, research contribution, subject domain and teaching practice, this committee finds she is eligible for promotion to associate professor. We also examined the PBAS proforma of the teacher for the year 2015 to 2018 and the committee found the following matters.

1. Shiji Thomas was appointed as lecturer in Microbiology at EMEA College of Arts and Science, Kondotty in permanent post on 01-09- 2005 FN. Her appointment was approved by University of Calicut and the manager of EMEA College declared probation on 31-08-2006. She was promoted to Assistant Professor Stage II (AGP 7000) with effect from 01-09-2010 and to Assistant Professor Stage III (AGP 8000) with effect from 01-09- 2015. Her next promotion is due on 01-09-2018 FN.
2. Shiji Thomas has completed three years of regular service in stage III on 31-08-2018 AN. The committee has examined the certificates and supporting data provided by the candidate and found that the data provided by her are sufficient for availing the promotion. She has attended one orientation course and three refresher courses till date but she could not attend mandatory refresher course for the promotion during this assessment period. As per the Calicut University order, No: 72431 /GA-II-F-SO/201 g/Admn Dated, 26.02.2020, she is eligible for exemption from the mandatory refresher courses.
3. The committee appreciates the research publications of the teacher. She has published five research papers in UGC Care List and UGC approved journals. Apart from this she has a research publication in the previous assessment period.
4. She has acquired enough Academic Grade points during the period 2015 to 2018 as mentioned in the university norms. The committee conducted the interview and evaluated the research contribution, subject domain and the performance in the interview.
5. The committee has found that Smt. Shiji Thomas is eligible for promotion from Assistant Professor stage III to Associate Professor stage IV (AGP 8000 to AGP 9000) under Career Advancement Scheme on 01-09-2018 FN on the basis of service requirement and API score.

Dr. Sebastian CD

Dr. Anu Augustine

Dr. K.C. Chitra
25/4/22


MANAGER
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
MALAPPURAM DT. - 673638

Dr. K.C. Chitra

PRINCIPAL
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
MALAPPURAM DT. 673 638



Dr. Anu Augustine

CONSOLIDATED API SCORE SHEET OF THE CANDIDATE (2015-2018)

Sl No.	Criteria	API Score for 2015-16	API Score for 2016-17	API Score for 2017-18	Total API Score for 2015-18	Average Score
1	Criteria I	100	100	100	300	100
2	Criteria II	33	31.8	32.1	96.9	32.3
3	Criteria III	64	38	63	165	55
	Total II+III	97	69.8	95.1	261.9	87.3

The committee made an expert assessment on the overall performance of the teacher and the Consolidated score sheet of the assessment is given below;

CONSOLIDATED ASSESSMENT BY THE SELECTION COMMITTEE

Name of the Candidate: Shiji Thomas					
Sl. No	Name of the Selection Committee Members	Contribution to Research (Max.30)	Assessment of Domain Knowledge & teaching Practice(Max 50)	Interview Performance (Max.20)	Total Points(Max x 100)
1	Mr. P.K. Moosa	22	40	15	77
2	Lt.Abdul Rasheed P	23	40	16	79
3	Dr. Sebastian C.D	23	40	15	78
4	Dr. K.C. Chitra	25	40	15	80
5	Dr. Anu Augustine	20	40	15	75
6	Dufaida K.M	26	41	16	83
Average Total					78.6

Dr. Sebastian C.D
Dr. Anu Augustine

MANAGER
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
MALAPPURAM DT. 873638

25/4/22

Dr. K.C. Chitra

PRINCIPAL
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
MALAPPURAM DT. 873 638




Dr. Anu Augustine

RECOMMENDATIONS

The committee recommends that Mrs. Shiji Thomas, Assistant Professor, Stage III of the Department of Microbiology, EMEA College of Arts and Science Kondotty, may be granted promotion as Associate Professor stage IV in the Pay Band of Rs. 37400 - 67000 with Academic Grade Pay of Rs. 9000/- with affect from 01-09-2018 FN under Career Advancement Scheme.

Name of the Committee members:

- 1 Mr. P.K. Moosa
Manager,
EMEA College of Arts and Science , Kondotty
- 2 Lt. Abdul Rasheed P
Principal,
EMEA College of Arts and Science , Kondotty
- 3 Dr. Sebastian C.D,
Associate Professor,
Department of Zoology,
University of Calicut.
(Subject Expert inside University)
- 4 Dr.K.C Chitra,
Professor,
Department of Zoology,
University of Calicut.
(Subject Expert inside University)
- 5 Dr.Anu Augustine,
Associate Professor,
Department of Microbiology and Biotechnology,
Kannur University.
(Subject Expert outside University)
- 6 Dufaida K.M
Assistant Professor and head,
Department of Microbiology,
EMEA College, Kondotty.

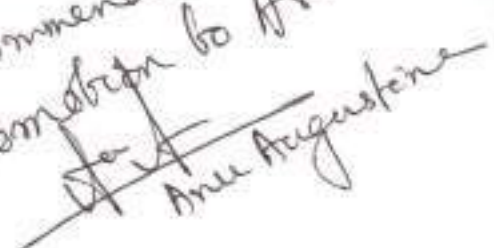

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MALAPURAM DT. 673 638


25/04/22
Dr. Sebastian C.D

PRINCIPAL
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
MALAPURAM DT. 673 638




Dr. K.C. Chitra

Recommended for
Promotion to Assoc. Prof.

Anu Augustine


Dufaida K.M

Place: Kondotty

Date: 25.04.22

CONSOLIDATED ASSESSMENT SHEET BY THE SELECTION COMMITTEE FOR THE PROMOTION OF Smt. SHIJI THOMAS FROM ASSISTANT PROFESSOR STAGE III TO ASSOCIATE PROFESSOR STAGE IV

Sl. No	Name of the Selection Committee Members	Contribution to Research (Max.30)	Assessment of Domain Knowledge & teaching Practice(Max 50)	Interview Performance (Max.20)	Total Points(Max x 100)
1	Mr. P.K. Moosa	22	40	15	77
2	Lt. Abdul Rasheed P	23	40	16	79
3	Dr. Sebastian C.D	23	40	15	78
4	Dr. K.C. Chitra	25	40	15	80
5	Dr. Anu Augustine	20	40	15	75
6	Dufaida K.M	26	41	16	83
Average Total					78.6

Name and Signature of Committee Members

1 Mr. P.K. Moosa
Manager,
EMEA College of Arts and Science , Kondotty


MANAGER
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
MALAPPURAM DT. 673638

2 Lt.Abdul Rasheed P
Principal,
EMEA College of Arts and Science , Kondotty


25/4/22


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& SCIENCE, KONDOTTY
MALAPPURAM DT. 673 638


3 Dr. Sebastian C.D,
Associate Professor, Department of Zoology,
University of Calicut.
(Subject Expert inside University)


Dr. Sebastian CD

4 Dr.K.C Chitra,
Professor, Department of Zoology,
University of Calicut.
(Subject Expert inside University)


Dr. K.C. Chitra

5 Dr.Anu Augustine,
Associate Professor,
Department of Microbiology and Biotechnology,
Kannur University
(Subject Expert outside University)


Dr. Anu Augustine
Assoc. Prof
Kannur Univ.

6 Dufaida K.M
Head, Department of Microbiology, EMEA College,
Kondotty.


Dufaidalab

Place: Kondotty
Date:25.04.22



API VERIFICATION SHEET

NAME: SHIJI THOMAS

ACADEMIC PERFORMANCE INDICATORS	PERIOD		
	01/09/2015 - 31/08/2016	01/09/2016 - 31/08/2017	01/09/2017 - 31/08/2018
CATEGORY: I			
Lectures, Seminars, Tutorials, Practicals, Contact Hours	100	100	100
Examination Duties Assigned and Performed	20	20	20
Use of participatory and Innovative teaching Learning Methodologies, Updating of subject contents/Courses mentoring etc	10	10	10
Total API	100	100	100
CATEGORY: II			
Extension, Co-curricular and field based activities	15	15	15
Contribution to Corporate Life And Management Of The Institution	15	15	15
Professional Development Activities	3	1.8	1.2
Total API	33	31.8	31.2

CATEGORY: III	01/09/2015 - 31/08/2016	01/09/2016 - 31/08/2017	01/09/2017 - 31/08/2018
Research Paper Published in UGC Approved Journals	51	25	50
Articles/Chapters published in Books			
Books Published			
Research Guidance			
Papers presented in Conferences, Seminars etc	3	3	3
Development of e-learning delivery process/material	10	10	10
Total API	64	38	63
Total API (CATEGORY: II+ CATEGORY: III)	96.9+165=261.9		




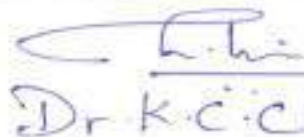
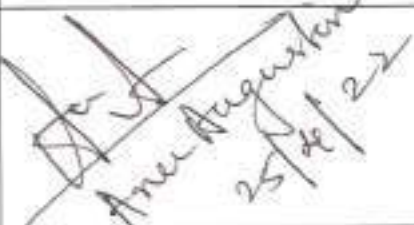

Shiji Thomas
Dr. Sebastian

Shiji Thomas
25/4/24

PRINCIPAL
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& SCIENCE, KONDOTTY
MALAPPURAM DT. 673 638

MANAGER
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
MALAPPURAM DT. - 673638



Sl no:	Name of the Selection Committee Members	Signature with date
1	Mr. P.K. Moosa Manager, EMEA College of Arts and Science , Kondotty	 MANAGER EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTY MALAPPURAM Dt. - 673638
2	Lt.Abdul Rasheed P Principal, EMEA College of Arts and Science, Kondotty	 25/4/22 PRINCIPAL EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTY MALAPPURAM Dt. 673 638
3	Dr. Sebastian C.D, Associate Professor, Department of Zoology, University of Calicut. (Subject Expert inside University)	 25/04/2022 Zo Sebastian CD
4	Dr. K.C Chitra, Professor, Department of Zoology, University of Calicut. (Subject Expert inside University)	 Dr K.C.Chitra 25-04-2022
5	Dr. Anu Augustine, Associate Professor, Department of Microbiology and Biotechnology, Kannur University. (Subject Expert outside University)	 Anu Augustine 25/04/22
6	Dufaida K.M Assistant Professor and head, Department of Microbiology	 Dufaidaku

Place: Kondotty

Date:25.04.22



UNIVERSITY OF CALICUT

(Abstract)

Change of Staff – Provisional Approval – Appointments of Smt.Shiji Thomas and Smt.Jisha.P.J as Lecturers in Microbiology, Smt.Jamsheela.O, Sri.Riyad.A.M and Sri.Mohamed Jamshad.K as Lecturers in Computer Science and Sri.Shamsudeen.E as Lecturer in the Computer Application at EMEA College of Arts and Science, Kondotty – Sanctioned – Orders issued.

GENERAL AND ACADEMIC BRANCH II

No. GA II/C3/2588/05

Dated, Calicut University. P.O. 14/05/2010.

- Read: (1) Letter No. G2-268/2005 TS from the Principal, EMEA College of Arts and Science, Kondotty dated 18/10/2005 and 25.10.2005.
(2) The Interim Order of Hon'ble High Court of Kerala dated 23/03/2010 in WP(C) No.33552/2009 (L) and WP (C) No.32462/2009 (C).
(3) The Minutes of the meeting of the Standing Committee on Staff of Affiliated Colleges dated 20/04/2010, vide item No.18(II).

ORDER

As per the paper read as 1st above, the Principal, EMEA College of Arts and Science, Kondotty has requested to approve the fresh appointments of Smt.Shiji Thomas and Smt.Jisha.P.J. as Lecturers in Microbiology under Department of Microbiology; Smt.Jamsheela.O, Sri.Riyad.A.M and Sri.Mohamed Jamshad.K as Lecturers in Computer Science under Department of Computer Science and Sri.Shamsudeen.E as Lecturer in the Computer Application under Department of Computer Application with effect from 01/09/2005 consequent on sanctioning of new courses by the Government. In the absence of any specific Government concurrence for the posts, the University has been insisting upon the management of the college for submitting necessary permission from the Government. The management then approached the Hon'ble High Court. As per paper 2nd above the Hon'ble High Court passed an Interim Order instructing the University of Calicut to consider and pass orders on the approval of the appointments of the above lecturers afresh without reference to Section 57 of the Calicut University Act.

After considering the Change of Staff Return and other documents along with the paper second above, the Standing Committee on Staff of Affiliated Colleges resolved to grant provisional approval to the following teachers in EMEA College of Arts and Science, Kondotty in accordance with the direction of the Hon'ble High Court in WP (C) 32462 and.33552 of 2009 and after assessing the work load of the respective departments consequent on sanctioning new courses by the Government.

1. Shiji Thomas as Lecturer in Microbiology with effect from 01.09.2005 in the fresh post in the Department of Microbiology.
2. Jisha.P.J. as Lecturer in Microbiology with effect from 01.09.2005 in the fresh post in the Department of Microbiology.
3. Jamsheela.O as Lecturer in Computer Science with effect from 01/09/2005 in the Department of Computer Science against fresh vacancy and in the light of the UGC exemption from clearing NET.
4. Rivad.A.M. as Lecturer in Computer Science with effect from 01/09/2005 in the

PRINCIPAL
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
WABAPPURAM DT. MALAPPUZHA

PROCEEDINGS OF THE MANAGER, EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTI

Sub: - Private Aided College - Teaching Staff - Declaration of period of Probation of Smt, Shiji Thomas - Orders issued.

DATED 17-05-2010

ORDER NO. G2 - 181/10/TS

Read: - 1. Appointment Order No. G2-268/05/TS/MB (1) dated 27/08/2005
 2. UO No. GA II/C3/2588/05 dated 14-05-2010 of the University of Calicut.

As per Order read (1), Smt, Shiji Thomas has been appointed as Lecturer in Microbiology with effect from 01-09-2005. The University as per Order read 2, approved the appointment. She has completed one year of duty in the cadre of Lecturer on 31-08-2006 AN. She has been on leave as detailed below:

Nature of leave Other than casual leave	Holidays prefixed	Period of leave	
		From	To
		Nil	—

In the above circumstances, Smt. Shiji Thomas in EMEA College of Arts & Science, Kondotti is declared to have satisfactorily completed the period of probation in the cadre of Lecturer with effect from 01-09-2006 FN.

MANAGER
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTI,
MALAPPURAM DT. 671 230



PRINCIPAL
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTI
MALAPPURAM DT. 671 230

EMEA COLLEGE OF ARTS & SCIENCE

(Affiliated to the University of Calicut)

KONDOTTI, P. O. KUMMINIPARAMBA,
MALAPPURAM (DIST), PIN 673 638

Ref. No: G2-268/05/TS/MB (1)

Date: 27-08-2005

FORM I
(See Statute 13 and 47)

APPOINTMENT ORDER

Smt. Shiji Thomas, Kulathungal House, Anandashrama P. O., Kasaragod District is appointed as Lecturer in the Department of Microbiology under this educational agency on a pay of Rs. 8,000.00 + allowances per month in the scale of Rs. 8000-275-13,500 in EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTI from 01-09-2005 to _____ subject to the provisions of the Calicut University Act, 1975 and the Statutes, Ordinances and regulations made there under and such other rules and orders issued from time to time by the University of Calicut or by such other authority who may be competent to issue such rules, orders etc., under the said statutes.

To

Smt. Shiji Thomas
Kulathungal House,
Anandashrama P. O.,
Kasaragod District

MANAGER
MANAGER

EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTI
MALAPPURAM DT. 673 638

Copy to:

1. The Principal, EMEA College of Arts & Science, Kondotti.
2. The Registrar, University of Calicut,
3. The Director Collegiate Education, Thiruvananthapuram.
4. The Deputy Director, Collegiate Education, North Zone, Kozhikkode.

hmf-


PRINCIPAL
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTI
MALAPPURAM DT. 673 638



UNIVERSITY GRANTS COMMISSION
ACADEMIC STAFF COLLEGE
UNIVERSITY OF CALICUT



UGC-Sponsored Orientation Programme

This is to certify that *Sr./Smt./Dr.* Shiji Thomas.
(Lecturer / Lecturer ~~Senior~~ Scale / Lecturer ~~Selection~~ Grade)
Department of Micro biology
EMEA. College Kandalatty
affiliated to University of Calicut University participated in the
Orientation Programme from 03.06.2010 to 30.06.2010 and obtained A Grade.

