

# Annual Quality Assurance Report (AQAR) 2014-15



**E.M.E.A. COLLEGE OF ARTS AND SCIENCE,  
KONDOTTI - 673638**



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year (*for example 2013-14*)

2014-15

### 1. Details of the Institution

1.1 Name of the Institution

E.M.E.A. COLLEGE OF ARTS AND SCIENCE

1.2 Address Line 1

KUMMINIPARAMBA

Address Line 2

KONDOTTI

City/Town

MALAPPURAM

State

KERALA

Pin Code

673638

Institution e-mail address

mail@emeacollege.ac.in

Contact Nos.

0483 2712030, 0483 2713530,  
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Name of the Head of the Institution:

Dr. Mohammad Rafeequ A.P. M

Tel. No. with STD Code:

0483-2712030

Mobile:

9447337434

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B <sup>++</sup>	81.80	2005	20/09/2010
2	2 <sup>nd</sup> Cycle	A	3.02	2014	09/12/2019
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 2012-13 submitted to NAAC on 06.03.20154

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

University of Calicut, Kerala

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
community representatives

1

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

Nil

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

3

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Reviewed the academic standard of the institution, its infrastructure facilities
- Prepared a document EMEA@2020, an action Plan for third Cycle Accreditation.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• Proposal for a well-equipped Audio Visual Theatre</li> <li>• Proposed the construction of new Commerce Block in the light of new UG programme in Commerce with Computer applications</li> </ul>	<ul style="list-style-type: none"> <li>• Management approved the proposal and the construction started</li> <li>• Management Committee approved the proposal</li> </ul>

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

- The management Committee approved the proposals for Commerce Block and Audio Visual Theatre

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	5		3	
UG	10		3	
PG Diploma				
Advanced Diploma				
Diploma	3			
Certificate	1			1
Others				
<b>Total</b>	19		6	1
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Attached analysis of the feedback in the Annexure I*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The Syllabus of UG Programmes Updated w.e.f 2014-15 academic year onwards. As part of the revision, Choice Based Credit Semester System was introduced

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	39	30	9	0	

2.2 No. of permanent faculty with Ph.D. 10

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	3								3	

2.4 No. of Guest and Visiting faculty and Temporary faculty 34

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	7	29	10
Presented papers	1	17	2
Resource Persons		2	3



2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Advanced Teaching methods such as ICT enabled teaching, Video lectures, motivational videos, CD enabled and online classes with software supported lectures are a regular practice in all teaching departments
- Cluster learning, group discussions, Team teaching, debating, role-play, industrial visit and field trips are organized on regular basis.
- Bridge courses offered for first semester students of all disciplines.
- Major departments have the textbook library facility and providing require textbook to poor students at free of cost.
- Provided activity oriented outside classroom sessions by language departments.
- Provided Separate Programmes for different Learner groups in association with Government of Kerala (eg. Walk With Scholar programme(WWS) and ASAP funded by Kerala government.
- Major departments have organized either a state level or a national level seminar
- Departments provide additional materials to advanced learners and remedial coaching for slow learners.

2.7 Total No. of actual teaching days

during this academic year

195
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- An open forum of Parents, Teachers and Students are conducted after the internal examinations at UG and PG level exclusively for the purpose of analyzing the academic progress of the students based on their performance in the internal examinations
- Maintains Question bank for all UG and PG programmes
- Providing the online multiple choice questions prepared by the university to all UG and PG students.
- Providing Xerox and soft copies of study materials

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

13
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3
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2
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2.10 Average percentage of attendance of students

93
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## 2.11 Course/Programme wise

Distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total Pass	Division				
			Distinction %	I %	II %	III %	Pass %
BA English	34	25	3	62	9	NIL	74
BA Economics	50	39	4	70	4	NIL	78
BA West Asian Studies	46	35	NIL	70	6	NIL	76
BBA	40	35	NIL	60	3	NIL	63
BCom.(Co-op)	55	45	9	71	NIL	2	82
BSc Computer Science	32	25	6	25	31	16	78
BSc Microbiology	29	25	27	59	NIL	NIL	86
BSc Biochemistry	31	19	10	48	3	NIL	61
BSc Biotechnology	30	25	6	77	NIL	NIL	83
MA Economics	19	18	NIL	68	16	11	95
MSc Microbiology	12	11	17	75	NIL	NIL	92
BCom Computer Application*	-	-	-	-	-	-	-
MA History*	-	-	-	-	-	-	-
MA English*	-	-	-	-	-	-	-
MCom*	-	-	-	-	-	-	-

\*Courses started this year

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC collect and analyse feedback from various stakeholders regarding the Teaching-Learning Process and the findings constitute major input in the decision making process in this regard

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	2
HRD programmes	1
Orientation programmes	2
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	9
Others	2

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	Nil	Nil	16
Technical Staff	1	Nil	Nil	Nil

### Criterion – III

#### 3. Research, Consultancy and Extension

##### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Actively involved in the initial works for establishing research centre in the department of economics
- Promoted faculty publication by way of appreciation

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs				

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	1	NIL	
Outlay in Rs. Lakhs		1.25		

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	16	6	
Non-Peer Review Journals		2	
e-Journals	1		
Conference proceedings		6	
Others specify		1	

##### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	1	KSCSTE	4700	4700
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (UGC)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	2	3	1	2	12
Sponsoring agencies	English & WAS Associations	UGC	Association	PTA	Concerned Associations

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of /College   
Total

3.16 No. of patents received this year: Nil

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
			1	1	1	

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) Nil

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text" value="18"/>
National level	<input type="text" value="17"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS: Nil

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="1"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="4"/>	NSS	<input type="text" value="52"/>
		Any other	<input type="text" value="4"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

**1. Physical Education department** provides summer camp in sports and games for the High School and Plus two students of Kondotty Municipality and Pallikkal Gramapanchayath.

