



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTI
Name of the head of the Institution	Ayoob C P
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0483-2712030
Mobile no.	9995042688
Registered Email	mail@emeacollege.ac.in
Alternate Email	iqac@emeacollege.ac.in
Address	P.O Kummniparamba , Kondotti, Malappuram District ,Kerala Pin 673638
City/Town	Kondotti
State/UT	Kerala
Pincode	673638

2. Institutional Status																															
Affiliated / Constituent	Affiliated																														
Type of Institution	Co-education																														
Location	Rural																														
Financial Status	state																														
Name of the IQAC co-ordinator/Director	Dr. Ibrahim Cholakkal																														
Phone no/Alternate Phone no.	04832712030																														
Mobile no.	9946428776																														
Registered Email	mail@emeacollege.ac.in																														
Alternate Email	iqac@emeacollege.ac.in																														
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)	http://emeacollege.ac.in/Uploads/Files/AQAR%202018-19.pdf																														
4. Whether Academic Calendar prepared during the year	Yes																														
if yes, whether it is uploaded in the institutional website: Weblink :	http://emeacollege.ac.in/Uploads/Files/EMEA%20CALENDAR%20TOTAL%2016%20PAGES.pdf																														
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B++</td> <td>81.80</td> <td>2005</td> <td>21-Sep-2005</td> <td>20-Sep-2010</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.02</td> <td>2014</td> <td>10-Dec-2014</td> <td>09-Dec-2019</td> </tr> <tr> <td>3</td> <td>A</td> <td>3.13</td> <td>2021</td> <td>01-Mar-2021</td> <td>28-Feb-2026</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B++	81.80	2005	21-Sep-2005	20-Sep-2010	2	A	3.02	2014	10-Dec-2014	09-Dec-2019	3	A	3.13	2021	01-Mar-2021	28-Feb-2026
Cycle	Grade	CGPA	Year of Accrediation	Validity																											
				Period From	Period To																										
1	B++	81.80	2005	21-Sep-2005	20-Sep-2010																										
2	A	3.02	2014	10-Dec-2014	09-Dec-2019																										
3	A	3.13	2021	01-Mar-2021	28-Feb-2026																										
6. Date of Establishment of IQAC	17-Nov-2005																														
7. Internal Quality Assurance System																															

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
AQAR Submission	15-Mar-2020 7	115
SSR Submission	23-Jan-2020 45	115
Curriculum Feedback	09-Dec-2019 7	240
Mock Visit	02-Nov-2019 1	70
Interactive Session on NAAC Accreditation	02-Nov-2019 1	70
Orientation on NAAC Accreditation to Steering Committee Members	10-Sep-2019 1	38
NAAC Steering Committee Formation	12-Aug-2019 1	72
LMS Workshop	29-Aug-2019 1	72
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	miscellaneous	UGC	2019 365	116250
Institution	Other Central Govt. Departments	RUSA	2020 365	2500000
Institution	Grants received from State Government	Grants received from State Government	2019 365	55974022
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional

Yes

website	
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	72300
Year	2019

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Principal Club: Platform for Advanced Learners Research Promotion
 Incentives/Awards LMS Workshop Orientation on NAAC Accreditation Interactive
 Session on NAAC Accreditation Mock Visit Curriculum Feedback

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To Conduct Learning Management Workshop NAAC Steering Committee Formation for 3rd Cycle NAAC Accreditation Orientation on NAAC Accreditation to Steering Committee Members Interactive Session on NAAC Accreditation Mock Visit Curriculum feedback AQAR 201819 Submission Alumni Awards 2020 IQAC Awards	Learning Management System (LMS) Workshop organized by IQAC on 29th August 2019. The workshop was held at Computer Lab for Humanities. Sri. Damodar Prasad.D (Director, EMMRC Dean, Faculty of Journalism, University of Calicut) was inaugurated the workshop. Dr. G. Janaki (Senior Project Officer, Teaching Learning Centre, IIT Madrass, Chennai was the resource person. She delivered two sessions on the title Learning Management System and ELearning Tools. 40 teaching staff were attended the workshop. Steering Committee for NAAC Accreditation 2020 was formed with seven Criteria Coordinators, Chairmen and Members. Criteria Chairman Coordinator 1.Curricular Aspects Dr. Abdul Muneer.V Dr. Afsal P.C 2.Teaching Learning Evaluation Mr. Abdurazaque.PM Mr. Abdul Jaleel 3.Research Innovation and Extension Dr. Krishnakumar.T Dr. Mashoor.K 4.Infrastructure and Learning Resources Mr. Askarali.A Ms. Houlath.K 5.Student Support and Progression Dr. Jamsheela.O Mr. Firoz.K.T 6.Governance, Leadership and Management Dr.