[Signature]
Course Co-ordinator

[Signature]
Director

[Signature]
Registrar / Vice-Chancellor

Calicut University P.O.
Date : 30.06.2010

Folio No: 1017

[Handwritten signature in green ink]

PRINCIPAL
EMEA COLLEGE OF ARTS
& SCIENCE, KUNDALATTY
MALAPPURAM DISTRICT





University Grants Commission Human Resource Development Centre University of Calicut



UGC Sponsored Special Summer School

This is to certify that **Ms. SHIJI THOMAS**, Assistant Professor, Department of Microbiology, E.M.E.A. College of Arts and Science, Kondotty, affiliated to University of Calicut, has participated in the ***Special Summer School** conducted by the UGC - Human Resource Development Centre from **06.05.2015 to 26.05.2015**. The Participant has obtained grade....**A**.....

*Special Summer / Winter School programme is equivalent to one Orientation/Refresher Course for Career Advancement purpose of the beneficiary (UGC Letter No. F.24-4/2012 (ASC), dated: 01.01.2013).


Coordinator

Calicut University EO
Date: 26-05-2015

Folio No: 3817


Director


Vice Chancellor/ Registrar



PRINCIPAL
E.M.E.A. COLLEGE OF ARTS
& SCIENCE, KONDOTTY,
MALAPPUZHAM DIST. 673 015



**University Grants Commission
Human Resource Development Centre
University of Calicut**



UGC SPONSORED REFRESHER COURSE

This is to certify that **Dr. SHJI THOMAS**, Assistant Professor, Department of Microbiology, E.M.E.A. College of Arts and Science, Kondotty affiliated to University of Calicut, has participated in the **Refresher Course in Life Sciences** conducted by the UGC - Human Resource Development Centre from **24.10.2018** to **13.11.2018** and obtained grade.....**A**.....

Coordinator

Calicut University Bd.
Date: 13-11-2018

Folio No: 5240



Director

Registrar / Vice Chancellor



**University Grants Commission
Human Resource Development Centre
University of Calicut**



UGC SPONSORED REFRESHER COURSE

This is to certify that **Dr. SHIJI THOMAS**, Assistant Professor, Department of Microbiology, E.M.E.A. College of Arts & Science, Kondotty affiliated to University of Calicut, has participated in the **Refresher Course in Experimental Techniques for Biological Sciences** (Biochemistry, Biotechnology, Botany, Microbiology, Zoology) conducted by the UGC - Human Resource Development Centre from **06.02.2020 to 19.02.2020** and obtained grade.....**A+**.....

Coordinator

Calicut University Bo.
Dated: 19-02-2020

Folio No: 6112

Director



Registrar / Vice Chancellor





UNIVERSITY OF CALICUT

Abstract

General and Academic Branch - Private Aided Colleges Affiliated to the University - Establishment - Approval to the promotion of Dr.Shiji Thomas, Assistant Professor, Department of Microbiology, EMEA College of Arts & Science, Kondotty, from Assistant Professor Stage 2 in the pay band of ₹15,600-39,100/- with AGP of ₹7,000/- to Assistant Professor Stage 3 in the pay band of ₹15,600-39,100/- with AGP of ₹8,000/- with effect from 01.09.2015 F.N., under Career Advancement Scheme - Fixation of pay consequent to promotion - Resolution of the meeting of the Standing Committee of the Syndicate on Staff of Affiliated Colleges held on 22.12.2021, as per Item No.39 - Implemented - Orders issued.

G&A-II-Special Cell-I

U.O.No. 774/2022/Admn

Dated, Calicut University.P.O, 11.01.2022

- Read:-1 Letter No. G2-285/02/TS/2021 dated 12.07.2021 from the Principal, EMEA College of Arts & Science, Kondotty
2. Notification No.72431/GA-II-F-SO/2019/Admn dated 26.02.2020.
3. University Order No. GA II/C3/2588/05 dated 14.05.2010.
4. University Order No. 8968/2020/Admn dated 05.10.2020
5. G.O(P) No.58/2010/H.Edn dated 27.03.2010
6. University Order No. 237/2021/Admn dated 06.01.2021
7. University Order No. 7529/2021/Admn dated 03.08.2021
8. Minutes of the meeting of the Screening cum Evaluation Committee held on 09.07.2021
9. Order No.G2-285/01/TS/2021 dated 12.07.2021 of the Manager, EMEA College of Arts and Science, Kondotty
10. Item No 39 of the minutes of the meeting of the Standing Committee on Staff of Affiliated Colleges held on 22.12.2021
11. University Order No.14159/2017/Admn dated 09.09.2017

ORDER

As per the paper read (1), the Principal, EMEA College of Arts & Science, Kondotty, forwarded the proposal for approval to the promotion of Dr.Shiji Thomas, Assistant Professor, Department of Microbiology of the College, from Assistant Professor Stage 2, in the pay band of ₹15,600-39,100/- with Academic Grade Pay of ₹7,000/- to Assistant Professor Stage 3, in the pay band of ₹15,600-39,100/- with Academic Grade Pay of ₹8,000/- with effect from 01.09.2015 F.N. under Career Advancement Scheme, and fixation of pay consequent to promotion.

2. Since the due date of promotion of Dr.Shiji Thomas is 01.09.2015 FN, the promotion shall be governed by the provisions in the UGC Amended Regulations 2014. However, as per Regulation 6.3 VII (a) of UGC Regulations 2018, teachers whose promotions have become due under the previous Regulations, shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under 2018 Regulations also. As per this provision, Dr.Shiji Thomas opted UGC Regulations 2018 for her promotion from Assistant Professor Stage 2 to Assistant Professor Stage 3.

3. As per UGC Regulations 2018, notified vide paper read as (2), Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale, and completed the mandatory courses that have to be done within the Assessment Period, as described in Regulation 6.4 B II of UGC Regulations 2018, may be promoted, if he/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, and if the promotion is recommended by the Screening-cum-Evaluation Committee, constituted in accordance with the Regulations.

4. As per the paper read (3), the University of Calicut has approved provisionally the appointment of Dr.Shiji Thomas as Lecturer in Microbiology at EMEA College of Arts & Science, Kondotty, with effect from 01.09.2005 F.N. This appointment of the teacher was regularised by the University, vide the paper read (4). In accordance with the provisions in the Government Order read as (5), the Deputy Director of Collegiate Education, Kozhikode, had re-designated the post of the incumbent as Assistant Professor with effect from 01.01.2006 F.N. She is an M.Phil holder (2007, University of Calicut) and on completion of five years of service she was placed as Lecturer Senior Scale (Assistant Professor Stage 2) with effect from 01.09.2010 F.N., which was approved by the University of Calicut as per the paper read (6). Dr.Shiji Thomas has completed five years of service as Assistant Professor Stage 2 on 31.08.2015 A.N. She did not attend the Refresher course during the assessment period. As per Regulation 6.3 (VIII) of UGC Regulation 2018 implemented vide paper (7) above, the requirement for Orientation Course and

PRINCIPAL
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
WALAPPUZHA, CALICUT



UNIVERSITY OF CALICUT

Abstract

General and Academic Branch - Private Aided Colleges Affiliated to the University - Establishment - Approval to the promotion of Dr.Shiji Thomas, Assistant Professor, Department of Microbiology, EMEA College of Arts & Science, Kondotty, from Assistant Professor Stage 2 in the pay band of ₹15,600-39,100/- with AGP of ₹7,000/- to Assistant Professor Stage 3 in the pay band of ₹15,600-39,100/- with AGP of ₹8,000/- with effect from 01.09.2015 F.N., under Career Advancement Scheme - Fixation of pay consequent to promotion - Resolution of the meeting of the Standing Committee of the Syndicate on Staff of Affiliated Colleges held on 22.12.2021, as per item No.39 - Implemented - Orders issued.

G&A-II-Special Cell-I

U.O.No. 774/2022/Admn

Dated, Calicut University.P.O, 11.01.2022

- Read:-1.Letter No. G2-285/02/TS/2021 dated 12.07.2021 from the Principal, EMEA College of Arts & Science, Kondotty
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 - 4.University Order No. 8988/2020/Admn dated 05.10.2020
 - 5.G.O(P) No.58/2010/H.Edn dated 27.03.2010
 - 6.University Order No. 237/2021/Admn dated 06.01.2021
 - 7.University Order No. 7529/2021/Admn dated 03.08.2021
 - 8.Minutes of the meeting of the Screening cum Evaluation Committee held on 09.07.2021
 9. Order No.G2-285/01/TS/2021 dated 12.07.2021 of the Manager, EMEA College of Arts and Science, Kondotty
 - 10.Item No 39 of the minutes of the meeting of the Standing Committee on Staff of Affiliated Colleges held on 22.12.2021
 - 11.University Order No. 14150/2017/Admn dated 09-09-2017

ORDER

As per the paper read (1), the Principal, EMEA College of Arts & Science, Kondotty, forwarded the proposal for approval to the promotion of Dr.Shiji Thomas, Assistant Professor, Department of Microbiology of the College, from Assistant Professor Stage 2, in the pay band of ₹15,600-39,100/- with Academic Grade Pay of ₹7,000/- to Assistant Professor Stage 3, in the pay band of ₹15,600-39,100/- with Academic Grade Pay of ₹8,000/- with effect from 01.09.2015 F.N. under Career Advancement Scheme, and fixation of pay consequent to promotion.

2. Since the due date of promotion of Dr.Shiji Thomas is 01.09.2015 FN, the promotion shall be governed by the provisions in the UGC Amended Regulations 2014. However, as per Regulation 6.3 VII (a) of UGC Regulations 2018, teachers whose promotions have become due under the previous Regulations, shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under 2018 Regulations also. As per this provision, Dr.Shiji Thomas opted UGC Regulations 2018 for her promotion from Assistant Professor Stage 2 to Assistant Professor Stage 3.

3. As per UGC Regulations 2018, notified vide paper read as (2), Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale, and completed the mandatory courses that have to be done within the Assessment Period, as described in Regulation 6.4 B II of UGC Regulations 2018, may be promoted, if he/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, and if the promotion is recommended by the Screening-cum-Evaluation Committee, constituted in accordance with the Regulations.

4.As per the paper read (3), the University of Calicut has approved provisionally the appointment of Dr.Shiji Thomas as Lecturer in Microbiology at EMEA College of Arts & Science, Kondotty, with effect from 01.09.2005 F.N. This appointment of the teacher was regularised by the University, vide the paper read (4). In accordance with the provisions in the Government Order read as (5), the Deputy Director of Collegiate Education, Kozhikode, had re-designated the post of the incumbent as Assistant Professor with effect from 01.01.2006 F.N. She is an M.Phil holder (2007, University of Calicut) and on completion of five years of service she was placed as Lecturer Senior Scale (Assistant Professor Stage 2) with effect from 01.09.2010 F.N., which was approved by the University of Calicut as per the paper read (6). Dr.Shiji Thomas has completed five years of service as Assistant Professor Stage 2 on 31.08.2015 A.N. She did not attend the Refresher course during the assessment period. As per Regulation 6.3 (VIII) of UGC Regulation 2018 implemented vide paper (7) above, the requirement for Orientation Course and



UNIVERSITY OF CALICUT

Abstract

General and Academic Branch - Aided Colleges Affiliated to the University - Establishment - Approval to the placement of Dr.Shiji Thomas, Assistant Professor, Department of Microbiology, EMEA College of Arts & Science, Kondotty, from Assistant Professor Stage 1 (Lecturer) in the pay band of ₹15,600-39,100/- with Academic Grade Pay of ₹6,000/- to Lecturer Senior Scale (Assistant Professor Stage 2), in the pay band of ₹15,600-39,100/- with AGP of ₹7,000/- with effect from 01.09.2010 F.N, under Career Advancement Scheme and fixation of pay consequent to promotion - Resolution of the meeting of the Standing Committee on Staff of Affiliated Colleges held on 18.12.2020 as per Item No.43 - Implemented - Orders issued.

G&A-II-Special Cell-I

U.O.No. 237/2021/Admn

Dated, Calicut University.P.O, 06.01.2021

- Read:-**
1. Letter No. G2-268/2020/TS /Promotion dated 16.04.2020
 2. University Order No.6414/2017/Admn dated 22.05.2017.
 3. Amended Regulations of 2002 and Amended Regulation of 2009 of the Regulation 1977 (Chapter IV).
 4. University Order No GA II/C3/2588/05 dated 14.05.2010
 5. University Order No. 8988/2020/Admn dated 05.10.2020
 6. G.O.(P) No. 58/2010/H.Edn. dated 27.03.2010.
 7. UGC Public Notice No F.No.2.16/2002(PS)Pt FI II dated 16.10.2018.
 8. Order No. G2-607/2019/TS promotion dated 23.03.2020 of the Manager, EMEA College of Arts & Science, Kondotty
 9. Item No.43 of the minutes of the meeting of the Standing Committee on Staff of Affiliated Colleges held on 18.12.2020
 10. University Order No.11150/2017/Admn dated 02.09.2017.

ORDER

As per the paper read (1), the Principal, EMEA College of Arts & Science, Kondotty, has forwarded the proposal for approval to the placement of Dr.Shiji Thomas, Assistant Professor, Department of Microbiology, from Assistant Professor Stage 1 (Lecturer) in the pay band of ₹15,600-39,100/- with Academic Grade Pay of ₹6,000/- to Lecturer Senior Scale (Assistant Professor Stage 2), and fixation of pay at the appropriate stage in the pay band of ₹15,600-39,100/- with AGP of ₹7000/- with effect from 01.09.2010 F.N.

2. As per Regulation 18, notified vide the paper read as (2), in the event, any candidate became eligible for promotion under Career Advancement Scheme prior to 18.09.2010, the promotion of such a candidate shall be governed by the University Regulations as amended in 2002 and 2009.

3. As per Clause (3) of Regulation 4 & Clause (a) of Regulation 6 of the paper read as (3), a lecturer will be eligible for placement in Senior Scale through a procedure of selection if she/he has; (i) Completed 6 years of service after regular appointment with relaxation of one year and two years respectively for those with M.Phil and Ph.D, (ii) Participated in one orientation course and one refresher course or two refresher courses of approved duration or engaged in other appropriate continuing education programme of comparable quality as may be specified or approved by U.G.C. (those with Ph.D degree would be exempted from attending one refresher/one orientation course), & (iii) Consistently satisfactory performance appraisal reports.

4. As per the paper read (4), the University of Calicut has approved the provisional appointment of Dr.Shiji Thomas as Lecturer in Microbiology at EMEA College of Arts & Science, Kondotty, with effect from 01.09.2005 FN. This appointment of the teacher was regularised by the University vide the paper read (5). In accordance with the provisions in the Government Order read as (6), the Deputy Director of Collegiate Education, Kozhikode, had re-designated the post of the incumbent as Assistant Professor with effect from 01.01.2006. She is an M.Phil. holder (2007, University of Calicut) and completed five years of regular service as lecturer on 31.08.2010 A.N. She has participated in one UGC Sponsored Orientation Programme (from 03.06.2010 to 30.06.2010) conducted by Academic Staff College, University of Calicut and in one UGC Sponsored Special Summer School equivalent to Refresher Course (from 06.05.2015 to 26.05.2015) conducted by HRDC, University of Calicut. As per the paper read (7), the UGC has extended the date for

entire assessment period from 01.09.2005 F.N to 31.08.2010 A.N. As per the paper read (8), the EMEA College of Arts & Science, Kondotty, has promoted the incumbent as Lecturer Senior Scale (Assistant Professor Stage 2), in the pay band of ₹15,600 - 39,100/- with AGP of ₹7000/- with effect from 01.09.2010 F.N. Considering the matter, the Vice Chancellor ordered to place the proposal for approval to the placement of Dr.Shiji Thomas as Lecturer Senior Scale (Assistant Professor Stage 2), before the Standing Committee of the Syndicate on Staff of Affiliated Colleges.