**2. Seven Days NSS Special Camp**

**3. Post Graduate Department of English** has organized a programme to impart basic English skills to the students of AMLP School Kumminiparamba

**4. Department of Management** has arranged an orientation programme on Entrepreneurship to Kudumbashree members of Pallikkal Gramapanchayath.

**5. PSC and UPSC examination** oriented coaching classes are a regular programme offered by the college.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	Campus Area :80120 M <sup>2</sup> Built Area : 13846.21M <sup>2</sup>	Nil	NA	Campus Area :80120 M <sup>2</sup>
Class rooms	40	-	-	40
Laboratories	6	---	---	6
Seminar Halls	1	---	----	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	6	1	UGC	7
Value of the equipment purchased during the year (Rs. in Lakhs)	1500000	129755	--	1629755
Others	---	-	----	----

#### 4.2 Computerization of administration and library

1. TCS updating initiated
2. Decided to install Koha software instead of Book Magic

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20338	6929959	1915	752046	22253	7682005
Reference Books	2194	1558861	642	119525	2836	2754786
e-Books	N-LIST	--	-----	-----	-----	-----
Journals	10	27700	2	850	12	28550
e-Journals	N-LIST					
Digital Database	N-LIST					
CD & Video	240		10		250	
Others (Periodicals)	21	26286	4	998	25	27284

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	123	80	123	18	2	10	7	6
Added	3	0	3	0	0	1	2	0
Total	126	80	126	18	2	11	9	6

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

Special training is given to students to use effectively digital library and other on line resources, after First Semester Admission.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	1.25
ii) Campus Infrastructure and facilities	18.0
iii) Equipments	0.24
iv) Others	2.50
<b>Total:</b>	<b>21.99</b>

### Criterion – V

## 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC maintains cordial relations with Equal Opportunity Centre, Advisory Scheme, College Union, National Service Scheme, NCC etc for the purpose of publicising various student support facilities available on the campus. It has also taken the initiative to organize a meeting of the newly enrolled students and their parents. One of the speakers spoke about various support facilities.



## 5.2 Efforts made by the institution for tracking the progression

Two separate registers are maintained to record the progression to higher education/ employment. One teacher in every department is entrusted with the responsibility of monitoring progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1288	124	Nil	Nil

(b) No. of students outside the state

8

(c) No. of international students

2

	No	%		No	%
Men	505	37	Women	875	63

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
31	182	5	1044	14*	1262	28	189	8	1155	17*	1380

Demand ratio : 1:45

Dropout : 15% (including TC and Sum back due to maternity

leave)

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

1. PSC/UPSC examination oriented coaching
2. NET/SET/TET/CTET Coaching
3. Career counseling service
4. Model aptitude test conducted by various agencies
5. Civil Service Study Circle
6. CAT examination coaching
7. Coaching under Student Support Programme (SSP)
8. Intensive coaching under Career Guidance Cell for appearing the PG entrance examination of various central and state universities

No. of students beneficiaries

440

5.5 No. of students qualified in these examinations

NET	5	SET/SLET	8	GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

### 5.6 Details of student counselling and career guidance

- The coordinator of the cell periodically interacts with the class advisors and it is ensured that the students who need help are supported by a professional counselor. Special Training is arranged on topics such as Stress Management, Crisis management, etc.
- Career counseling is carried out by the faculty of the respective departments.
- Additional Career Guidance classes are organized for UG and PG students

No. of students benefitted

600

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	12	3	3

### 5.8 Details of gender sensitization programmes

Women Cell is very active. Special conveyance facility is provided to girls. A well-furnished ladies hostel provides accommodation facilities for 200 girls. Ladies Retiring Room is functioning smoothly

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level 11    National level 7    International level Nil

#### No. of students participated in cultural events

State/ University level 6    National level 50    International level Nil

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level 4    National level 2    International level

Cultural: State/ University level Nil    National level Nil    International level Nil

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution (PTA)	35	105000
Financial support from government	846	4404000
Financial support from other sources	-----	-----
Number of students who received International/ National recognitions	Nil	Nil

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed:

A separate block for Commerce department was a long left demand of Commerce association. This was fulfilled in the year 2014-15, when the new block for two UG programmes and one PG in Commerce started functioning

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

#### **Vision**

To be a centre of excellence in higher education, affordable to common man.