Shamsudheen.E Mr. Aboobacker Sideeque.K
 7.Institutional Values and Best Practices Dr. Mohammed Haneefa.P Mr. Rafeeque Ali Mundodan Dr. Zacaria.T.V. (NAAC Coordinator) delivered an orientation lecture on NAAC Accreditation Process on 10th September 2019, which was held at seminar Hall. NAAC Steering Committee Chairmen, Coordinators and Members were attended the session. An interactive session on NAAC Accreditation Process was held at Seminar Hall on 02/11/2019. Prof. Imbichikoya (NAAC Peer Team Member and Former Principal, Farook College) and Dr. Mohammed Ali (Former Principal MES College Valanchery) were the resource persons. Prof. Imbichikoya (NAAC Peer Team Member and Former Principal Farook College) and Dr. Mohammed Ali (Former Principal MES College Valanchery), Dr. C.P. Ayooob (Principal) and Dr. Zacaria T.V (NAAC Coordinator) were the members of the Mock Visit. Curriculum feedback of pending years from five stakeholders - Alumni, Pass out students, Parents, Teachers and Employers were collected and analyzed with the statistical software SPSS. AQAR 201819 was submitted on 15/03/2020 Proposed to conduct the Alumni Award Ceremony in the first week of June 2020. Instituted two more Alumni awards this year. Proposed Alumni Awards are: 1. Best Alumni Chapter Award 2. Best Entrepreneur Award 3. Best Teacher Award (Higher Education) 4. Best Teacher Award (General Education) 5. Best Researcher Award 6. Best Sportsperson Award 7. Best Artist Award 8. Best Professional Award 9. Best Trainer Award 10. Best Social Worker 11. Best Women Entrepreneur Award 12. Best Alumni Batch Award The following awards were instituted by IQAC 1. Best Teacher Award 2. Best Department Award 3. Best Administrative Staff Award

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Staff Council	31-Dec-2020

<p>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</p>	<p>Yes</p>
<p>Date of Visit</p>	<p>24-Feb-2021</p>
<p>16. Whether institutional data submitted to AISHE:</p>	<p>Yes</p>
<p>Year of Submission</p>	<p>2020</p>
<p>Date of Submission</p>	<p>22-Aug-2020</p>
<p>17. Does the Institution have Management Information System ?</p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>College Management Information System has following Modules 1 Academic Administration 2 Attendance 3 Examination 4 Time Table Module 5 Financial Accounts 6 Staff Performance Evaluation 7 Portals 8 Android Mobile App Functional Details of the above Modules are Attached ACADEMIC MANAGEMENT ? Institution, Streams, Courses, Class, Batch Academic Year Settings ? Academic Calendar ? Classes and Semesters settings to set up start date and end date of each programmes or semesters, Attendance blocking facility for individual classes till specified dates ? Setting up admission quota for different categories like General, Management and Community Quota with option to categories students accordingly.. Student Management ? Student details entry at the time of admission with option for mandatory fields ? Parent Master along with student details entry ? Upload student photo ? Search for student details with admn. no, name etc ? Student Roll No generation with option for different sort orders ? Generate/entry identification nos. Like University regno based on admn.no. ? Promotion of students ? Shifting of students to different courses ? View/change status of students like active, tc issued etc.? TC Issue ? Import student data using excel formats ? ID Card Printing Faculty Details ? Faculty / Staff Grades ? Staff access to concerned classes ? Paper settings for</p>