6. As per the paper read (9), the Standing Committee of the Syndicate on Staff of Affiliated Colleges at its meeting held on 18.12.2020, has resolved to grant approval to the placement of Dr.Shiji Thomas, Department of Microbiology, EMEA College of Arts & Science, Kondotty, from Assistant Professor Stage 1 (Lecturer) in the pay band of ₹15,600-39,100/- with Academic Grade Pay of ₹6,000/- to Lecturer Senior Scale (Assistant Professor Stage 2) and fixation of pay at the appropriate stage in the pay band of ₹15,600-39,100/- with AGP of ₹ 7000/- with effect from 01.09.2010 F.N.

7. As per the paper read as (10), the powers to grant approval to the promotion of teachers in Private Affiliated Colleges is delegated to the Vice Chancellor, if it is recommended by the Standing Committee of the Syndicate on Staff of Affiliated Colleges.

8. Under this circumstance, sanction has been accorded by the Vice Chancellor for implementing aforesaid resolution of the Standing Committee of the Syndicate on Staff of Affiliated Colleges held on 18.12.2020, granting approval to the placement of Dr.Shiji Thomas as given below:

Name & Department of the teacher	Stage to which promoted	Date of effect	Details of Orientation Programme/ Refresher Course	Basic pay before promotion & pay band	Basic pay as on the date of promotion & pay band (as on 01.09.2010)	Normal date of next increment	Remarks
1	2	3	4	5	6	7	8
Dr.Shiji Thomas, Department of Microbiology, EMEA College of Arts & Science, Kondotty.	Lecturer Senior Scale (Assistant Professor Stage 2)	01.09.2010 F.N	Orientation Programme (from 03.06.2010 to 30.06.2010) conducted by Academic Staff College, University of Calicut; Special Summer School equivalent to Refresher Course (from 06.05.2015 to 26.05.2015) conducted by HRDC, University of Calicut	₹19050+ AGP ₹6000/- ₹15600-39100 with AGP ₹6000	₹19810+ AGP ₹7000/- ₹15600-39100 with AGP ₹7000	01.07.2011	Dr.Shiji Thomas has opted to get her pay fixed in the higher post with effect from 01.09.2010 i.e. the date of promotion, as per provisions in the G.O.(P) No.58/2010/H.Edn. dated 27.03.2010 and G.O(P) No. 234/2012/HEUn dated 28.06.2012

9. The resolution as per Item No.43 of the minutes of the meeting of the Standing Committee of the Syndicate on Staff of Affiliated Colleges held on 18.12.2020, is therefore implemented.

Muhammed Basheer P

Assistant Registrar

To

The Principal, EMEA College of Arts & Science, Kondotty
Copy to:- 1.The Individual concerned (through the Principal), 2.The Educational Agency (through the Principal), 3.The Deputy Director of Collegiate Education, Kozhikode, 4. The Director of Collegiate Education, Thiruvananthapuram, 5.Convenor, SC on SAC, 6.JD-KSAD/PS to VC/PA to Registrar, 7. SF/DF/FC

Forwarded / By Order

Shashi
Section Officer

Re

STATEMENT FOR PAY FIXATION OF ASSOCIATE PROFESSOR STAGE IV UNDER THE UGC SCHEME

(See G.O. (P) No. 58/2010/Hedn Dated 27.03 .2010)

1.	Name of the college/University	EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTI
2.	Name of the Incumbent	Shiji Thomas
3.	Name of the present post	Assistant Professor of Microbiology (Stage 3 (Stage III) with AGP 8000/-)
4.	Pay band and Academic Grade pay of present post	15600-39100+ AGP 8000
5.	Designation of the higher post in pay is to be fixed	Associate Professor Stage 4(level 13) with AGP 9000/-
6.	Date of placement to the higher post	01.09.2018
7.	Pay and pay band of the present post	Rs. 28130/- 15600-39100 + AGP 8000
8.	Pay band of the higher post	37400-67000 + AGP 9000
9.	Date of option for pay fixation due to promotion on 01-09-2018	01/09/2018
10.	3% of the basic pay(rounded off to the next multiple of 10)	Rs. 1090/-
11.	Total pay as on the date of the promotion	(28130 + 1090) + AGP 9000 Rs. 29220/- + AGP 9000
12.	Pay, AGP and pay band of the incumbent as Associate Professor Stage IV on 01-09-2018 (Promotion Date)	37400/- 37400-67000+AGP 9000
13.	Date of next increment	01.07.2019
14.	Any other information:	NIL

Station: Kondotti

Date: 27-04-22

PRINCIPAL



PRINCIPAL
 EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTI
 MALAPPURAM DT. 679 626

STATEMENT FOR PAY FIXATION OF ASSOCIATE PROFESSOR STAGE IV UNDER THE UGC SCHEME

(See G.O. (P) No. 58/2010/Hedn Dated 27.03.2010)

1.	Name of the college/University	EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTI
2.	Name of the Incumbent	Shiji Thomas
3.	Name of the present post	Assistant Professor of Microbiology (Stage 3 (Stage III) with AGP 8000/-)
4.	Pay band and Academic Grade pay of present post	15600-39100+ AGP 8000
5.	Designation of the higher post in pay is to be fixed	Associate Professor Stage 4(level 13) with AGP 9000/-
6.	Date of placement to the higher post	01.09.2018
7.	Pay and pay band of the present post	Rs. 28130/- 15600-39100 + AGP 8000
8.	Pay band of the higher post	37400-67000 + AGP 9000
9.	Date of option for pay fixation due to promotion on 01-09-2018	01/09/2018
10.	Pay, AGP and pay band of the incumbent as Associate Professor Stage IV on 01-09-2018 (Promotion Date)	37400/- 37400-67000+AGP 9000
11.	Date of next increment	01.07.2019
12.	Any other information:	NIL

Station: Kondotti
Date: 27-04-22


PRINCIPAL

PRINCIPAL
EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTI
MALAPPURAM DT. 673 634



FORM OF OPTION

(See G.O (P) No.58/2010/H. Edn. Dated 27.03.2010)

*(i) I, **Shiji Thomas.**, hereby elect the revised pay structure (37400-67000 + AGP 9000) with effect from 01-09-2018.

*(ii) I (name) hereby elect to continue in the existing scale of pay of post mentioned below until

Existing Scale of Pay Rs. 15600 – 39100 + AGP 8000

Signature

Name : Shiji Thomas

Designation : Assistant Professor Stage III.

University / College : EMEA College of Arts and Science, Kondotty

Date : 27-04-2022

Station : Kondotty

EME A COLLEGE OF
& SCIENCE, KONDOTTY
MALAPPURAM DT. 673 633



PERSONAL UNDERTAKING FOR REFUND OF EXCESS PAY

I, **Shiji Thomas**, Assistant Professor, Department of Microbiology, EMEA College of Arts and Science, Kondotti, hereby agree and undertake to refund any amount to which I am not entitled on any amount which may be credited to my account in excess of the amount to which I am not entitled in connection with the second stage of promotion under Career Advancement Scheme (CAS) of UGC.

Name of the Faculty


Shiji Thomas

Date : 27-04-2022

Place : Kondotti

Counter Signed


PRINCIPAL
SEI EA COLLEGE OF ARTS
& SCIENCE, KONDOTTY
WALAPPURAM DIST. ALPAM



SERVICE CERTIFICATE

This is to certify that **Mrs. Shiji Thomas, Assistant Professor, Dept. of Microbiology** joined service in this college w.e.f. **01-09-2005 FN** and she is now submitting the proposal for CAS placement from Stage III to Stage IV. The service details of **Mrs. Shiji Thomas**, as on her placement due date i.e. **01-09-2018 FN** are as follows:

Date of Joining	: 01-09-2005 FN
Date of commencement of continuous service	: 01-09-2005 FN
Qualifying service for placement	: 13 years
LWA Availed during the period	: N.A.
No of days declared as dies-non	: N.A.
Other non-qualifying service period if any	: N.A.
Due date of placement	: 01-09-2018 FN

(Office Seal)

Place: Kondotty

Date: 27.04.2022




PRINCIPAL
PRINCIPAL
E.M.A. COLLEGE OF ARTS
& SCIENCE, KONDOTTY
MALAPPURAM DT 671 629



Course Outline Form

June 1

2021-22

Dear Student: Course outlines are intended to provide students with an overall plan for a course to enable them to function efficiently and effectively in the course.

*Academic
Programs
Department –
commerce*

Income Tax Law and Accounts - BCM5B09 (core course)

Course Outline Form for Student

Academic Year 2021/ 22

Introduction:

The course outline provided, gives you a 'road map' or rationale about the purpose and structure of the course, and it explains how your learning performance in the course will be assessed and graded.

Course Basic Information:

EMEA COLLEGE OF ARTS&SCIENCE.KONDOTTY

Name of the Program :Bachelor of commerce		Degree of the Program: B.com.
Major : Accounting		
Course Title: Income tax law and accounts (core paper)		Course Code: BCM5B09
Academic Department : COMMERCE		Academic Unit : B.com (Computer application)
HOD : Mrs: Kamalam Edathil	Academic Year : 2021-22	Credit Hours : 4
Group Lecturer:	Level : third year (semester five)	Contact Hours / Week : 5
Office No.:	Updated : 20-05-2021	Student Directed Learning Hours:16*5=80
Office Hours (Students Advisor) : Mr. Nahas sha A.A		

1. COURSE DESCRIPTION:

***Dear student:** This item will tell you what the course is about and how the overall course will support your learning in the discipline(s) of the program. The purpose of a course description is to provide you a holistic view of the provided course with coherent information in the same time. It is, also, provided you with details and background of the subject: the prior knowledge that you should have, the overall aims of the course, and/or how the course relates to the other courses in the program.*

“No government cannot run without revenue.” One of the major sources of revenue is taxation. Direct taxes encompass those taxes where impact and incidence falls on the same person. Income tax act 1961 is the prime legislation in the area of direct taxes in India .it is very interesting to know various facets of this act. The act makes ample scope for tax planning and tax management by utilizing various provisions which are enshrined therein. A tax payer can reduce tax his tax liability by taking advantage of various incentives that are provided in the act. It creates a win -win situations. This 4 credit course is core course to learn about Indian income tax system. objective of this course to impart basic knowledge and equip students with application of principles and provisions Income - tax Act, 1961 amended up to date.

***Dear student:** Course prerequisites are courses that must be completed before you can enroll in a specific class which consider as a requirement for admission to or completion of an academic*

program.

2. COURSE OBJECTIVES:

Dear student: Here are the intended results after completion of the course.

Upon successfully completing this course, the student should have to achieve the following aims:

- ☞ Understand an overview of taxation system of india
- ☞ Understand the basic terms of income tax
- ☞ Enable students to obtain knowledge in computation of taxable income from salary
- ☞ Understand the computation of taxable income from house property
- ☞ understand and apply computation of taxable income from business and profession
- ☞ Enable students to obtain knowledge in computation of taxable income from capital gain
- ☞ understand how to compute taxable income from other sources
- ☞ analyse what are the exempted incomes from tax ;
- ☞ understand how to calculate tax on agricultural income
- ☞ Enable to gain knowledge in setting off and carry forward of losses

3. LEARNING OUTCOMES:

Dear student: This item aims to know your achievement which indicates different levels of your expected learning outcomes. In other words, what you are be able to do after completing the course.

L1: understand the history of income tax in india and basic concepts of income tax
L2: Understand how to compute residential status of person
L3: Explain the computation of taxable income under the head salary
L4: Describe computation of taxable head under the head house property
L5: Describe the calculation of taxable STCG and LTCG and what are the exemptions u/s 54
L6: Describe the assessment of taxable income under the head other sources
L7: Discuss exempted incomes and how to compute
L8: discuss the rules regarding set off and carry forward of losses

GRADUATE ATTRIBUTES:

Key Graduate attributes and outcomes

Academic and Professional Knowledge	✓
Communication	✓
Team Work and Leadership	✓
Information Literacy and IT Literacy	
Global perspective and Cross cultural adaptability	✓
Critical and Analytical Thinking	✓
Social responsibility and Ethics	To some extend
Entrepreneurial aptitude	✓
Life Long Learning	✓
Research Skill	✓

4. COURSE WORKING PLAN

❖ List of topics:

<i>Main Topics</i>	<i>Contents/ fundamental concepts</i>
❖ Income tax an overview	❖ Basic Concepts: Income - Agricultural income - Person - Assessee - Assessment Year - Previous Year - Gross total income - Total income - Maximum marginal rate of lax - Residential status - Scope of total income on the basis of residential status –Exempted incomes
❖ Income from salary	❖ Salaries - Allowances - Perquisites -Profit in lieu of salary - Gratuity – Pension.
❖ Income from house property	❖ Annual Value of House property - Computation under different circumstances - Deduction from annual value.
❖ Income from business or profession	❖ Definition - Computation - Allowable expenses and non-allowable expenses - General deductions - Provisions relating to Depreciation
❖ Capital gain	❖ Definition of Capital Assets - Long term and Short term - Transfers - Cost of acquisition - Cost of improvement - Exempted Capital gains. Income from Other Sources: Definition– Computation..
	(Theory and problems may be in the ratio of 40% and 60%respectjvely .)

❖ **Course schedule: Classes commences on 01-06-2021**

		Course content per class	Comments or details/requirements
Week 1	Class1	Orientation – Introduction	Discussion about course and related material and assessment.
	Class2	Module 1: income tax an overview ❖ History of tax in india ❖ Types of tax & taxation	Theory ,slide presentation
	Class3	Module 1: income tax an overview ❖ Objectives of taxation ❖ Basic terms	Theory ,slide presentation
	Class 4	Module 1: income tax an overview ❖ Residential status of persons	Theory ,slide presentation
	Class 5	Module 1: income tax an overview ❖ - Scope of total income on the basis of residential status	Theory ,slide presentation
Week 2	Class1	Module 1: income tax an overview ❖ –Exempted incomes ❖ Agricultural income	Theory ,slide presentation
	Class2	Module 1: income tax an overview	Illustrations 14 to 22 (page 27 to 33)
	Class3	Module 1: income tax an overview	Illustrations 23 to 24(page 33 to 35)
	Class4	Module 1: income tax an overview	Illustrations Q1to Q5 (page 35 to 36)
	Class5	Module 1: income tax an overview	Illustrations Q7 to Q13 (page 36 to 37)

Week 3	Class1	Module II : Income from salary <ul style="list-style-type: none"> ❖ Salary ❖ Allowances ❖ Types of allowances 	Theory ,slide presentation
	Class2	Module II : Income from salary <ul style="list-style-type: none"> ❖ Perquisites ❖ Taxable perks ❖ Tax free perks 	Theory ,slide presentation
	Class 3	Module II : Income from salary <ul style="list-style-type: none"> ❖ Profit in lieu of salary 	Theory ,slide presentation
	Class 4	Module II : Income from salary <ul style="list-style-type: none"> ❖ Retirement benefits 	Theory ,slide presentation
	Class 5	Module II : Income from salary <ul style="list-style-type: none"> ❖ Deductions from salary 	Theory ,slide presentation
Week 4	Class1	Module II : Income from salary	Illustrations 1 to 6 (page 62 to 67)
	Class2	Module II : Income from salary	Illustrations 1 to 6 (page 62 to 67)
	Class 3	Module II : Income from salary	Illustrations 7 to 12 (page 78 to 84)
	Class 4	Module II : Income from salary	Illustrations 18 to 24 (page98 to 100)
	Class 5	Module II : Income from salary	Illustrations 25 to 30(page101to 106)
Week 5	Class1	Module II : Income from salary	Illustrations 31 to 36 (page 107 to 110)
	Class2	Module II : Income from salary	Illustrations 37 to 41(page 111to 113)
	Class 3	Module II : Income from salary Seminar & discussion (basic terms of income tax)	(Roll number 1 to 5 , 10 minutes for each students and remaining 10 minutes for question answering session)