#### **Mission**

Identifying and developing the talent of the youth and moulding them into useful citizens with due emphasize on right character formation is the avowed mission of EMEA College. The fulfilment of this lofty goal is the basis of educational programmes

6.2 Does the Institution has a management Information System

Yes
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### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

Adoption Programme: As per the recommendations of the IQAC, the departments have adopted various clubs on the campus and are used effectively for curriculum enrichment programme.

#### 6.3.2 Teaching and Learning

Following Programmes/attempts were for improving the quality of teaching learning

- Encouraging ICT enabled teaching and learning practices
- Bridge courses.
- Career orientation lectures.
- English Communication skill development programmes
- Tutorial and remedial classes
- Invited lectures on recent developments in every subject.
- Special classes to compensate the lost working days
- Academic calendar describing the system of internal assessment
- Students Handbook.
- Teachers Diary

#### 6.3.3 Examination and Evaluation

- Periodical class tests,
- Two internal tests
- An end semester model examination.
- Seminar presentation by students
- Assignments
- Model viva-voce.
- Separate grievance redressal mechanism for internal and external examinations

#### 6.3.4 Research and Development

- New Research Centre under Post Graduate department of Economics
- IJARED , the research journal by the economics department goes on with publication
- 10 teachers are pursuing Ph.D , of which 3 are under FDP
- 17 International and 14 National research publications by faculty
- 3 books with ISBN by the faculty.
- 3 Minor projects are in progress.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Management approved the proposal for Library annex
- For proper upkeep of IT infrastructure AMC is renewed at regular interval

#### 6.3.6 Human Resource Management

- Duty Chart prepared
- Motivation, leadership training,

### 6.3.7 Faculty and Staff recruitment

Strict adherence to the rules and regulations of University Grant Commission, University of Calicut and Government of Kerala

### 6.3.8 Industry Interaction / Collaboration

- Industrial Visits; mandatory component of UG curriculum for programmes BBA and B.Com are held. This year, students visited Karnataka Soaps Ltd Bangalore and Eastern Industries Adimali.

### 6.3.9 Admission of Students

- Admission is fully automated. Mr Abdursaque P.M acted as the Nodal Officer
- College Union arranged a help desk for the students and parents seeking admission in the institution.

### 6.4 Welfare schemes for

Teaching	Interest free loan by Staff Club
Non teaching	Special financial support to treatment, house construction, marriage etc by the Staff Club
Students	Onam Celebrations(National Festival of Kerala), Entertainment Programme at the time of College Day

### 6.5 Total corpus fund generated

7,28000

### 6.6 Whether annual financial audit has been done

Yes

No



### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes       No

For PG Programmes      Yes       No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Alumni played very active role in the NAAC accreditation process. A group of Alumni interacted with Peer Team.

6.12 Activities and support from the Parent – Teacher Association

- PTA Sponsored Shihab Thangal Scholarship distributed to 30 students
- PTA donated Rs. 2 Lakh to Toilet Renovation

6.13 Development programmes for support staff

Special orientation is given to Support staff in connection with the conduct of internal and external examinations, college union election, and infrastructure maintenance

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Sapling plantation on the campaign on 5 June 2014 in connection with world environment day celebrations
- Landscaping works in the Mahagony Park to prevent soil erosion

## Criterion – VII

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The idea of Clubs/Associations Adoption programmes suggested by IQAC found very effective in supporting curriculum enrich programmes

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- New Action plan EMEA @2020 published
- Departments Adopted Clubs/ Associations
- The Commerce Block started Functioning
- The Construction of Audio Visual Theatre is in Progress
- The construction of New Canteen is in Progress
- Research Centre for economics launched
- Hosted South Zone inter University Football Match
- Hosted Inter zone Volleyball Championships
- Hosted B Zone Volleyball Championship

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)\*

1. Shelter for Need Programme
2. Student Initiative in Palliative Care

*\*Attached the details in annexure ii,iii*

7.4 Contribution to environmental awareness / protection

- Bambaoo Lake (Rain water harvesting Project) is well maintained
- Two Nature Study Tours to *Thenmala* and *Pampadum Chola*
- Bio Gas Plant to process the degradable waste at college canteen

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Nil

8. Plans of institution for next year

1. Take necessary steps to finish the construction works of New College Canteen, Audio Visual Theatre and the new Toilet Block for Boys
2. Strengthen the Activities of Alumni Association
3. Construct one more house in adopted village(Kumminiparamba) under shelter for needy programme
4. Utilise the prospects of Walk with Scholar(WWS) for the benefit of advanced Learners
5. Utilise the possibilities of Student Support Programme(SSP) for the benefit of slow learners

Name: Dr. T.V. Zacaria



Signature of the Coordinator, IQAC

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

Name: Dr. Mohammad Rafeequ A.P. M

Signature of the Chairperson, IQAC

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

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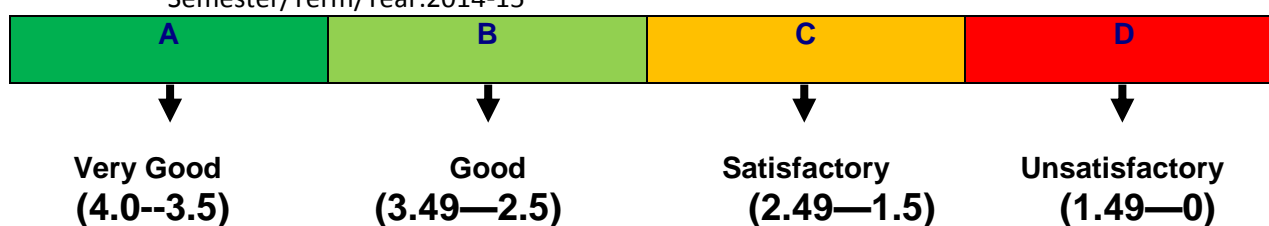