teachingfaculty ? HOD Class Tutors ? Staff JobPositions Customized Certificates ?Transfer certificate, Course ConductCertificates ? Other customizedcertificates upon request Reports ?Student details report having option to set columns dynamically ? Nominal RollsCategorized Nominal Rolls ? Studentwise Record (Profiles) ? Address Slips? Promotions List ? TC Register ?Teacher/ Staff Profile ? Hours Engagedreport ? More than 30 reports withvarious details in Academics ATTENDANCE? Various types of attendance entries ?Attendance entry from teacher login forpaperwise class attendance entry ?Attendance entry from Admin/HOD/Tutorlogin for special occasions with option to update paperwise class attendanceentry ? Absentees only entry option ?Student wise attendance entry forselected months ? Block attendanceentry for a class till specified date ? Attendance calculation based on collegecalendar working days or calendar days? Setting regular class on holidays andvice versa ? Duty Leave entry forstudents involvement in officialactivities Reports ? Studentwise dailyand monthly reports ? Studentwiseattendance percentage for a givenperiod ? Attendance shortage list/irregular student list ? Consolidatedpaperwise attendance register ?Unmarked staff list / Unmarked hoursTIME TABLE ? Day and Period Settings ?Semester wise day periods ? Subjectsgrouping for Time Table ? Manual TimeTable Entry ? Holiday Adjustment ?General Time Table ? Work Adjustmentfor staff on leave with attendanceentry option for the adjusted staff intheir portals ? Reports EXAMINATION ?Subjects and Subject componentssettings ? Grouping of subjects tofacilitate common subject for differentcourses ? Papers taught in a class withgrouping facility for timetablearrangements ? Internal mark componentsand mark distribution

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution has a well-planned and documented process for an effective curriculum delivery by using tools like Teachers Diary, Academic calendar, Semester/ Annual Plans and Course Design. ICT is being used to make the process more fruitful. Teachers Diary: Teachers Diary helps the faculty deliver curriculum by framing out the academic and classroom activities for a semester/year. For the purpose of curriculum delivery, the diary mainly contains general instructions related to teaching learning process, calendar, number of working days, time table, workload statement ,teaching plan, activity register for curricular and co- curricular activities, internal examination details, semester report, record of additional duties assigned, details of examination duties, and student feedback forms . Teacher’s diary thus helps both effective curriculum delivery and a proper documentation of the process. College Calendar: The college calendar published annually presents the details of programmes, courses, and curricular and co-curricular facilities the college provides. The detailed list of courses that fall under different UG and PG programmes is another attraction of college calendar. It also contains a brief profile of the faculty members and the non-teaching staff, general rules and regulations, fee details, details of scholarships, library rules, details of anti-ragging regulations and regulations for CBCSS 2014. Course Outline: A separate course outline for each course is made available to students at the beginning of the semester. It contains the number of credits, course description, course objectives, course outcome, teaching methods, details of text books and reference materials, assessment methods which includes both continuous internal evaluation and External examinations, graduate attributes, course schedule and contact details of faculty member(s). Total Campus Solution: TCS or Total Campus Solution is a multipurpose online platform used by the institution for administrative and academic purposes. It includes modules like academic management, student management, faculty details, Attendance, Time Table and Examinations which support effective curriculum delivery. TCS Mobile App The android version of TCS directly supports effective curriculum delivery and its documentation process. The mobile app is mainly used for marking attendance and assessment details of the students. Learning Management System (LMS) LMS platforms like Edmodo and Google Classrooms are mainly used for the conduct of internal evaluation. Social Media WhatsApp, one of the popular messaging platforms is widely used in curriculum delivery. Syllabus, Lecture notes, syllabus-oriented voice clips, videos, Power Point Presentations, additional reading materials, messages regarding additional contact classes, assignments, test papers, internal marks are being circulated by using class wise WhatsApp groups. Principal and HODs of various departments have been entrusted with the duty of monitoring the process of curriculum delivery and its proper documentation. Agencies like College Council and IQAC also play the supervisory role in this regard. Periodic meeting of these bodies assess the quality of the process and suggest remedial measures, if found necessary.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate course in Computerised financial Accounting	Nil	01/03/2019	180	Accountant (employability)	Skill Development
Certificate	Nil	01/03/2019	180	AcMobile Technology (Skill Development