	Class 4	Module II : Income from salary Seminar & discussion (residential status)	(Roll number 6to 10 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class 5	Module II : Income from salary Seminar & discussion (computation of GTI)	(Roll number 11 to 15 , 10 minutes for each students and remaining 10 minutes for question answering session)
Week 6	Class1	Module II : Income from salary Seminar & discussion (allowances)	(Roll number 15 to 20 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class2	Module II : Income from salary Seminar & discussion (types of perquisites)	(Roll number 21 to 25 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class3	Module II : Income from salary Seminar & discussion (retirement benefits)	(Roll number 26 to 30 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class 4	Module II : Income from salary	Illustrations Q1 to Q5 (page 117to 119)
	Class 5	Module II : Income from salary	All students should attend the exam , it will be considered for internal assessment (40% weight age of total internal marks depends on the sum of 2 best out of three internal exams)
Week 7	Class 1	Module III : Income from house property : ❖ Introduction –exempted HP	Theory ,slide presentation
	Class 2	Module III : Income from house property : ❖ Computation of annual value	Theory ,slide presentation
	Class 3	Module III : Income from house property : ❖ Let out property	Theory ,slide presentation
	Class 4	Module III : Income from house property : ❖ Fully self occupied house property	Theory ,slide presentation
	Class 5	Module III : Income from house property : ❖ Partly let out property ❖ Deemed to be let out	Theory ,slide presentation
Week 8	Class 1	Module III : Income from house property :	Illustrations 1 to 7 (page 149 to 153)
	Class 2	Module III : Income from house property :	Illustrations 8 to 15 (page 154 to 158)
	Class 3	Module III : Income from house property :	Illustrations 16 to20 (page 159 to 163)

	Class 4	Module III : Income from house property :	Illustrations 21 to 27 (page 163to 167)
	Class 5	Module III : Income from house property :	Illustrations 28 to 32(page 169 to 171)
Week 9	Class 1	Module III : Income from house property : Seminar & discussion (computation of annual value & exempted HP)	Illustrations 33 to37 (page 172 to 177)
	Class2	Module III : Income from house property : Seminar & discussion (computation of taxable house property income)	Illustrations Q1 to Q7 (page 178 to179)
	Class 3	Module III : Income from house property :	Illustrations 7 to 15(page 180 to 181)
	Class 4	Module III : Income from house property : Seminar & discussion (computation of annual value & exempted HP)	(Roll number 31 to 35 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class 5	Module III : Income from house property : Seminar & discussion (computation of taxable house property income)	(Roll number 36 to 40 , 10 minutes for each students and remaining 10 minutes for question answering session)
Week 10	Class1	Module IV : Income from business or profession ❖ Definition - Computation -	Theory ,slide presentation
	Class2	Module IV : Income from business or profession ❖ Allowable expenses	Theory ,slide presentation
	Class 3	Module IV : Income from business or profession ❖ Expressly disallowed expenses	Theory ,slide presentation
	Class 4	Module IV : Income from business or profession ❖ Provision relating to depreciation	Theory ,slide presentation
	Class 5	Module IV : Income from business or profession ❖ Computation of taxable professional income	Theory ,slide presentation
Week 11	Class 1	Module IV : Income from business or profession	Illustrations 1 to 10(page 198 to229)
	Class 2	Module IV : Income from business or profession	Illustrations 10 to 15(page 229 to 234)
	Class 3	Module IV : Income from business or profession	Illustrations 16 to 20 (page 235to 239)
	Class 4	Module IV : Income from business or profession	Illustrations 21 to 25(page 239 to 245)

Week 12	Class 5	Module IV : Income from business or profession	Illustrations 26 to 30(page 246 to 249)
	Class 1	Module IV : Income from business or profession	Illustrations 31 to 35(page 249to 253)
	Class 2	Module IV : Income from business or profession	Illustrations Q1 to Q5(page 257 to 258)
	Class 3	Module IV : Income from business or profession Seminar & discussion (expressly allowed expenses)	(Roll number 41 to 45 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class 4	Module IV : Income from business or profession Seminar & discussion (expressly disallowed expenses)	(Roll number 46 to 50 , 10 minutes for each students and remaining 10 minutes for question answering session)
Class 5	Module IV : Income from business or profession	TEST -2 (Module 3 &4)	
Week 13	Class 1	Module V : Capital gains & income from other sources ❖ Capital assets ❖ Types	Theory ,slide presentation
	Class 2	Module V : Capital gains & income from other sources ❖ Transfer ❖ Cost of acquisition & improvement	Theory ,slide presentation
	Class 3	Module V : Capital gains & income from other sources ❖ Computation of STCG	Theory ,slide presentation
	Class 4	 ❖ ASSIGNMENT ❖ 1.exempted incomes ❖ 2.types of allowances & perquisites	(discussion on assignment guidelines) All students should submit two assignments on or before the end of 15 th week of course.20% of internal marks awarded on the results of these work)
	Class 5	Module V : Capital gains & income from other sources ❖ Computation of LTCG	Theory ,slide presentation

Week 14	Class1	Module V : Capital gains & income from other sources ❖ Exempted capital gain u/s 54	Theory ,slide presentation
	Class2	Module V : Capital gains & income from other sources ❖ Computation of other sources	Theory ,slide presentation
	Class 3	Module V : Capital gains & income from other sources	Illustrations 11 to 17(page310 to 316)
	Class 4	Module V : Capital gains & income from other sources	Illustrations20to 30(page 319 to 335)
	Class 5	Module V : Capital gains & income from other sources	Illustrations 10 to 20(page 366 to 372)
Week 15	Class1	Module V : Capital gains & income from other sources	(Roll number 56 to 60 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class2	Module V : Capital gains & income from other sources Seminar & discussion (capital gains)	(Roll number 51 to 55 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class 3	Module V : Capital gains & income from other sources Seminar & discussion (income from other sources)	(Roll number 56 to 58 , 10 minutes for each students and remaining 10 minutes for question answering session) The seminar score of all students will be announced.
	Class 4	Revision /Discussion Module I to module V	Theory
	Class 5	Discussion (University exam question paper discussion 2000 to 2005 question papers)	Discussion
Week 16	Class1	Discussion (University exam question paper discussion 2006 to 2010 question papers)	Discussion

Week 17	Class 2	Discussion (University exam question paper discussion 2011 to 2015 question papers)	Discussion
	Class 3	Discussion (University exam question paper discussion 2016 to 2019 question papers)	Discussion
	Class 4 & Class 5	University model internal examination	Exam will be conducted on university question paper pattern (total marks 80 with 3 hours duration)
Week 17		FINAL EXAMINATION	

5. TEACHING METHODS

This course will utilize lectures, , assignment, classroom discussions, demonstrations and seminars. The major component of teaching method will be class lecturing and ‘student seminars

Study Teams

Study teams of 5 students are used throughout this course for both formal and informal coursework. Team activities *in* class include preparing, discussing and presenting managerial economics topics. The study teams need to meet to do investigations and exercises *in between* classes, in addition to their formal case assignments. Previous student feedback strongly recommends choosing a study team of students with majors in several different functional areas. Specialist knowledge and expertise can then be combined to enable all of the various perspectives on the issues in the cases to be addressed.

6. EFFECTIVE TEACHING ENVIRONMENT FOR THIS COURSE OUTLINE:

The effective teaching as described will be through class room discussions, seminars and assignment.

Teaching Plan:

This is a draft plan for the lectures and tutorials for this semester. The actual delivery may

somehow vary a little bit. Changes will be noted on the course web page via Blackboard System.

The whole components of course profile including the teaching plan is an agreement between the teaching staff and students, *so if any lecturer for any reason does not cover the whole teaching plan he/she has to give some extra hours to cover the missing lectures before the end of the semester*

Attendance/Class Participation:

1. Don't miss any class, be on time before the lecture starts
 2. Bring a calculator, a text book for lectures and tutorials
 3. Try to participate and interact in the class room sessions
 4. Seek for your lecturer's help without any hesitation to clear your doubts
 5. Finish your assignments on time and ensure that is your own work
 6. Try to understand concepts instead of memorize those concepts
 7. If you have any difficulties in learning, bring it to the notice of your lecturer
 8. Plan effectively your available time to study various subjects
9. Students will be issued with:
- 1st oral warning for 5% absenteeism
 - 2nd warning for 10% absenteeism and
 - 3rd warning for 25% absenteeism.

Please note that once the 3rd warning has been issued, the student cannot sit for the final examination without the permission of the university . condonation of shortage of attendance to a maximum of 10% in case of single condonation and 20% incase of double condonation in a semester shall be granted by university on remitting the required fee.

7. ASSESSMENT METHODS

8. Internal Assessment

20% of the total marks in each course are for internal examinations. The marks secured for internal assessment only need to be sent to University by the colleges concerned.

The internal assessment shall be based on a predetermined transparent system involving written tests, assignment, seminar and class room participation based on attendance in respect of theory courses and lab involvement/records attendance in respect of Practical Courses.

Internal assessment of the project will be based on its content, method of presentation, final conclusion and orientation to research aptitude.

Components with percentage of marks of Internal Evaluation of Theory Courses are- Test paper 40%, Assignment 20%, Seminar 20% and Class room participation based on attendance 20%.

Test 1:

Test 1 will be 60 minutes, It will be online proctored exam conducted at college computer lab. There will be 80 MCQ questions each question carries one mark. It will include topics up to 6th week. The Test 1 makes up the 20% of total internal marks (ie 4 marks). Further details will be given in due course. Students who do not attempt the tests will automatically fail the paper.

Test 2:

Test 2 will be 180 minutes, written and closed book. It will include all topics from one to fifth module. The second term Examination makes up the 20% of total internal marks (ie 4 marks). . Further details will be given in due course.

The suggested paper pattern of Test 2 Exam will be as follows:

		Out of		Attempt		Marks		Total
Section A	MCQ/Fill in the blanks	10	→	10	×	1	=	10 marks
Section B	Short Answer	10	→	8	×	2	=	16 marks
Section C	Medium Answer (paragraph)	8	→	6	×	4	=	24 marks
Section D	Long answer (essays)	3	→	2	×	15	=	30 marks
						Total		80 marks

Split up of marks for Test paper

Range of Marks in test paper	Out of 8 (Maximum internal marks is 20)
Less than 35%	1
35% - 45%	2
45% - 55%	3
55% - 65%	4
65% -85%	6
85% -100%	8

Split up of marks for Class Room Participation:

Range of CRP	Out of 4 (Maximum internal marks is 20)
50% ≤ CRP < 75%	1
75% ≤ CRP < 85%	2
85 % and above	4

Assignment/seminar : (20% marks for each (ie 4 marks for seminar and 4 marks for assignment)

Late submissions will have to receive a grade of zero. The course instructor will provide more details about this in due course.

Final Examination:

The final examination will consist of a 180 minutes (3 Hrs.), written and closed book. Final Examination will cover all chapters. The Final Examination makes up the 80 % and must therefore be considered extremely important. The pattern of the final examination will be as follows:

		Out of		Attempt		Marks		Total
Section A	MCQ/Fill in the blanks	10	→	10	×	1	=	10 marks
Section B	Short Answer	10	→	8	×	2	=	16 marks
Section C	Medium Answer (paragraph)	8	→	6	×	4	=	24 marks
Section D	Long answer (essays)	3	→	2	×	15	=	30 marks
						Total		80 marks

Assessment methods	Weighting	Learning Outcomes
Test 1	4%	L1, L2 and L3

Test 2	4%	L1, L2, L3, L4, L5, L6 and L7
Assignment	4%	L4, L5 and L6
Seminar	4%	L1, L2, L3, L4, L5, L6 and L7
CRP (class room participation)	4%	---
End Term Exam	80%	L1, L2, L3, L4, L5, L6 and L7
Total	100%	

8. MARK DISTRIBUTION AND ASSESSMENT SCHEDULE

Marks are distributed as follows:

Assessment	Test 1	Test 2	Final Exam	Assignment	Presentation	Total
Weight	4%	4%	80%	4%	4%	100 %
Due Date / Weeks	End of Week 6	End of Week 16		End of Week 15	Week 2 to Week 15 (end of each module)	

Grading System:

Marks	Grade	Numeric Value	
90-100	A+	5.5-6	Outstanding
80-90	A	4.5-5.49	Excellent
70-80	B	3.5-4.49	Very Good
60-70	C	2.5-3.49	Good
50-60	D	1.5-2.49	Satisfactory
40-50	E	0.5-1.49	Pass/ adequate
Below 40	F	0-0.49	Failure

Guidelines to get Better Grades:

- Don't miss any classes; be punctual and concentrate well in your class attendance.
- Try to participate/interact in the class room during teaching.
- Seek your teacher's help without any hesitation to clear your doubts.
- Finish assignments on time and ensure it is your own work.
- Try not to memorise the subject, but try to understand the concepts.
- If you have any difficulties in learning and understanding concepts, please bring it to the notice of the teacher.
- Plan effectively your available time to study the various subjects.

9. Recommended Learning Resources:

Teaching and Learning Materials:

Handouts:

The system wide central coordinator by cooperating with the local coordinators have to prepare some lectures notes, tutorial materials, test and exam bank, case studies, and some assignments will be provide through the Email and Blackboard system to let both respected learning colleagues and concerning students access on the Black Board to get the required materials. The active student's participation is expected and evaluated.

Power Point Slides:

PPTs with some modification by the Wide Course Coordinator

Consultation:

The students will provide general questions about course topics or assignments during tutorials period or at office hours. The lecturers will be available for consultation at the office hours advertised on the department board. Additional consulting times will be made available near assignments deadlines, and exam period. If you wish to discuss a specific issue with the course lecturer, please make an appointment.

Distribution of Notes:

Changes, news and announcements will be provided on the Blackboard System and will be made during the lecture time and via the E-mail to the two leaders (one for males & another for females) per each group. Important notices regarding the course will also be placed on the IBA department notice board. You are expected to read these notices regularly (at least once a week during the semester and more often near assignment deadlines and exam period).

Teaching Activities:

A variety of teaching methods will be used in the course of ACCT 3402. These include lectures, tutorials, assignments, homework; create some accounting student teams to work together under lecturer supervision, and empirical visit to some local industrial corporation companies, self-study and independent learning. The topics for each week will list in the teaching plan.

❖ TEXT BOOK (S):

Title	Year / Edition	Author	ISBN / Publisher
Income tax including tax planning	2021	H C Mehrothra & SP Goyal	Sahithya publications (41th edition)
Direct taxes-law and practices	2021	Dr K Vinod singhania & Dr kapil sighania	Taxmann publications

❖ **REFERENCES:**

Title	Year / Edition	Author	ISBN / Publisher
1. income tax	2021	B.B. LAL	Pearson (Dorling Kindersley (India) Publication
Systematic Approach to Income Tax,	2021	Ahuja GK & Gupta Ravi,	Bharat Law House
Law of Income Tax,	2021	. AC Sampat Ayengar,	Bharat Law House,
Income Taxes: Law and Practice, Taxman,	2021	Singhania VK	Law and Practice, Taxman,
Direct Taxes	2021	B.B. Lai:	, Konark Publisher (P) ltd
Direct Taxes - Law and Practice.	2021	Bhagwathi Prasad :	Wishwa Prakashana.
Income tax	2021	Gaur & Narang	

It is recommended to work with suggested supplementary books and readings as this provides different approaches to topics under discussion and facilitates better understanding.

❖ **LIST OF NEEDED MATERIALS** (if applicable):

10. THE GRADUATE ATTRIBUTES OF THE DEGREE PROGRAMME

The graduates of the NAME OF PROGRAM are expected to:

COURSE	Academic and Professional Knowledge	Communication	Team Work and Leadership	Creative and Analytical Thinking	Social Responsibility and Ethics	Life Long Learning	Research Skills
	G1	G2	G3	G4	G5	G6	G7
Income tax law & accounts	√	√	√	√	√	√	√

Contact details for teacher(s):

Dear student: In order to help you, the provided tables below are to easily contact your lecturer. The information allows you to arrange for any consultation after classes or receive support in terms of learning and teaching from your teacher, tutor and/or teaching assistant. *(Fill contact details of teacher in campus)*

Professor/Lecturer/Instructor:	
<i>Name:</i>	ABOBACKER SIDDEEQ ,KC
<i>Office Location:</i>	
<i>Telephone:</i>	9745668667
<i>Email:</i>	kcasiddeeq@gmail.com
<i>Teaching Venue:</i>	
<i>Website:</i>	
<i>Other information:</i>	

** Academic Regulations for Colleges of Applied Sciences

HoD signature : -----

Lecturer signature : -----



Course Outline Form

June 1

2021-22

Dear Student: Course outlines are intended to provide students with an overall plan for a course to enable them to function efficiently and effectively in the course.