## E.M.E.A. COLLEGE OF ARTS AND SCIENCE, KONDOTTY

### STUDENT FEEDBACK ON COURSES (1 MINIMU AND 4 MAXIMUM)

#### Programme: BA ECONOMICS THIRD YEAR (V SEMESTER)

Department: ECONOMICS  
Semester/Term/Year:2014-15



SI.NO.	STUDENT FEEDBACK ON COURSES (1 MINIMUM & 4 MAXIMUM)	Development Economics	Public Finance	Kerala Economy	Computer Application	Project	Open Course
1	Depth of the ourse Content including project work if any	3.4	3.4	3.8	3.4	3.2	2.0
2	Extent of coverage of Course	3.7	3.6	2.9	3.5	3.4	3.2
3	Appicability/relevance to real life situation	3.4	3.5	3.4	3.2	3.4	1.2
4	Learning value (interms of knowledge, concept, manual skills, analytical abilities and broadennng perspectives)	3.5	2.9	3.9	2.7	3.6	2.3
5	Clarity and relevance of textual reading materials	3.2	3.2	2.5	3.4	2.3	2.2
6	Relevance of additional source material (Library)	3.6	3.7	3.5	3.8	3.5	2.2
7	Extent of effort required by students	3.4	3.5	3.6	2.4	3.4	1.2
8	Overall rating	3.4	3.6	2.4	2.5	3.2	3.4
<b>Total Average</b>		<b>3.45 (GOOD)</b>	<b>3.42 (GOOD)</b>	<b>3.25 (GOOD)</b>	<b>3.11 (GOOD)</b>	<b>3.25 (GOOD)</b>	<b>2.21 (SATISFACTORY)</b>
<b>OVER ALL AVERAGE</b>		<b>3.11 (GOOD)</b>					

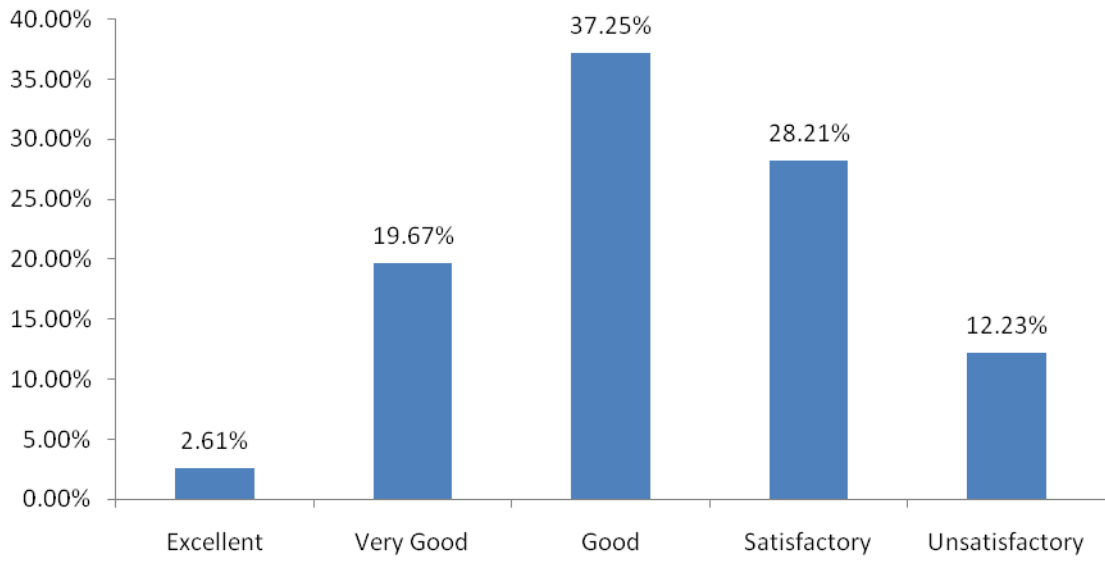
## E.M.E.A. College of Arts and Science, Kondotti

### ANALYSIS OF CAMPUS RATING BY PARENTS

Semester/Term/Year: Parents of Final Year UG and PG Students 2014-15

SL.NO	AREA	Excellent (5)	VERY GOOD (4)	GOOD (3)	SATISFACTORY (2)	UNSATISFACTORY (1)	Total Parents Participated
1	Status of Physical Facilities on Campus	20	47	168	120	29	384
2	Teaching and Academic Standard	13	29	140	190	12	384
3	Administrative Office	10	30	164	166	14	384
4	Library Facilities	38	12	100	146	88	384
5	Canteen	29	30	100	130	95	384
6	Lab facilities	12	48	127	148	49	384
7	Internet facilities	2	16	126	102	138	384
8	Hostel Facilities	8	22	176	103	75	384
9	Teacher Quality	7	185	160	12	20	384
10	Conveyance Facilities	8	3	90	176	107	384
11	Career Guidance	2	87	187	86	22	384
12	Counselling facilities	8	67	145	142	22	384
13	Anti-ragging Mechanism	7	113	132	86	46	384
14	College union	6	85	140	123	30	384
15	Drinking water facilities	7	20	80	178	99	384
16	Toilet facilities	8	87	181	65	43	384
17	Scholarship facilities	5	190	123	42	24	384
18	Fee concession	6	170	153	43	12	384
19	Status of Management activities	4	65	176	130	9	384
20	Club activities	8	156	130	76	14	384
21	Internal Assessment	5	176	129	60	14	384
22	physical Education	10	30	187	98	59	384
23	Overall Status	8	70	176	70	60	384
	<b>Average</b>	<b>10.04348</b>	<b>75.56522</b>	<b>143.0435</b>	<b>108.3478</b>	<b>47</b>	<b>384</b>

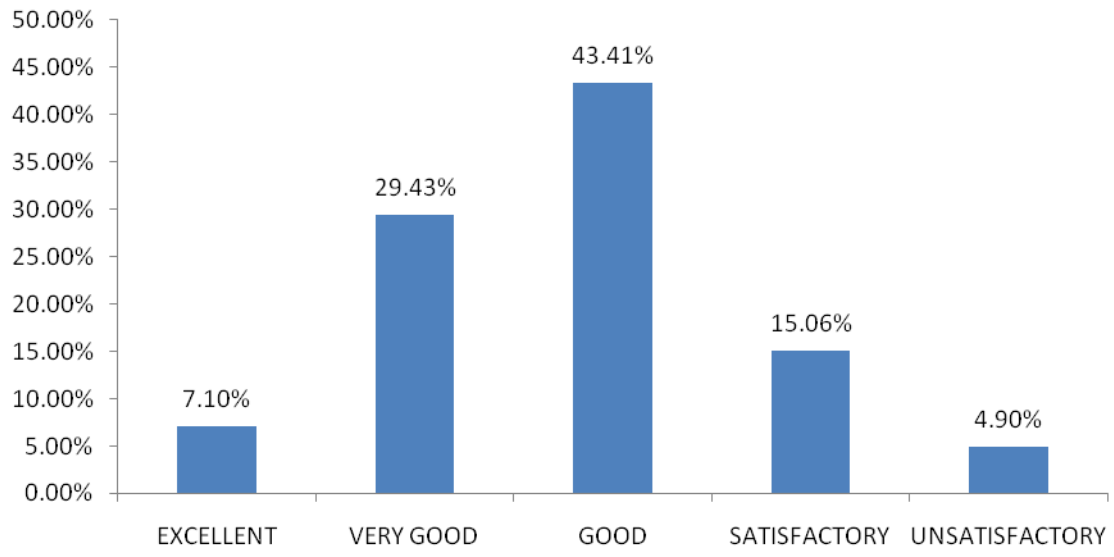
### Overall Rating of Campus by Parents (2014-15)



**E.M.E.A. College of Arts and Science, Kondotti**  
**ANALYSIS OF CAMPUS RATING BY ALUMNI**  
**Semester/Term/Year: pass out Students 2014-15**

SL.NO	AREAS	EXCELLENT(5)	VERY GOOD (4)	GOOD (3)	SATISFACTORY (2)	UNSATISFACTORY (1)	Total Alumni participated
1	Status of Physical Facilities on Campus	14	47	123	56	29	269
2	Teaching and Academic Standard	8	42	123	79	17	269
3	Administrative Office	29	30	138	58	14	269
4	Library Facilities	7	14	105	123	20	269
5	Canteen	13	30	129	78	19	269
6	Lab facilities	14	98	76	76	5	269
7	Internet facilities	18	126	87	30	8	269
8	Hostel Facilities	17	143	82	14	13	269
9	Teacher Quality	19	136	65	25	24	269
10	Conveyance Facilities	15	134	98	20	2	269
11	Career Guidance	12	89	100	65	3	269
12	Counselling facilities	18	128	87	23	13	269
13	Anti-ragging Mechanism	24	120	103	12	10	269
14	College union	23	59	138	34	15	269
15	Drinking water facilities	0	20	169	32	48	269
16	Toilet facilities	4	87	148	28	2	269
17	Scholarship facilities	98	128	33	10	0	269
18	Fee concession	38	76	139	12	4	269
19	Status of Management activities	29	56	136	42	6	269
20	Club activities	28	76	128	32	5	269
21	Internal Assessment	4	73	129	39	24	269
22	physical Education	7	39	174	29	20	269
23	Overall Status	3	70	176	15	5	269
	<b>Average</b>	<b>19.21739</b>	<b>79.17391</b>	<b>116.7826</b>	<b>40.52174</b>	<b>13.30435</b>	<b>269</b>

## Feedback on Campus by Alumni (2014-15)



# EMEA College of Arts and Science, Kondotti

Annual Quality Assurance Report (AQAR) 2014-15

## Best Practice -I

**Title of the Best Practice:** Shelter for the Needy Programme

### **Objective of the Practice**

The main objective of this programme is to provide the students an opportunity to understand the problems connected to lack of housing facilities and to make them playing a positive role in resolving this burning social issue.