*Academic
Programs
Department –
commerce*

MANAGERIAL ECONOMICS- BCM1C01

Course Outline Form for Student Academic Year 2021 / 2022

Introduction:

The course outline provided, gives you a 'road map' or rationale about the purpose and structure of the course, and it explains how your learning performance in the course will be assessed and graded.

Course Basic Information:

EMEA COLLEGE OF ARTS&SCIENCE.KONDOTTY

Name of the Program :Bachelor of commerce		Degree of the Program: B.com.
Major : Accounting		
Course Title: managerial economics (complimentary course)		Course Code: BCM1C01
Academic Department : COMMERCE		Academic Unit : B.com (Co-operation)
HOD : Mrs: Kamalam Edathil	Academic Year : 2021-22	Credit Hours : 4
Group Lecturer:	Level : first year (semester one)	Contact Hours / Week : 5
Office No.:	Updated : 20-05-2021	Student Directed Learning Hours:16*5=80
Office Hours (Students Advisor) : Mr. Ibaraheem PA		

1. COURSE DESCRIPTION:

***Dear student:** This item will tell you what the course is about and how the overall course will support your learning in the discipline(s) of the program. The purpose of a course description is to provide you a holistic view of the provided course with coherent information in the same time. It is, also, provided you with details and background of the subject: the prior knowledge that you should have, the overall aims of the course, and/or how the course relates to the other courses in the program.*

Introduction to economic analysis, with an emphasis on firms and their operating environment. Pricing and output decisions and cost and profit determination in competitive, imperfectly competitive, and monopolistic markets. Macroeconomic factors and policies affecting business activity in a small open economy. Economics is not a collection of facts to be written down and memorized. Economics is a way of thinking about the world – and the world is always changing. Economists have developed a set of simple but widely applicable concepts and principles that are useful for understanding economic situations ranging from decisions that individuals make every day to decisions made by firms and governments in complex markets. The objective of this course is to help students learn and understand these concepts and principles and to apply them to a variety of economic situation.

The objective of the course is to acquaint students with the basic principles of micro and macroeconomics

for developing the understanding of theory of the firm, markets and the macro environment, which would help them in managerial decision making processes.

2. COURSE PREREQUISITE (S): Nil

***Dear student:** Course prerequisites are courses that must be completed before you can enroll in a specific class which consider as a requirement for admission to or completion of an academic program.*

3. COURSE OBJECTIVES:

***Dear student:** Here are the intended results after completion of the course.*

Upon successfully completing this course, the student should have to achieve the following aims:

- ☞ Understand the concept of economics and evolution of managerial economics ;
- ☞ Understand the relationship between managerial economics and management different disciplines;
- ☞ Enable students to obtain knowledge in different economics principles and theories used in business ;
- ☞ Understand the role and responsibility of managerial economist in an organization
- ☞ Understand and apply supply and demand analysis to relevant economic issues;
- ☞ Enable students to obtain knowledge in different degrees of supply and demand
- ☞ understand the causes and consequences of different market structures;
- ☞ analyze the features of Indian economy ;
- ☞ understand what are the measures adopted by govt to reduce the impact of economic issues
- ☞ Enable to analyse the benefits to indian economy under WTO regime
- ☞ analyse the importance of international trade and contribution of India

4. LEARNING OUTCOMES:

***Dear student:** This item aims to know your achievement which indicates different levels of your expected learning outcomes. In other words, what you are be able to do after completing the course.*

L1: Managerial Economics:- – Definition and characteristics – Nature and Scope - Economics Vs Managerial Economics - Decision making and forward planning – Relationship of managerial economics with other disciplines - Basic economic tools in management economics – The role of managerial economist.
L2: Understand the theory of consumer behaviour
L3: Explain the concept of demand and supply and what are the different degrees of elasticities with different methods of measurement of various elasticities
L4: Describe various market structure , and explain how the equilibrium price is determined under different market conditions , discuss how one market condition is different from other types of markets
L5: Describe the the features and problems of Indian economy ,analyse what are factors led to the opening up of Indian economy
L6: Describe the major problems of Indian economy such as unemployment,povertry,inflation inequality and parallel economy , explain various measures adopted by government to eradicate the

effects of these issues , Analyze the role of WTO in Indian economic growth

L7: Discuss Structure and direction of India’s foreign trade and India’s trade regulation and promotion - Exchange rate policy – Intellectual Property Rights - Foreign capital and MNCs in India, Trade reforms - An overview of Kerala economy

GRADUATE ATTRIBUTES:

Key Graduate attributes and outcomes										
Academic and Professional Knowledge	Communication	Team Work and Leadership	Information Literacy and IT Literacy	Global perspective and Cross cultural adaptability	Critical and Analytical Thinking	Social responsibility and Ethics	Entrepreneurial aptitude	Life Long Learning	Research Skill	
✓	✓	✓		✓	✓	To some extend	✓	✓	✓	

5. COURSE WORKING PLAN

❖ **List of topics:**

<i>Main Topics</i>	<i>Contents/ fundamental concepts</i>
--------------------	---------------------------------------

❖ Introduction to managerial economics	❖ Managerial Economics:- – Definition and characteristics – Nature and Scope - Economics Vs Managerial Economics - Decision making and forward planning – Relationship of managerial economics with other disciplines - Basic economic tools in management economics – The role of managerial economist.
❖ Theory of consumer behaviour	❖ Theory of consumer behaviour: - Cardinal analysis - Law of diminishing marginal utility – consumer surplus; Ordinal approach – indifference curve analysis – consumer equilibrium – income consumption curve and price consumption curve – Hicksian decomposition of price effect in to substitution effect and income effect – Demand curve for normal, inferior and ` giffen goods – concept of elasticity of demand – measurement of various elasticities – Elasticity of supply.
❖ Market structure	❖ Market structure:- a. Perfect competition: – profit maximization and equilibrium of firm and industry – short run and long term supply curves – price and output determination. b. Monopoly: – Price determination under monopoly – equilibrium of firm – comparison between perfect competition and monopoly – price discrimination. c. Monopolistic competition: price and output determination – product differentiation – comparison with perfect competition – excess capacity under monopolistic competition. d. Oligopoly: indeterminate pricing and output – classical models of oligopoly – price leadership - collusive oligopoly – kinked demand curve
❖ An overview of Indian economy	❖ An overview of Indian economy - Indian economy since 1991 - Basic characteristics of Indian economy - Factors that led to the opening up of Indian economy - Indian economy under WTO regime - Issues in Indian economy: Problems of growth, unemployment, poverty, inequality in income distribution, inflation – The role of parallel economy – The role of Government in a market economy.
❖ Structure and direction of India’s foreign trade	❖ Structure and direction of India’s foreign trade and India’s trade regulation and promotion - Exchange rate policy – Intellectual Property Rights - Foreign capital and MNCs in India, Trade reforms - An overview of Kerala economy - Trade and commerce in Kerala - Industrial development of the state - the role of small scale industries in Kerala economy.

❖ **Course schedule: Classes commences on 01-06-2019**

Course content per class	Comments or details/requirements
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Week 1	Class1	Orientation – Introduction	Discussion about course and related material and assessment.
	Class2	Module 1: introduction to managerial economics ❖ Meaning and definition of economics ❖ Branches of economics	Theory
	Class3	Module 1: introduction to managerial economics ❖ Difference between micro and macro economics ❖ Meaning and definition of managerial economic ❖ Features of M.E	Theory
	Class 4	Module 1: introduction to managerial economics ❖ Scope of managerial economics ❖ Difference between managerial economics & economics ❖ Objectives of managerial economics	Theory
	Class 5	Module 1: introduction to managerial economics ❖ Relationships of managerial economics with ❖ -micro economics ❖ -macro economics ❖ -statistics ❖ -mathematics ❖ -operation research ❖ -accounting	Theory
Week 2	Class1	Module 1: introduction to managerial economics ❖ Basic principles of managerial economics ❖ Importance of managerial economics	Theory
	Class2	Module 1: introduction to managerial economics ❖ Functions of managerial economist ❖ Responsibility of managerial economist	Theory
	Class 3	Module 1: introduction to managerial economics ❖ Decision making ❖ Types of decision making ❖ Decision making process ❖ Forward planning	Theory
	Class 4	Module 1: introduction to managerial economics Seminar and discussion	(Roll number 1 to 5 , 10 minutes for each students and remaining 10 minutes for question answering session)

	Class5	<p>Module 1: introduction to managerial economics</p> <p>Seminar and discussion</p>	(Roll number 6 to 10 , 10 minutes for each students and remaining 10 minutes for question answering session)
Week 3	Class1	<p>Module II : Theory of consumer behaviour</p> <ul style="list-style-type: none"> ❖ Introduction to consumer behaviour ❖ Meaning of utility , marginal utility ❖ Difference between total utility ,MU 	Theory
	Class2	<p>Module II : Theory of consumer behaviour</p> <ul style="list-style-type: none"> ❖ cardinal utility approach ❖ assumptions ❖ limitations 	Theory
	Class 3	<p>Module II : Theory of consumer behaviour</p> <ul style="list-style-type: none"> ❖ law of diminishing marginal utility ❖ assumptions of law ❖ limitations of law ❖ practical importance of law 	Theory
	Class 4	<p>Module II : Theory of consumer behaviour</p> <ul style="list-style-type: none"> ❖ consumer surplus ❖ assumptions of consumer surplus ❖ limitations of law ❖ practical importance of law 	Theory
	Class 5	<p>Module II : Theory of consumer behaviour</p> <ul style="list-style-type: none"> ❖ ordinal analysis ❖ assumptions of law ❖ DMRTS ❖ Properties of indifference curve 	Theory
Week 4	Class1	<p>Module II : Theory of consumer behaviour</p> <ul style="list-style-type: none"> ❖ Budget line ❖ Consumers equilibrium ❖ Income effect ❖ Price effect ❖ Substitution effect 	Theory

	Class2	<p>Module II : Theory of consumer behaviour</p> <ul style="list-style-type: none"> ❖ Hicksian decomposition of price effect in to substitution effect and income effect ❖ Demand curve for normal, inferior and giften goods 	Theory
	Class 3	<p>Module II : Theory of consumer behaviour</p> <ul style="list-style-type: none"> ❖ Difference between utility analysis & indifference analysis 	Theory
	Class 4	<p>Module II : Theory of consumer behaviour</p> <ul style="list-style-type: none"> ❖ Demand ❖ Law of demand ❖ Demand schedule ❖ Demand curve 	Theory
	Class 5	<p>Module II : Theory of consumer behaviour</p> <ul style="list-style-type: none"> ❖ Types of demand curve ❖ Reasons for downward sloping of DD curve ❖ Exceptions to law of demand ❖ Determinets of demand 	Theory
	Week 5	Class1	<p>Module II : Theory of consumer behaviour</p> <ul style="list-style-type: none"> ❖ Demand function ❖ Types of demand ❖ Importance of law of demand
Class2		<p>Module II : Theory of consumer behaviour</p> <ul style="list-style-type: none"> ❖ Elasticity of demand ❖ Types of elasticity ❖ Degrees of elasticity of demand 	Theory
Class 3		<p>Module II : Theory of consumer behaviour</p> <ul style="list-style-type: none"> ❖ Measurement of price elasticity ❖ Income elasticity ❖ Advertising elasticity ❖ Cross elasticity 	Theory

	Class 4	Module II : Theory of consumer behaviour <ul style="list-style-type: none"> ❖ Factors affecting elasticity of demand ❖ Practical importance of concept of elasticity 	Theory
	Class 5	Module II : Theory of consumer behaviour <ul style="list-style-type: none"> ❖ Law of supply ❖ Elasticity of supply ❖ Measurement of elasticity of supply ❖ Factors affecting elasticity of supply 	Theory
Week 6	Class1	Module II : Theory of consumer behaviour Seminar and discussion	(Roll number 11 to 15 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class2	Module II : Theory of consumer behaviour Seminar and discussion	(Roll number 15 to 20 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class3	Module II : Theory of consumer behaviour Seminar and discussion	(Roll number 21 to 25 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class 4	Module II : Theory of consumer behaviour <ul style="list-style-type: none"> ❖ Review questions (Module & II) 	
	Class 5	Module II : Theory of consumer behaviour <ul style="list-style-type: none"> ❖ First term internal exam (Module I & II) Proctored online MCQ exam using EDMODO (there will be 80 questions, each questions carries 1mark)	All students should attend the exam , it will be considered for internal assessment (40% weight age of total internal marks depends on the average of 2 internal exams)
Week 7	Class1	Module III : Market structure:- <ul style="list-style-type: none"> ❖ Price theory ❖ Price mechanism ❖ Meaning of market 	Theory

	Class 2	Module III : Market structure: <ul style="list-style-type: none"> ❖ Kinds of markets ❖ Perfect competition ❖ Features ❖ Difference between perfect competition & pure competition 	Theory
	Class 3	Module III : Market structure: <ul style="list-style-type: none"> ❖ Effects of time upon supply ❖ Supply curve under perfect competition ❖ Short run and long run supply curve 	Theory
	Class 4	Module III : Market structure: <ul style="list-style-type: none"> ❖ Price determination by the firm under PC ❖ Shut down point ❖ Equilibrium of firm under perfect competition ❖ Difference between normal & market price 	Theory
	Class 5	Module III : Market structure: <ul style="list-style-type: none"> ❖ Monopoly ❖ Features of monopoly ❖ Kinds of monopoly 	Theory
Week 8	Class 1	Module III : Market structure: <ul style="list-style-type: none"> ❖ Price and output determination under monopoly ❖ Short run equilibrium ❖ Long run equilibrium 	Theory
	Class 2	Module III : Market structure: <ul style="list-style-type: none"> ❖ Arguments against monopoly ❖ Difference between monopoly and perfect competition 	Theory
	Class 3	Module III : Market structure: <ul style="list-style-type: none"> ❖ Price discrimination ❖ Types of price discrimination ❖ Degrees of price discrimination ❖ Conditions for price discrimination ❖ Dumping 	Theory
	Class 4	Module III : Market structure: <ul style="list-style-type: none"> ❖ Monopolistic competition ❖ Features ❖ Difference between imperfect competition & monopolistic competition 	Theory
	Class 5	Module III : Market structure: <ul style="list-style-type: none"> ❖ Price & output determination under monopolistic competition ❖ Short run equilibrium ❖ Long run equilibrium 	Theory

Week 9	Class 1	Module III : Market structure: <ul style="list-style-type: none"> ❖ Evils of monopolistic competition ❖ Difference between monopoly and monopolistic competition ❖ Difference between perfect competition and monopolistic competition 	Theory
	Class 2	Module III : Market structure: <ul style="list-style-type: none"> ❖ Oligopoly ❖ Features ❖ Classification of oligopoly 	Theory
	Class 3	Module III : Market structure: <ul style="list-style-type: none"> ❖ Indeterminate pricing under oligopoly ❖ Price determination under oligopoly ❖ Independent pricing 	Theory
	Class 4	Module III : Market structure: <ul style="list-style-type: none"> ❖ Pricing under price leadership ❖ Types of price leadership ❖ Necessary conditions for price leadership ❖ Advantages and disadvantages of price leadership 	Theory
	Class 5	Module III : Market structure: <ul style="list-style-type: none"> ❖ Pricing under collusion ❖ Cartel ❖ Duopoly ❖ Features of duopoly 	Theory
Week 10	Class 1	Module III : Market structure: <ul style="list-style-type: none"> ❖ Oligopsony ❖ Duopsony ❖ Monopsony ❖ Bilateral monopoly 	Theory
	Class 2	Module III : Market structure: <ul style="list-style-type: none"> ❖ Comparison between different market structure -perfect competition –monopoly-monopolistic competition –oligopoly 	Theory
	Class 3	Module III : Market structure: Seminar and discussion	(Roll number 26 to 30 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class 4	Module III : Market structure: Seminar and discussion	(Roll number 31 to 35 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class 5	Module III : Market structure: Seminar and discussion	(Roll number 36 to 40 , 10 minutes for each students and remaining 10 minutes for question answering session)