### **The context**

A survey conducted by the Planning Board across all panchayats is an indication that the housing situation in Kerala is quite alarming. According to the survey, there are 12 lakh homeless families in the state and most of them belong to the marginalized sections of society like SC, ST, fishermen, and landless, destitute and women-headed households. Surprisingly, only 10 per cent of the houses had been finished under Indira AwasYojana, the centre provides Rs 75,000 and the block panchayats Rs 3 lakh to Rs 3.5 lakh assistance through various subsidies. It is in this context the College has launched the programme shelter for the needy to assist poor families to construct house.

It was **Compulsory Social Service Scheme (CSS)**, an idea by university of Calicut making social work a compulsory component of undergraduate curriculum paved the way to shelter for needy programme. As part of this, it was insisted that every student need to undergo 42 days compulsory social service in order to get a graduation. As part of this, EMEA College has appointed Mr. Askarali A as the Teacher in charge of the shelter for needy programme. An Advisory committee was also constituted to support the functioning of the project.

### **Evidence of Success**

The shelter for needy has already finished the construction of four houses in Kumminiparamba, the college adopted by the college. The construction of the fifth house was held in the year 2014-15. Students enthusiastically participated in the construction works. They also collected around Rs. 2 lakh as donations from the general public. Pallikkal Grama Panchayath and a number of philanthropists came forward to help the beneficiary.



### **Problems Encountered and Resources Required**

The main problem faced by the college was to select the beneficiary from a group of ten applicants. The beneficiary selection committee constituted by the college verified the applications and conducted a field study to select the beneficiary. Students have also played a role in the selection process.

The second problem was resource mobilization. The CSS team put forward an idea of coupon collection by students. In addition to this, the committee successfully mobilized the support of GramaPanchayath and a number of philanthropists in the area. Manual works was another problem. The students were widely engaged to carry out manual works, except for skilled works

### **Notes**

It is an ongoing programme. The College wanted to alleviate the problem of homelessness, at least in the adopted village. The enthusiasm of the students seems to encourage society as a whole.

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# EMEA College of Arts and Science, Kondotti

Annual Quality Assurance Report (AQAR) 2014-15

## Best Practice -II

**Title of the Best Practice:** Student Initiative in Palliative

### **Objective of the Practice**

The SIP seeks to organize adequate and affordable support programmes for the bedridden, the incurably ill and the dying and ensure the involvement of students in patient care and rehabilitation programmes by mobilizing the local community, volunteers and material and financial resources.

### **The context**

Formed in 2004, the SIP unit of EMEA College is the first student initiative in the whole of Asia. As a token of appreciation Ms.WalerieHunkin, the WHO consultant visited this college in the same year. Moreover Mr. Abdul Latheef the volunteer who was the main organizer of this initiative received best NSS volunteer Award instituted by Government of Kerala. The units of National Service Scheme have strength of 200 volunteers which constitute the team organizing palliative care activities.

### **Evidence of Success**

The SIP activities on the campus are very active. This includes fund collection to Kondotti palliative care unit, Get together of Successful personalities among differently able people, field works etc. The amount mobilized by the students towards the expenses of palliative care activities of professional agencies, the participation of large groups of differently able personalities in the meetings and the enthusiasm of students in homecare prove the success of the programme.



**ഒക്ടോബർ 10**

# ലോക മാനസികാരോഗ്യ ദിനം

EMEA കോളേജ് NSS യൂണിറ്റും കൊണ്ടാട്ടി സോൺ  
SIP യൂണിറ്റും സംയുക്തമായി സംഘടിപ്പിക്കുന്ന

## സന്ദേശം വീരൂണ്

( Walk, Lunch & Selfie with mentally challenged friends )

ഊഠാടനം: കെ മുഹമ്മദുണ്ണി ഹാജി MLA

മുഖ്യാതിഥി: പി. വി. ഷാജു (State Liaison Officer, Kerala Social Security Mission)

2015 ഒക്ടോബർ 10 ശനി 10 AM KTDC HOTEL TAMARIND - KONDOTTY

### PAIN AND PALLIATIVE CARE DAY 15-1-15

- January 15 Palliative Care Fund Collection-under the leadership of Palliative care Units
- Volunteers Participation in weekly Home Care-patient's visit.
- Paliyam goods sales
- Fund Collection from our College and nearest locality
- Volunteers Training programmes.

#### Jan 15 pain palliative day



The NSS and SIP unit of EMEA College of arts and science and EMEA training college, kondotty together hosted "SNEHASANGAMAM" on January 15, palliative care day. The programme started at 9.30 am with NSS song at Mahogany Park. Prof.K.T Firoz welcomed the audience and Dr. Muhammed

Rafeeqe principal, presided over the function .it was followed by the official inauguration by Sayyid Basher Ali Shihab Thangal the following were the main highlights of the programme.

- Distribution of Stitching Machine for palliative unit by Sayyid basher Ali Shihab Thangal
- Resource kit distribution by C.P Muhammed Kutty ,Manager
- Handing over of a collected amount of 25000, by Peter .K. Abraham, Director Calicut Airport to Dr. Moideen kutty, chairman palliative care clinic, Kondotty.
- Distribution of Wheel Chairs for needy persons.
- Financial assistance for education
- Congregation of Para Pegia patients



On Palliative Care Day (on 15<sup>th</sup> January 2014) NSS Volunteers had collected as follows

Date	Fund Collected from	Amount collected (Rs.)	Fund handed over to
14 <sup>th</sup> Jan.2014	Our College Campus	9,653 .00	Kondotty Palliative Care
15 <sup>th</sup> Jan.2014	Calicutinternational airport	25000.00	Kondotty Palliative Care
15 <sup>th</sup> Jan.2014	Kondotty Town	12,000.00	Kondotty Palliative Care
		<b>Total Collected and Paid</b>	<b>46653 .00</b>

### Volunteers in Palliative Care-Training Programme

Conducted one day training programme for NSS volunteers in pain and palliative care on 14<sup>th</sup> January 2015. Palliative care trainer Rahman Thangal Kondotty inaugurated the function. NSS Programme officer K.T.Firoz welcomed the gathering. College principal A.P Muhammed Rafeeqe presided over the function. SIP Co-ordinator K.M. Ismail felicitated the function.

### Students for Palliative Care State Conference (29-1-15)

Students for Palliative Care State Conference was organised under the initiative of Alpha Palliative Care in association with NSS at LBS College of Engineering, Powal, Kasargode on 29 and 30 January 2015. K.M Ismail, Hamna odakkal from our college attended the conference.

### Problems Encountered and Resources Required

How to give proper training to volunteers was the main problem encountered by SIP. The was overcome by seeking the support of various professional governmental and non-governmental agencies working in the field of home care and palliative medicine. Reputed Social workers from this area also helped the institution in this regard. Second problem was resource mobilizations. The volunteers sought the support of Airport Authority of India and obtained sanction for fund collection from the Calicut International Airport which is situated very near to this college. However the financial requirement is yet to be fulfilled. The home care programme need to be strengthened for which the institution reacquire an amount Rs 35 000/- per month.

### Notes

SIP is an ongoing prgramme. The College wanted to build up a self-reliant home care unit exclusively for the adopted village.

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<b>Calendar 2014-2015</b>			
<b>JUNE 2014</b>			
<b>Date</b>	<b>Day</b>	<b>Activity</b>	<b>Dept./Agency</b>
<b>1</b>	<b>Sun</b>		
<b>2</b>	<b>Mon</b>	<b>Odd Semester Starts</b>	
<b>3</b>	<b>Tue</b>		
<b>4</b>	<b>Wed</b>		
<b>5</b>	<b>Thu</b>		
<b>6</b>	<b>Fri</b>		
<b>7</b>	<b>Sat</b>		
<b>8</b>	<b>Sun</b>		
<b>9</b>	<b>Mon</b>	<b>First term tuition and Special fee without fine</b>	
<b>10</b>	<b>Tue</b>		
<b>11</b>	<b>Wed</b>		
<b>12</b>	<b>Thu</b>		
<b>13</b>	<b>Fri</b>		
<b>14</b>	<b>Sat</b>		
<b>15</b>	<b>Sun</b>		
<b>16</b>	<b>Mon</b>	<b>First term tuition and special fee with a fine of Rs.5</b>	
<b>17</b>	<b>Tue</b>		
<b>18</b>	<b>Wed</b>		
<b>19</b>	<b>Thu</b>		
<b>20</b>	<b>Fri</b>		
<b>21</b>	<b>Sat</b>		
<b>22</b>	<b>Sun</b>		
<b>23</b>	<b>Mon</b>		
<b>24</b>	<b>Tue</b>		

25	Wed		
26	Thu		
27	Fri	First term tuition and special fee with a fine of Rs.10	
28	Sat		
29	Sun		
30	Mon		
<b>JULY 2014</b>			
1	Tue		
2	Wed		
3	Thu		
4	Fri		
5	Sat		
6	Sun		
7	Mon		
8	Tue		
9	Wed		
10	Thu		
11	Fri		
12	Sat		
13	Sun		
14	Mon		
15	Tue		
16	Wed		
17	Thu		
18	Fri		
19	Sat		
20	Sun		
21	Mon		
22	Tue		
23	Wed		

24	Thu		
25	Fri		
26	Sat		
27	Sun		
28	Mon		
29	Tue		
30	Wed		
31	Thu		
<b>AUGUST 2014</b>			
1	Fri		
2	Sat		
3	Sun		
4	Mon		
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat		
10	Sun		
11	Mon		
12	Tue		
13	Wed		
14	Thu		
15	Fri	<b>Independence Day</b>	
16	Sat		
17	Sun		
18	Mon		
19	Tue		
20	Wed		
21	Thu		