Week 11	Class1	Module IV : An overview of Indian economy <ul style="list-style-type: none"> ❖ Introduction to economy ❖ Types of economic system ❖ Features of Indian economy 	Theory
	Class2	Module IV : An overview of Indian economy <ul style="list-style-type: none"> ❖ Indian economy since 1991 ❖ Factors that led to the opening up of Indian economy ❖ Major issues in Indian economy 	Theory
	Class 3	Module IV : An overview of Indian economy <ul style="list-style-type: none"> ❖ Poverty in india ❖ Meaning of poverty ❖ Types of poverty ❖ BPL 	Theory
	Class 4	Module IV : An overview of Indian economy <ul style="list-style-type: none"> ❖ Causes of poverty ❖ Govt programmes for poverty alleviation 	Theory
	Class 5	Module IV : An overview of Indian economy <ul style="list-style-type: none"> ❖ Unemployment in india ❖ Causes of unemployment ❖ Remedial measures taken by govt to reduce unemployment 	Theory
Week 12	Class1	Module IV : An overview of Indian economy <ul style="list-style-type: none"> ❖ Under employment ❖ Full employment ❖ Inequality ❖ Causes of inequality in India 	Theory
	Class2	Module IV : An overview of Indian economy <ul style="list-style-type: none"> ❖ Inflation in india ❖ Types of inflation ❖ Causes of inflation ❖ Measures to control inflation 	Theory

	Class 3	Module IV : An overview of Indian economy <ul style="list-style-type: none"> ❖ Disinflation ❖ Deflation ❖ Stagflation 	Theory
	Class 4	Module IV : An overview of Indian economy <ul style="list-style-type: none"> ❖ Parallel economy ❖ Causes of generating black economy ❖ Measures taken to eliminate black economy 	Theory
	Class 5	Module IV : An overview of Indian economy <ul style="list-style-type: none"> ❖ Indian economy under WTO regime ❖ Arguments for joining WTO ❖ Argument against membership 	Theory
Week 13	Class1	Module IV : An overview of Indian economy Seminar and discussion	(Roll number 41 to 45 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class2	Module IV : An overview of Indian economy Seminar and discussion	(Roll number 46 to 50 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class 3	Module IV : An overview of Indian economy Seminar and discussion	(Roll number 51 to 55 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class 4	<ul style="list-style-type: none"> ❖ ASSIGNMENT ❖ 1.Different market structure ❖ 2.issues of Indian economy 	(discussion on assignment guidelines) All students should submit two assignments on or before the end of 15 th week of course.20% of internal marks awarded on the results of these work)
	Class 5	Module V :Structure and direction of India's foreign trade <ul style="list-style-type: none"> ❖ Structure and direction of India's foreign trade and India's trade regulation and promotion ❖ Exchange rate policy 	Theory

Week 14	Class1	Module V :Structure and direction of India’s foreign trade ❖ Intellectual Property Rights	Theory
	Class2	Module V :Structure and direction of India’s foreign trade ❖ - Foreign capital and MNCs in India, ❖ Trade reforms	Theory
	Class 3	Module V :Structure and direction of India’s foreign trade ❖ An overview of Kerala economy ❖ Features of kerala economy ❖ Problems of kerala economy	Theory
	Class 4	Module V :Structure and direction of India’s foreign trade ❖ Trade and commerce in Kerala ❖ Industrial development of the state	Theory
	Class 5	Module V :Structure and direction of India’s foreign trade ❖ the role of small scale industries in Kerala economy	Theory
Week 15	Class1	Module V :Structure and direction of India’s foreign trade Seminar and discussion	(Roll number 56 to 60 , 10 minutes for each students and remaining 10 minutes for question answering session)
	Class2	Module V :Structure and direction of India’s foreign trade Seminar and discussion	(Roll number 61 to 65 , 10 minutes for each students and remaining 10 minutes for question answering session)

	Class 3	Module V :Structure and direction of India’s foreign trade Seminar and discussion	(Roll number 66, 10 minutes for each students and remaining 10 minutes for question answering session) The seminar score of all students will be announced.
	Class 4	TEST-II Module III to module V	Internal exam -2
	Class 5	Discussion (University exam question paper discussion 2000 to 2005 question papers)	Discussion
Week 16	Class1	Discussion (University exam question paper discussion 2006 to 2010 question papers)	Discussion
	Class2	Discussion (University exam question paper discussion 2011 to 2015 question papers)	Discussion
	Class 3	Discussion (University exam question paper discussion 2016 to 2019 question papers)	Discussion
	Class 4 & Class 5	University model internal examination –test 3	Exam will be conducted on university question paper pattern (total marks 80 with 3 hours duration)
Week 17		FINAL EXAMINATION	

6. TEACHING METHODS

This course will utilize lectures, assignment, classroom discussions, demonstrations and seminars. The major component of teaching method will be class lecturing and ‘student

seminars.

Study Teams

Study teams of 5 students are used throughout this course for both formal and informal coursework. Team activities *in class* include preparing, discussing and presenting managerial economics topics. The study teams need to meet to do investigations and exercises *in between* classes, in addition to their formal case assignments. Previous student feedback strongly recommends choosing a study team of students with majors in several different functional areas. Specialist knowledge and expertise can then be combined to enable all of the various perspectives on the issues in the cases to be addressed.

7. EFFECTIVE TEACHING ENVIRONMENT FOR THIS COURSE OUTLINE:

The effective teaching as described will be through class room discussions, seminars and assignment.

Teaching Plan:

This is a draft plan for the lectures and tutorials for this semester. The actual delivery may somehow vary a little bit. Changes will be noted on the course web page via Blackboard System.

The whole components of course profile including the teaching plan is an agreement between the teaching staff and students, *so if any lecturer for any reason does not cover the whole teaching plan he/she has to give some extra hours to cover the missing lectures before the end of the semester*

Attendance/Class Participation:

1. Don't miss any class, be on time before the lecture starts
 2. Bring a calculator, a text book for lectures and tutorials
 3. Try to participate and interact in the class room sessions
 4. Seek for your lecturer's help without any hesitation to clear your doubts
 5. Finish your assignments on time and ensure that is your own work
 6. Try to understand concepts instead of memorize those concepts
 7. If you have any difficulties in learning, bring it to the notice of your lecturer
 8. Plan effectively your available time to study various subjects
9. Students will be issued with:
- 1st oral warning for 5% absenteeism
 - 2nd warning for 10% absenteeism and
 - 3rd warning for 25% absenteeism.

Please note that once the 3rd warning has been issued, the student cannot sit for the final examination without the permission of the university . condonation of shortage of attendance to a maximum of 10% in case of single condonation and 20% incase of double condonation in a

semester shall be granted by university on remitting the required fee.

8. ASSESSMENT METHODS

8.1 Internal Assessment

20% of the total marks in each course are for internal examinations. The marks secured for internal assessment only need to be sent to University by the colleges concerned.

The internal assessment shall be based on a predetermined transparent system involving written tests, assignment, seminar and class room participation based on attendance in respect of theory courses and lab involvement/records attendance in respect of Practical Courses.

Internal assessment of the project will be based on its content, method of presentation, final conclusion and orientation to research aptitude.

Components with percentage of marks of Internal Evaluation of Theory Courses are- Test paper 40%, Assignment 20%, Seminar 20% and Class room participation based on attendance 20%.

Test 1:

Test 1 will be 60 minutes, It will be online proctored exam conducted at college computer lab. There will be 80 MCQ questions each question carries one mark. It will include topics up to 6th week. The Test 1 makes up the 20% of total internal marks (ie 4 marks). Further details will be given in due course. Students who do not attempt the tests will automatically fail the paper.

Test 2&3

Test 2 &3 will be 180 minutes, written and closed book. It will include all topics from one to fifth module. The second term Examination makes up the 20% of total internal marks (ie 4 marks). . Further details will be given in due course.

The suggested paper pattern of Test 3 Exam will be as follows:

		Out of		Attempt		Marks		Total
Section A	MCQ/Fill in the blanks	10	→	10	×	1	=	10 marks
Section B	Short Answer	10	→	8	×	2	=	16 marks
Section C	Medium Answer (paragraph)	8	→	6	×	4	=	24 marks

Section D	Long answer (essays)	3	→	2	X	15	=	30 marks
						Total		80 marks

Split up of marks for Test paper

Range of Marks in test paper	Out of 8 (Maximum internal marks is 20)
Less than 35%	1
35%- 45%	2
45% - 55%	3
55% - 65%	4
65% -85%	6
85% -100%	8

Split up of marks for Class Room Participation:

Range of CRP	Out of 4 (Maximum internal marks is 20)
50% ≤CRP <75%	1
75% ≤CRP <85%	2
85 % and above	4

Assignment/seminar : (20% marks for each (ie 4 marks for seminar and 4 marks for assignment)

Late submissions will have to receive a grade of zero. The course instructor will provide more details about this in due course.

Final Examination:

The final examination will consist of a 180 minutes (3 Hrs.), written and closed book. Final Examination will cover all chapters. The Final Examination makes up the 80 % and must therefore be considered extremely

important. The pattern of the final examination will be as follows:

		Out of		Attempt		Marks		Total
Section A	MCQ/Fill in the blanks	10	→	10	×	1	=	10 marks
Section B	Short Answer	10	→	8	×	2	=	16 marks
Section C	Medium Answer (paragraph)	8	→	6	×	4	=	24 marks
Section D	Long answer (essays)	3	→	2	×	15	=	30 marks
						Total		80 marks

Assessment methods	Weighting	Learning Outcomes
Test 1	4%	L1, L2 and L3
Test 2	4%	L1, L2, L3, L4, L5, L6 and L7
Assignment	4%	L4, L5 and L6
Seminar	4%	L1, L2, L3, L4, L5, L6 and L7
CRP (class room participation)	4%	---
End Term Exam	80%	L1, L2, L3, L4, L5, L6 and L7
Total	100%	

9. MARK DISTRIBUTION AND ASSESSMENT SCHEDULE

Marks are distributed as follows:

Assessment	Test 1	Test 2	Test 3	Final Exam	Assignment	Presentation	CRP	Total
Weight	8% of total internal marks (sum of best of 2 will be considered)			80%	4%	4%	4%	100 %
Due Date / Weeks	End of Week 6	End of Week 16	End of week 16		End of Week 15	Week 2 to Week 15 (end of each module)		

Grading System:

Marks	Grade	Numeric Value	
90-100	A+	5.5-6	Outstanding
80-90	A	4.5-5.49	Excellent
70-80	B	3.5-4.49	Very Good
60-70	C	2.5-3.49	Good
50-60	D	1.5-2.49	Satisfactory
40-50	E	0.5-1.49	Pass/ adequate
Below 40	F	0-0.49	Failure

Guidelines to get Better Grades:

- Don't miss any classes; be punctual and concentrate well in your class attendance.
- Try to participate/interact in the class room during teaching.
- Seek your teacher's help without any hesitation to clear your doubts.
- Finish assignments on time and ensure it is your own work.
- Try not to memorise the subject, but try to understand the concepts.
- If you have any difficulties in learning and understanding concepts, please bring it to the notice of the teacher.
- Plan effectively your available time to study the various subjects.

10. Recommended Learning Resources:

Teaching and Learning Materials:

Handouts:

The system wide central coordinator by cooperating with the local coordinators have to prepare some lectures notes, tutorial materials, test and exam bank, case studies, and some assignments will be provide through the Email and Blackboard system to let both respected learning colleagues and concerning students access on the Black Board to get the required materials. The active student's participation is expected and evaluated.

Power Point Slides:

PPTs with some modification by the Wide Course Coordinator

Consultation:

The students will provide general questions about course topics or assignments during tutorials period or at office hours. The lecturers will be available for consultation at the office hours advertised on the department board. Additional consulting times will be made available near assignments deadlines, and exam period. If you wish to discuss a specific issue with the course lecturer, please make an appointment.

Distribution of Notes:

Changes, news and announcements will be provided on the Blackboard System and will be made

during the lecture time and via the E-mail to the two leaders (one for males & another for females) per each group. Important notices regarding the course will also be placed on the IBA department notice board. You are expected to read these notices regularly (at least once a week during the semester and more often near assignment deadlines and exam period).

Teaching Activities:

A variety of teaching methods will be used in the course of ACCT 3402. These include lectures, tutorials, assignments, homework; create some accounting student teams to work together under lecturer supervision, and empirical visit to some local industrial corporation companies, self-study and independent learning. The topics for each week will list in the teaching plan.

❖ **TEXT BOOK (S):**

Title	Year / Edition	Author	ISBN / Publisher
Managerial economics	19 th	R.L.Varshney& K.L.Maheswari	Sulthan chnand &sons
Indian Economy	72 nd	Dutt & Sundaram:	S.CHAND

❖ **REFERENCES:**

Title	Year / Edition	Author	ISBN / Publisher
Business Economics,	13 TH	Ahuja. HL;	S. Chand & co.
Managerial Economics	8 TH	D.N. Dwivedi	VIKAS
Managerial Economics		Dr. S. Sankaran,	MARGHAM
Business Economics	17 TH	DM Mithani:	HIMALAYA
Text Book of Economic Theory		Seth M L	S.CHAND
Economic Theory	23	K K Dewett:	S.CHAND & SONS

It is recommended to work with suggested supplementary books and readings as this provides different approaches to topics under discussion and facilitates better understanding.

❖ **LIST OF NEEDED MATERIALS** (if applicable):

11. THE GRADUATE ATTRIBUTES OF THE DEGREE PROGRAMME

The graduates of the NAME OF PROGRAM are expected to:

COURSE	Academic and Professional Knowledge	Communication	Team Work and Leadership	Creative and Analytical Thinking	Social Responsibility and Ethics	Life Long Learning	Research Skills
	G1	G2	G3	G4	G5	G6	G7
Managerial economics	√	√	√	√	√	√	√

Contact details for teacher(s):

Dear student: In order to help you, the provided tables below are to easily contact your lecturer. The information allows you to arrange for any consultation after classes or receive support in terms of learning and teaching from your teacher, tutor and/or teaching assistant. *(Fill contact details of teacher in campus)*

Professor/Lecturer/Instructor:	
Name:	ABOBACKER SIDDEEQ ,KC
Office Location:	
Telephone:	9745668667
Email:	kcasiddeeq@gmail.com
Teaching Venue:	
Website:	
Other information:	

** Academic Regulations for Colleges of Applied Sciences

HoD signature : -----

Lecturer signature : -----

EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTY

Department of _____ECONOMICS_____

Course Progress Report – ODD SEMESTER 2021-22

(Teachers need to submit TWO Course Progress Reports, 8th and 16th week, in a Semester)

Course Name: Core Course 7 Fiscal Economics	Course Code: ECO5 B07
Lecturer(s): Mohamed Najeeb PM	
Week: 8 th (1 st June to 31 st July)	Date of Submission: 03/10/2021
Progress up to this period	2 Chapters (45%)
Progress as per course outlines plan	Same as above
Problems encountered	Only around 70% students are attending classes due to Internet connectivity problems and others.
Solutions devised	Frequently advised them to attend the class and its importance in the present situation. Asked them to contact personally if any difficulty arises for lack of gadgets, expenses for Net recharge and the like.
Assignment progress of by the students and internal feedback given to them	One Assignment was given through WhatsApp group
Student attendance on an average until date	70%
Questions/requests/suggestion to the Principal	Request to take immediate possible action regarding the absentees due to lack of devices and net connectivity.
Any other suggestion for improving the delivery of this course	NA

Minutes of the meeting of Department faculties
held on 10/08/2021

Venue: Department
Time: 2.30 pm

Agenda:

1. First internal examination for V Sem UG classes.
2. Publication arrangements on the topic "Pandemic Turn: Business Resilience Practices" & AOB

Members Present:

- 1 Kamalam Edathil
- 2 Aboobacker Siddeeq. K.C
- 3 Rafaeque ali mundadan
- 4 NIBHA SHABAN
- 5 Anceethy M
- 6 Jaseena P.P.
- 7 Muhammed Faisal T

Decisions taken

1. Decided to conduct the first internal test to 5th semester UG students by the end of August 2021 and convene a PTA meeting in September. Mrs. Jaseena PP will take necessary arrangements for the PTA with the support of final year class advisors
2. Faculties attended the meeting actively participated & suggested to publish the Book with ISBN number by consolidating the proceedings of the international seminar conducted by the Department. Faculties also suggested to include more articles if obtained from non-participants of the seminar. Aboobacker Siddeeqe KC & Ibrahim PA are selected as the editors of the Publication.