22	Fri		
23	Sat		
24	Sun		
25	Mon		
26	Tue		
27	Wed		
28	Thu		
29	Fri		
30	Sat		
31	Sun		
<b>SEPTEMBER 2014</b>			
1	Mon		
2	Tue		
3	Wed		
4	Thu		
5	Fri		
6	Sat	Onam Holiday	
7	Sun	Onam Holiday	
8	Mon	Onam Holiday	
9	Tue	Onam Holiday	
10	Wed	Onam Holiday	
11	Thu	Onam Holiday	
12	Fri	Onam Holiday	
13	Sat	Onam Holiday	
14	Sun	Onam Holiday	
15	Mon	Sri Krishna Jayanthi	
16	Tue		
17	Wed		
18	Thu		

19	Fri		
20	Sat		
21	Sun		
22	Mon		
23	Tue		
24	Wed		
25	Thu		
26	Fri		
27	Sat		
28	Sun		
29	Mon		
30	Tue		
<b>OCTOBER 2014</b>			
1	Wed		
2	Thu	<b>Gandhi Jayanthi</b>	
3	Fri	<b>Vijayadasami</b>	
4	Sat		
5	Sun	<b>Bakrid</b>	
6	Mon	<b>Second term tuition and special fee without fine</b>	
7	Tue		
8	Wed		
9	Thu		
10	Fri		
11	Sat		
12	Sun		
13	Mon		
14	Tue	<b>Second term tuition &amp; special fee with a fine of Rs.5</b>	
15	Wed		
16	Thu		
17	Fri		

18	Sat		
19	Sun		
20	Mon		
21	Tue		
22	Wed	Deepavali	
23	Thu		
24	Fri		
25	Sat		
26	Sun		
27	Mon		
28	Tue	Second term tuition & Special fee with a fine of Rs.10	
29	Wed		
30	Thu		
31	Fri		
<b>NOVEMBER 2014</b>			
1	Sat		
2	Sun		
3	Mon	Muharram	
4	Tue		
5	Wed		
6	Thu		
7	Fri		
8	Sat		
9	Sun		
10	Mon		
11	Tue		
12	Wed		
13	Thu		
14	Fri		
15	Sat		



<b>16</b>	<b>Sun</b>		
<b>17</b>	<b>Mon</b>		
<b>18</b>	<b>Tue</b>		
<b>19</b>	<b>Wed</b>		
<b>20</b>	<b>Thu</b>		
<b>21</b>	<b>Fri</b>		
<b>22</b>	<b>Sat</b>		
<b>23</b>	<b>Sun</b>		
<b>24</b>	<b>Mon</b>		
<b>25</b>	<b>Tue</b>		
<b>26</b>	<b>Wed</b>		
<b>27</b>	<b>Thu</b>		
<b>28</b>	<b>Fri</b>		
<b>29</b>	<b>Sat</b>		
<b>30</b>	<b>Sun</b>		
<b>DECEMBER 2014</b>			
<b>1</b>	<b>Mon</b>		
<b>2</b>	<b>Tue</b>		
<b>3</b>	<b>Wed</b>		
<b>4</b>	<b>Thu</b>		
<b>5</b>	<b>Fri</b>		
<b>6</b>	<b>Sat</b>		
<b>7</b>	<b>Sun</b>		
<b>8</b>	<b>Mon</b>		
<b>9</b>	<b>Tue</b>		
<b>10</b>	<b>Wed</b>		
<b>11</b>	<b>Thu</b>		
<b>12</b>	<b>Fri</b>		
<b>13</b>	<b>Sat</b>		
<b>14</b>	<b>Sun</b>		

15	Mon		
16	Tue		
17	Wed		
18	Thu		
19	Fri		
20	Sat		
21	Sun		
22	Mon	X-mas holiday	
23	Tue	X-mas holiday	
24	Wed	X-mas holiday	
25	Thu	X-mas holiday	
26	Fri	X-mas holiday	
27	Sat	X-mas holiday	
28	Sun	X-mas holiday	
29	Mon	X-mas holiday	
30	Tue	X-mas holiday	
31	Wed	X-mas holiday	
<b>JANUARY 2015</b>			
1	Thu		
2	Fri		
3	Sat		
4	Sun	Id Milad	
5	Mon	Third term tuition & special fee without fine	
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat		
11	Sun		
12	Mon		

13	Tue		
14	Wed	Third term tuition & special fee with a fine of Rs.5	
15	Thu		
16	Fri		
17	Sat		
18	Sun		
19	Mon		
20	Tue		
21	Wed		
22	Thu		
23	Fri		
24	Sat		
25	Sun		
26	Mon	Republic Day	
27	Tue	Third term tuition & special fee with a fine Rs.10	
28	Wed		
29	Thu		
30	Fri		
31	Sat		
<b>FEBRUARY 2015</b>			
1	Sun		
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat		
8	Sun		
9	Mon		
10	Tue		

11	Wed		
12	Thu		
13	Fri		
14	Sat		
15	Sun		
16	Mon		
17	Tue	Sivarathri	
18	Wed		
19	Thu		
20	Fri		
21	Sat		
22	Sun		
23	Mon		
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat		
<b>MARCH 2015</b>			
1	Sun		
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat		
8	Sun		
9	Mon		
10	Tue		
11	Wed		

12	Thu		
13	Fri		
14	Sat		
15	Sun		
16	Mon		
17	Tue		
18	Wed		
19	Thu		
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27	Fri		
28	Sat		
29	Sun		
30	Mon		
31	Tue		

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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