10/08/2021

KAMALAM EDATHIL
HOD, PG Department of Commerce
EMEA College of Arts & Science
Kondotty - 673638

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- 4 N/A/PA SHR PA
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10/08/2021

KAMALAM EDATHIL
HOD, PG Department of Commerce
EMEA College of Arts & Science
Kondotty - 673638

- Nahas An - Commerce Club
 Muhammed Faizal T - ED club
 Jazirah PP - FIA & Extension Programme
 Rafiqulahi Mustafidan - Certificate course in
 Entrepreneurship/Project
 Abubackir Siddiq K.C - Certificate course in
 Income Tax Return & e-filing
 Anusath M - Women cell

2. It was decided to undergo training programmes on Moodle by department faculties and also undertake evaluation through online platform to assess and evaluate students more effectively and ensuring transparency.
3. Decided to conduct two certificate courses for the benefit of commerce students. One in Income Tax and e-filing. This will provide practical knowledge to final year B-com students in calculation of tax liability of individual assesses and e-filing of tax. The second one is Project identification to create a sense of entrepreneurial skill among students.

It was also decided to continue NET/SET coaching and start STO coaching through online platform as extension activities of the Department.

Completion of UG & PG students projectwork through faculty guidance by the end of June 20 and conducting mock viva-voce exams through online/offline

- mode were also decided in the meeting.
4. It was also decided to conduct an online presentation of the project work of M.com A's semester students and motivate for students to participate, present papers and publish their articles in national and international seminars and journals respectively.
5. Ensured the distribution of course outlines by faculties



Minutes of the meeting of Department faculties
held on 7th June, 2021
Time: 3pm
Venue: Department

Agenda

1. Discussion on academic matters
2. Collection & analysis of data for ABAR
3. Handling students' grievance regarding attendance in online classes & LMS

Members Present

1. Asadullah Khan
2. Abrarulhasan Siddiqi
3. Nabeen Siddiqi
4. Azeemuddin
5. Inayatullah
6. Muhammad Farid
7. Kamal Ahmad
8. Barkat K.S

Decisions taken

1. Completion of UG projects and ensure the smooth conduct of viva-voce examination by external examiners. Mr. Rafiqueul Qadri and Mr. Nabeen Sha are appointed as the internal examiners for viva-voce examination. It was also decided to conduct mock viva for M Com students on 14th and 15th June. Mr. Abrarulhasan Siddiqi has been appointed as the external examiner for PG external viva-voce examination.
2. Decided to collect and analyze various data related to Result, Higher studies placement, project work etc of students in order to submit for ABAR purpose to 1901.

3. Decided to handle grievances and complaints received from UG students regarding the problem to attend online classes due to not connectivity to the Grievance Cell in the Department.
4. It was also decided to follow Covid protocol if the Viva-voce examinations are to be conducted on off-line mode.



[Signature]
07/06/2021
KAWAN EDATHI
Asst. Prof. / Lecturer
M.Com. / B.Com. / B.A. / B.S.

Minutes of the meeting of Department faculty held on 27th May 2021









Time: 7pm

Venue: Online platform

Agenda:

1. Re-opening after summer vacation and duty assignment
2. Discussion on making online classes and online evaluation more effective through moodle and other online platforms.
3. Certificate courses and extension activities for the Academic year 2021-2022 & AOB

Members present:

1. Kamalam Edathil 
2. Aboobacker Siddeeq K.C. 
3. Aneesath. M. 
4. Jaseena. P.P. 
5. Mohammed Faisal. T. 
6. Nahas Sha. A.A. 
7. Balkess. K.S. 
8. Rafeequali Mundodan. 

Decisions taken:

1. Class Advisors for the current academic year as -
 Ibrahim PA - I & II Semester B.com co-operation
 Muhammed Faisal. T - I & II Semester B.com. CA
 Balkess K.S - III & IV Semester B.com. Co-operation
 Aneesath. M - I PG class
 Jaseena. P.P - III & IV Semester B.com CA
 Rafeequ Ali Mundodan - V & VI Semester B.com co-op
 Nahas Sha AA - V & VI Semester B.com CA
 Aboobacker Siddeeq K.C - III & IV Semester PG.
2. Certificate course, Extension programme and club co-ordinators are -



NOTIFICATION

The IQAC of EMEA College of Arts and Science, Kondotty for the year 2021-22 has been reconstituted with the following members as per the new guidelines of National Assessment and accreditation Council (NAAC), Bangalore.

Sl No	Name	Designation
1.	Lt. Abdul Rasheed P , Principal, EMEA College Kondotty	Chairman
2.	Mr. P M Abdurazaque, Associate Professor, Department of Economics, EMEA College, Kondotty	Co-ordinator
3.	Ms. Haulath K, Assistant Professor, Department of Computer Science, EMEA College, Kondotty	Joint Co-ordinator
4.	Dr. Ibrahim Cholakkal, Associate Professor, EMEA College, Kondotti	Patrons
5.	Dr. Abdul Muneer V, Associate Professor, Department of Journalism, EMEA College, Kondotty	
6.	Jb P.K. Moosa alias Bappu	Manager
7.	Mr. Askarali A, HoD, Department of Language Malayalam, EMEA College, Kondotti	Member
8.	Dr. Riyad AM, HoD, Department of Computer Science EMEA College, Kondotti	Member
9.	Dr. Shamsudeen E, Assistant Professor, Department of Computer Science, EMEA College, Kondotty	Member
10.	Dr. Shiji Thomas, HoD, Department of Microbiology EMEA College, Kondotti	Member
11.	Dr. Krishnakumar T, HoD, Department of Biochemistry EMEA College, Kondotti	Member
12.	Mr. K.T. Firoz, HOD, Department of West Asian Studies, EMEA College, Kondotti	Member
13.	Dr. K. Mashhoor, HOD, Department of Biotechnology, EMEA College, Kondotti	Member
14.	Mr. Aboobacker Siddeeqe K C, Assistant Professor, Department of Commerce, EMEA College, Kondotty	Member
15.	Mr. Shihabudheen P, Assistant Professor, Department of Physical Education, EMEA College, Kondotty	Member
16.	Dr. Rajasekharan K E, Assistant Professor, Department of Statistics, EMEA College, Kondotty	Member
17.	Dr. Mahajabeen Aydeed, Librarian, EMEA College, Kondotty	Member



EMEA

COLLEGE OF ARTS & SCIENCE Kondotty

Aided by Govt. of Kerala, Affiliated to The University of Calicut
Re-accredited with 'A' Grade by NAAC

P.O. Kumminiparamba - 673 638
Malappuram Dist. Kerala - India

Ph: +91 483 2712030 | 2713530 | 2715020 | Fax: +91 483 2713530
E-mail: mail@emeacollege.ac.in | www.emeacollege.ac.in

18.	Mr. Althaf T K, Assistant Professor, HoD, Department of B Voc, EMEA College, Kondotty	Member
19.	Mr. Asif N, Assistant Professor, HoD, Department of Business Administration, EMEA College, Kondotty	Member
20.	Dr. Mohammed Fazil N, Assistant Professor, HoD, Department of Physics and Mathematics, EMEA College, Kondotty	Member
21.	Mr. Abdul Jaleel M, Assistant Professor, Department of English, EMEA College, Kondotty	Member
22.	Mr. Yoonus P, Assistant Professor, Department of Microbiology, EMEA College, Kondotty	Member
23.	Mr. Abdul Kareem P V, Superintendent	Administrative Staff Representative
24.	Mr. Mohammed Nishad N K	Administrative Staff Representative
25.	College Union Chairman	Students Representative
26.	Mr. Mohammed Rafeeqe PM	Local Society Representative
27.	Mr. Kabeer Muthuparamba	Alumni Representative
28.	Mr. Suhail C P	Employer Representative
29.	Mr. Siraj (Preethi Silk)	Industrialist

Kumminiparamba
10-03-2021

10-03-2021

H. Abdul ...
PRINCIPAL
EMEA COLLEGE OF ARTS
& SCIENCE, KONDOTTI
MALAPPURAM DT. 673 638





IQAC MINUTES 2021-22

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Proceedings of IQAC Meeting held on 18/11/2021
at IQAC Room 2-30 PM

Agenda -

1. Reconstituting and Reconstituting IQAC
2. Channelising Programs via IQAC
3. IQAC Campaign planning 2021-22 Activities
4. Management Meeting with IQAC
5. Miscellaneous.

Members Present

1. Lt. Abdul Reshied P.
2. Hanlath K.
3. Abdul Jaleel
4. Rafeeqe ali mundadan
5. Aboobaker Siddiq K.C.
6. K. I. F. I. B. O. Z.
7. Dr. Abdul Muneez V. J. H. X. L. P. P. P.
8. Dr. Sharafudheen E.
9. Dr. Afsal P.
10. Rajasekharan K. I.
11. Dr. Muhammed Faizal
12. Dr. M. M. H. K.
13. A. S. M. S.
14. Dr. M. J. S.

Decisions

1. It is decided to nominate Dr. Ibrahim Cholakal and Dr. Muneez as Mentors.
2. The following members are nominated as members.

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- Criteria - 1 Dr. Afsal - P.G. ...
 - Criteria - 2/ Abdul ...
 - Criteria - 3 Dr. Rajjish ...
 - Criteria - 4 ...
 - Criteria - 5 ...
 - Criteria - 6 Aboobakar Bideegne - KC
 - Criteria - 7 Rafique ...
3. It is decided to channelize all programmes through IQAC
 4. It is decided to conduct a meeting of Criteria Co-ordinators on 25/11/21 at 4.30 PM
 5. Decided to open a specific communication channel for IQAC
 6. Decided to conduct two days orientation camp for Criteria Co-ordinators in December Meeting/ Camp to attend by 4.30 PM






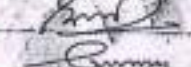
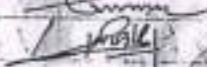

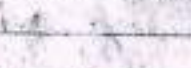
(Signature)
PRINCIPAL
COLLEGE OF ARTS AND SCIENCE
KUMMINIPARAMBA
MALAPPURAM
Co-ordinator
Quality Assurance Cell (IQAC)
College of Arts and Science
Kumminiparamba
Malappuram
673638

(Signature)

Proceedings of IQAC Meeting held on 25/11/21
at IQAC Room 11:30 AM

- Agenda:
1. Certificate courses for 2021-22
 2. Certificate courses for 2022-23

Members Present

- | | |
|-------------------------|---|
| 1. Lt. Abdul Rasheed P |  |
| 2. Abdurazzeem Par. |  |
| 3. Ibrahim Othman |  |
| 4. Bateeqe ali mundadan |  |
| 5. Aboshekar Syedji K |  |
| 6. Abdul Jalal M |  |
| 7. Rajasekharan K |  |
| 8. K.T. Firoza |  |
| 9. Haniffa K |  |

Decisions:

1. It is decided to monitor the functioning of Certificate courses in different departments.
 Mr. Apsal P. assigned the duty to monitor the progress of certificate courses.
2. Evaluated the progress of various certificate courses conducted by different departments.

Attest


PRINCIPAL
EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTI
MALAPPURAM DISTRICT

Internal Quality Assurance Cell (IQAC), EMEA College of Arts and Science, Kondotty, Malappuram Dist. Kerala-India

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18/10/2023

③ It is decided to conduct a one-day training programme to criteria coordinators. The meeting comes to an end by 12.30 PM.

[Signature]

Co-ordinator

Internal Quality Assurance Cell (IQAC)
College of Arts and Science
Kondotty, Kummiparamba PO
Malappuram Dist. Kerala

INTERNAL QUALITY ASSURANCE CELL
COLLEGE OF ARTS AND SCIENCE
KONDOTTY
MALAPPURAM DIST. 673638

Proceedings of the IQAC Meeting held on
 24-01-2022 @ IQAC Room at 2.30 PM

Agenda:

1. Meeting with Management Team
2. Strategic plan meeting

Members Present:

1. Lt. Abdul Rashid (Chairman)
2. Abdurazeez (M)
3. B. P. K. S.
4. Shihabuddin P.
5. Dr. Abdul Munasir V.
6. Abdul Jaleel M.
7. Dr. Abdul PC
8. Rajan K. M.
9. Hameed
10. Aboobacker Siddique H.C.

Decisions

1. It is decided to conduct a strategic plan meeting with management team on 26-01-22 at A.T. Room.

2. It is decided to present a short term plan of action by 7-committee co-ordinators. Meeting came to an end.

The meeting came to an end by 3.30 PM

Co-ordinator:
 Internal Quality Assurance Cell (IQAC)

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Proceedings of IQAC meeting held on 20/01/2022
at IQAC Room at 2.30 PM

Agenda

1. Finalization of criteria presentations for strategic meeting.

Members Present

1. Lt. Akhil Rashed P
2. Abdurazique - Pr
3. Hameed K
4. Rajasekharan KE
5. Shabirudheen - Proctor
6. Rajeev K
7. Dr. Akhil PC
8. Abdul Jalil M
9. K S Pro 2

Decisions

The seven criteria co-ordinators presented short-term plan of IQAC. IQAC discussed each presentation in detail and suggested the required modifications. The meeting came to an end by 4.30.

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

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1

- 22. Abdul Jaleel M
- 25. Dr. Shaji Thomas
- 26. Jishu P. J
- 27. Dr. Ashraf X
- 28. Asif N

(Handwritten signatures and initials)

Decisions

- ① It is decided to conduct a one-day orientation program on MODC. Dr. Abdul-Muneer V assigned as the Co-ordinator of the programme.
- ② It is decided to speed complete the pending data collection of AQAR 20-21

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PRINCIPAL
 EMEA COLLEGE OF ARTS
 & SCIENCE, KONDOTTY
 MALAPPURAM DIST. KERALA

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Co-ordinator
 Internal Quality Assurance Cell (IQAC)
 EMEA College of Arts and Science
 Kondotty, Kummiparamba
 Malappuram District, Kerala

Proceedings of all staff meeting held on
 27-01-2022 at Seminar Hall. at 2.30 PM

Agenda:

- ① Planning and Evaluation of IQAC Activities
- ② Adding domains in the ERP.
- ③ Appointment letters for new coordinators

Members Present:

- | | |
|-------------------------|---------|
| ① Aneesha. m. | Present |
| ② Tasneem. P.P | Present |
| 3. Ramesa. k | Present |
| 4. Dr. Somyasom | Present |
| 5. Sajeeva. custakki | Present |
| 6. Abidha. k-P | Present |
| 7. Syana. Parveen | Present |
| 8. Nargees. Mik. | Present |
| 9. Fashela. PA | Present |
| 10. Juwairiya. k.K | Present |
| 11. Haseena. k.V | Present |
| 12. Nisaa. v | Present |
| 13. Adithya. Suril. k | Present |
| 14. Lubna. KT | Present |
| 15. Suja. u | Present |
| 16. Renjilla. O.S. | Present |
| 17. Dr. Dhanya. P.S. | Present |
| 18. Sehla. Khansabai. P | Present |
| 19. Jaisa. Salim | Present |

MP

Internal Quality Assurance Cell
 EMEA College of Arts and Science
 Kondotty, Kuminiparamba

APPROVED BY
 INTERNAL QUALITY ASSURANCE CELL
 AFFILIATE TO THE UNIVERSITY OF CALICUT
 MALAPPURAM DIST. 673638

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- 20. Mubeena V. [Signature]
- 21. Vinodai M. [Signature]
- 22. SONEENA P.D. [Signature]
- 23. Hasna K.P. [Signature]
- 24. Ranya K.T. [Signature]
- 25. Aishtha R. Sanuj [Signature]
- 26. Mahjabeen Aydeed [Signature]
- 27. Rafiquehuma [Signature]
- 28. Dr. Mashhour K. [Signature]
- 29. Dr. NIBAR U. [Signature]
- 30. Ibrahim P.A. [Signature]
- 31. Muhammed Faisal G. [Signature]
- 32. Aswathi V. [Signature]
- 33. Dr. Jaseela O. (CS) [Signature]
- 34. Dr. Shaji [Signature]
- 35. Jisga P.J. [Signature]
- 36. Sulfa A. [Signature]
- 37. Aboobacker Siddeeq K.C. [Signature]
- 38. Mohamed Ashik Kulliam [Signature]
- 39. Asif N. [Signature]
- 40. Muhammed Shef. T. [Signature]
- 41. Mervin Joom. [Signature]
- 42. Dr. Ashraf Valoor [Signature]
- 43. Dr. Muhammad Fazil W. [Signature]
- 44. Ahsan Mohamed Hussain PA [Signature]
- 45. Rayff [Signature]
- 46. Dr. Asad P. [Signature]
- 47. Mohammed Rashid P. [Signature]
- 48. Athar T.K. [Signature]
- 49. Rafique alimundalam [Signature]
- 50. Noordeen Shafeque A. [Signature]
- 51. Bisbad P. (B.VOC) [Signature]
- 52. Nafis Sha [Signature]

MP

Co-ordinator
Internal Quality Assurance Cell
MEA College of Arts and Science
Kondotty, Malappuram Dist. Kerala

ORIGINAL
COLLEGE OF ARTS
& SCIENCE, KONDOTTY
MALAPPURAM DIST 673 638

- 53. Mohammed Alias TV
- 54. Shihabudheen P
- 55. Muhammed Ansil V.A
- 56. Sibi Nigasi KP
- 57. K.M. Aboobacker
- 58. Hussain V
- 59. K. S. Anwar
- 60. Dr. Abdul Muneer V
- 61. Mohamed Sadiq PA
- 62. Askeregi A
- 63. Abdul Jaleel M
- 64. Dr. Shanwer E
- 65. Dr. Riyad Anwar
- 66. Madhavan Pm
- 67. Haniff K
- 68. Lt. Abdul Rasheed P
- 69. Balkees K.S
- 70. Faseelan K

Remarks:

1. It is decided to start marking attendance in the newly introduced ERP Embase

This Proceedings of the Combined meeting of HODs, ICATe Co-ordinators, DEAC Members held on 22-02-2022 at Seminar Hall.

Agenda:

1. Pending Data Collection for AECAR
2. Short Term Plan for NAAC Activities 2021-22
3. Any other matters.

Members Present:

1. Abdurasaqueem PM.
2. Hudaib K.
3. Abdul Rasheed
4. Mohamed Najeef PM.
5. Hussain M.
6. Dr. Abdul Muneer.
7. Mohamed Tamshad.
8. Subayyandi Manaladan
9. Dr. Fazil N.
10. Athaf J. S.
11. Dr. NIBAR D.
12. Nabeen Shaheed A.
13. Dr. Mashroor K.
14. Dr. Somy Soman
15. Abidhan P.
16. Zahera Banu
17. Balkees K.
18. SUNGENA P. D.
19. Dr. G. K.
20. Dr. Ashal PC
21. Dr. Quraish A.M.

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Proceedings of the meeting of QAC held on
 20/4/2022 at 3:30 PM QAC Room

Agenda

1. Academic Plan
2. N.E.P. preparation
3. QAC activities for 21-22

Members Present

1. Lt. Abdul Rahim P.
2. Abdussameer P.M.
3. Haidar K.B.
4. Abdul Jalil M.
5. R. Sathyanarayana K.B.
6. Dr. Afsal P.C.
7. Dr. Ibrahim Chirakkal
8. Dr. Abdul Munir V.
9. K.S. Anwar
10. Aboobacker Siddeeq K.C.
11. Rafique Ahmedullah

Decisions

1. It is decided to conduct centralized internal examination by 3rd week of June. Mr. Mohamed Jameel is assigned as the Co-ordinator of internal examination cell.
2. It is decided to conduct an orientation program on four year degree programme recommended by N.E.P.

Internal Quality Assurance Cell Head
 EMEA College of Arts and Science
 Kondotti, Kumminiparamba PO,
 Malappuram Dt. 673 638

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3. Discussed the possibilities of applying for autonomous status.
4. It is decided to reserve different IQAC Statutory committees.
5. It is decided to conduct one-day orientation programme to office staff on office automation and Spak.
6. It is decided to conduct one-day orientation camp to IQAC members and HoD's, on 1st week of June.
7. It is recommended to start enrolment process to various clubs at the time of admission by using special application forms.

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

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Proceedings of the meeting of IAAC and
 Centre for Research and Publication held
 on 29/8/22 at IAAC Room.

Agenda

1. Strengthening Research activities.
2. Review of IAAC activities.

Members Present

1. Abdul Rasheed . P
2. Abdurazaghe . PM
3. Hanuath . K
4. Dr. Abdul Munier . V
5. Dr. Ibrahim chollakkal
6. Dr. Afsal PC
7. Dr. Rajashekanan . BK
8. Abdul Jaleel.
9. Firoz . KT.

Decisions

1. It is decided to form a centre for Research and Innovation, all activities related with research and publication get in to the cell. Dr. Ibrahim chollakkal appointed as the director of cell.

2. A Research Committee is convened as Dr. Abdul Munier . V as convenor.

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Dr. Koushika kumar as Joint Convener and
the following are as members:

1. Dr. Shaji Thomas
2. Dr. Afsal. P.C
3. Dr. Mashore
4. Dr. Rajashekararam
5. Dr. Ibrahim chottakkal
6. Dr. Faisal.
7. Dr. Ibrahim. PA.
8. Dr. Riyad. AM.

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

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MALAPPURAM DT. 673 638

Proceedings of the Meeting of IRAC, DQAC and HOD's for held on 12/10/22 at Sembr Hall

Agenda

1. A&AR 21-22 Data collection
2. Academic Monitoring 22-23

Members Present

- 1.
- 2.
3. Haniffa M
4. Dr. Abdul Muneeb V
5. Rajasekharan KE
6. Dr. Rujal B D
7. Askar Ali A
8. Asif A
9. Dr. Ramya H
10. Fabeeka P
11. Dr. Dhanya P S
12. N.R. Zahra Bano
13. Jisha P J
14. Dr. Afsal P C
15. Raj PP
16. Abidhe K P
17. Dr. Ashraf J
18. Abdul Jaleel M
19. SUNGENA P D
20. Dr. Mashkeer R
21. Dr. Shabaneesha P
22. Seela Khansab P
23. Kamilah Edalat

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PRINCIPAL
SHERA COLLEGE
KONDOTTY
DR. 07 02

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Proceedings of the Meetings of HODs, IQAC
Patrons, Co-ordinators and DRAC
Members held on 6/2/2023 at college
Seminar hall

Agenda:-

1. AQAR 2021-2022
2. Extension programs 2022-23
3. Certificate courses 2022-23
4. Day observation (Minimum three from each dept)
5. Best practice
6. Programs for slow learners

Members Present

1. Lt. Abdul Rashid P
2. Abdurrazoq - In
3. Firoz K.T
4. Mohamed Najabi P
5. Dr. Rajad A.P
6. Dr. Thiruvananthapuram
7. Dr. Abdul Musker
8. Prof. Abdul Razzaq
9. Aboobaker Siddiq
10. Shikabulheer P
11. Dr. Ashraf Valoor
12. Atif T.P
13. Dr. Asya P.C
14. Noideen Shufique A
15. Dr. Misar U
16. Abdul Jabal M

Principal
College of Arts and Science, Kondotty
Malappuram Dist. 673 638

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- 17. Dr. Shiji Thomas ~~SR~~
- 18. Jishal P.T ~~SR~~
- 19. SUNEENA P.D ~~SR~~
- 20. Dr. Ramsuya M ~~SR~~
- 21. Dr. Komysoman ~~SR~~
- 22. A.K. Zahara Banu ~~SR~~
- 23. Kamelaw Edathil ~~SR~~
- 24. Haulath ~~SR~~
- 25. Hussain V ~~SR~~

Decision:

1. Decided to conduct day observation according to syllabus of each department with maximum of 3 per year.
2. All HOD's and DRAC are assigned to collect the AQAR data and submit to QAAC on or before last week of February.
3. Decided to conduct the programs for identifying slow learners in each departments and concerned advisors are assigned to take pains to improve their learning skills.
4. Each Department should
4. Departments are assigned to do one certificate program and test each per year.

Handwritten signature

Coordinator
 Internal Quality Assurance Cell (IQAC)
 EMEA College of Arts and Science
 Kondotty, Kuzhampalparamba PO
 Malappuram Dist. 673638

Internal Quality Assurance Cell (IQAC)
 EMEA College of Arts and Science, Kondotty
 Malappuram Dist. 673638

14th
Proceedings of the Meeting of IQAC/Calicut
Co-ordinators held on 16/06/2023 at
IQAC ROOM

Agenda.

1. Approval of AQAR 22-23
2. Discussion about the submission of AQAR 21-22
3. Selection of Joint Co-ordinator
4. Re-constitution of IQAC

Members

1. _____
2. Abdurazzeq P.M. *Abdul*
3. Dr. Abdul Munoor V. J.R. *XI PP'E*
3. M. Ibrahim Chathulath *ib*
4. Abdul Jaleel M. *H*
5. K.S. Firoz *Emm*
6. Haulak K. *2 Hall*
7. Absobacker Siddique. K.C. *S H*

Decisions

Abdul
Co-ordinator
Internal Quality Assurance Cell (IQAC)
EMEACollege of Arts and Science
Kondotty, Kuminiparamba PO
Malappuram Dt. 673 638

Abdul
EMEACollege of Arts
& Science, Kondotty
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Proceedings of the Meeting of IQAC Members
held on 26-06-2022 at IQAC Rooms

Agenda

1. Assigning duties for Centra Co-ordinators
2. Strengthen the advisory scheme
3. IQAC Handbooks
4. Assigning key indicators to teachers.

Members

1. Lt Abdul Lohed P
2. Izatunay crownman
3. Dr. Abdul Munas V
4. Haulath K
5. Aboobacker Siddiq K.C
6. Dr. Achnaf V
7. K.T. Par
8. Hussain V
9. Rajankkadan M.C
10. Bafeeqe ali mundadan
11. Balkees K.S
12. Al. K. Zahereen Banu
13. Dr. Mashhoor K

Internal Quality Assurance Cell
EMEACOLLEGE OF ARTS AND SCIENCE
Kondotti, Kummilparamba PO
Malappuram Dist. 673638

EMEACOLLEGE OF ARTS AND SCIENCE
KONDOTTI, KUMMILPARAMBA PO
MALAPPURAM DIST. 673638

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Decisions:

1. Decided to assign one key indicator to each teacher of all centres.
2. Resolved to conduct a workshop to strengthen IQAC modes are scheduled on 12th July 2023.
3. Co-ordinators are assigned to deliver the key indicators to the specified teachers.
4. Decided to take policies to increase the research output.
5. Decided to conduct the meeting with IQAC for result analysis in each semester.
6. All teachers are assigned to publish four research papers in the coming two years, and 10 book chapters for each faculty member.
7. Decided to conduct a workshop to all HOD's and IQAC co-ordinators.
8. Decided to provide a diary to teachers during the advisory scheme.
9. Decided to take policies to strengthen the advisory scheme.

Internal Quality Assurance Cell (IQAC)
EMEACollege of Arts and Science
Kondotti, Malappuram

EMEACOLLEGE OF ARTS & SCIENCE, KONDOTTI
MALAPPURAM DT. 673638

EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTI

ANNUAL SELF APPRAISAL REPORT BY TEACHERS

Academic Year:

i) General Information

a) Name	
b) Address (Residential) and Phone No.	
c) Designation	
d) Department	
e) Date of birth	
f) Area of Specialization	

A. Academic Qualifications

Exam Passed	Board/University	Subjects	Year	Division/Grade /Merit etc.
High School				
Higher Secondary or Pre-degree				
Bachelor's Degree(s)				
Master's Degree(s)				
Research Degree(s)				
Other Diploma/ Certificates etc.				

ii) Research Experience & Training

Research Stage	Title of work/Theses	University where the work was carried out
M.Phil or equivalent		
Ph.D.		
Post-Doctoral		
Publications(give a list separately)		
Research Guidance		

(Give names of students guided successfully)		
Training (please specify)		

B. Research Projects carried out

Title of the project	Name of the funding agency	Duration	Remarks

C. Seminars, Conferences, Symposia, Workshops etc. Attended/ Paper Presented

Name of the Seminar/Conference/Symposia, Workshop, etc	Attended/ Paper presented	Name of the Sponsoring Agency	Place and Date

iii. Teaching Experience

Courses Taught	Name of the University/College/Institution	Duration
iv. U.G. (B.A./B.Sc., etc.Pass) (B.A./B.Sc., etc. Hons,)		
v. P.G. (M.A./M.Sc., etc)		
vi. M.Phil		
vii. Any other		

Total Teaching Experience (Years) :

a). Under- graduate (Pass) :

b). Under-graduate (Hons) :

c). Post-graduate :

viii) Innovations/Contributions in Teaching

a. Design of curriculum	
b. Teaching Methods	
c. Laboratory experiments	
d. Evaluation methods	
e. Preparation of resource material including books, reading materials, Laboratory manuals etc.	
f. Remedial Teaching / Student Counseling (academic)	
g. Any Other	

ix. Extension work /Community Service

a). Please give a short account of your contribution to:

i). Community wok: (such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc):	
ii). National Literacy Mission	
iii). Any Other	

b). Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity:

Organization/Scheme	Position held	Period	Total year
NSS			
NCC			
Any other, specify			

D. Participation in Corporate Life:

Please give a short account of your contribution to

Field	Position held	Period	Total Year
a).College/University /Institution			
b). Co-curricular			

activities			
c). Enrichment of Campus Life (Hostels, sports, games, cultural activities)			
d). Student welfare and discipline			
e).Membership/ participation in Bodies /Committees on Education and National Development			
f). Professional Organization of Teachers			

E. (a) Membership of Professional Bodies, Societies etc.

Sl.No	Name of the body/Society	Period	Total Year

b). Membership of Academic/Statutory Bodies

Sl.No	Name of the body/Society	Period	Total Year

c). Editorship of Journals/Books

Sl.No.	Name of the Journal/Book	ISSN/ISBN	Year

F. Any other information, (Please give a separate list)

(Signature of the Teacher)

Verified by

HOD

Co-ordinator, IQAC

Principal

EMEA COLLEGE OF ARTS AND SCIENCE KONDOTTI

STAFF APPRAISAL FORM FOR NON-TEACHING STAFF

(To be prepared by the NTS at the end of every calendar year)

General Information

a) Name	
b) Address (Residential) and Phone No.	
c) Designation	
d) Section	
e) Date of birth	

Academic Qualifications

Exam Passed	Board/University	Subjects	Year	Division/Grade /Merit etc.
High School				
Higher Secondary or Pre-degree				
Bachelor's Degree(s)				
Master's Degree(s) if any				
Research Degree(s)				
Other Diploma/ Certificates etc.				

Work Experience

Duty/Section	Name of the College/Institution	Duration

Additional Duties Attended

Duty/Section	Event	Duration

Training attended

SI No	Program	Duration	Organized by

Leave Details

SI No	Type of Leave Availed	Maximum Limit /Credit	Leave Availed

Total Working Experience (Years) :

Please give a short account of your contribution to:

i). Community wok: (such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc):	
ii). National Literacy Mission	
iii. Any Other	

Details of Awards and Appreciation Received (if any)

SI No	Type of Award/Appreciation	Issued by	Reason

Details of disciplinary Actions (if any)

SI No	Type	Authority	Reason

Any other information, (Please give a separate list)

(Signature)

Verified by

Superintend

Principal

Manager