Course on Android Applications				Employability)	
	Nil	01/03/2019	180	Data entry	Personality development
Certificate Course in Word Processing and Data Entry					
	Nil	01/03/2019	4	Nil	Personality Development
Certificate Course in Pre Marital Counseling					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	485	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course in Leadership Skills	16/06/2019	60
Certificate course in Disaster Management	18/07/2019	34
Certificate course in Legal Awareness	12/07/2019	35
Certificate Course in social Work	20/10/2019	50
Certificate Course in Palliative and Geriatric Care	09/07/2019	35
Certificate Course in Survey Research	10/10/2019	58
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	CA and Co-operation	109
BBA	Business Administration	53
MCom	Commerce	19
MA	Economics	19
BA	Economics	48
MA	History	16
MSc	Microbiology	6
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Feedback is collected from five types of stake holders. 1. Students 2. Teachers 3. Employers 4. Alumni. and 5. Parents. Separate questionnaires are used for collecting the feedback. Data Analysis and report preparation is done by IQAC by using different statistical tools and techniques. The Curriculum monitoring committee which constitute the members various BOS consider these report and suggest changes in the curricular aspects. In the recent past, The institution has received specific feedback from stake holders to improve the quality of curriculum in relation to the usage of ICT enabled teaching learning methods, scientific component of the curriculum, academic flexibility</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	History	31	274	31
MA	English	30	411	29
MA	Economics	30	391	30
BA	English	68	6332	68
BA	Economics	68	5309	68
BA	West Asian Studies	68	1784	68
BSc	Microbiology	55	3877	52
BSc	Computer	55	1583	50

	Sciece			
BSc	Biochemistry	49	493	45
BSc	Biotechnology	49	703	45
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	589	139	28	4	9

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
76	76	6	40	1	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

On an average, 20 students have been assigned one teachers as his/her mentor. Following are the major benefits expected from mentoring system. 1. Enhances confidence and offers challenges to set higher goals take risks and achieve at higher levels. 2. Individual recognition and encouragement. 3. Psychosocial support. 4. Advice on balancing range of academic and professional responsibilities. 5. Provides role modeling for professional leadership and facilitates the development of increased competencies and stronger interpersonal skills

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1736	72	1:24

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
72	72	Null	Null	17

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Mohammed Shafi.T	Assistant Professor	Best NSS Programme Officer,

[View File](#)**2.5 – Evaluation Process and Reforms**

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MSc	Nill	4	16/04/2020	20/05/2020
MCom	Nill	4	16/04/2020	20/05/2020
MA	Nill	4	16/04/2020	20/05/2020
BA	Nill	6	08/04/2020	15/05/2020
BSc	Nill	6	08/04/2020	15/05/2020
BCom	Nill	6	08/04/2020	15/05/2020
BBA	Nill	6	08/04/2020	15/05/2020

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The continuous internal evaluation is an integral part of evaluation system irrespective of programs and courses. It has been given a share of 20 total value in the process of evaluation with four components Test Papers 50 Seminars 25 Assignments Attendance 25 Test Paper • Internal exams are conducted at least twice in a semester. As a step to make the internal test papers more transparent the college follows a practice of appointing one of the faculty members as Controller of Examinations for Internal Examinations who shall be responsible for conducting the written tests scientific and transparent. Two more assistant controllers are appointed to help the controller. • As an act of reforms, we have implemented a new method successfully which reduces the chances of malpractices to a great extend. The method includes two boxes containing numbered coins with two different colours kept with the invigilator in each hall. In each bench, side seats are numbered with one colour and middle seats with the other. Students are allowed to take a numbered coin of the respected colour and are seated there. With this, students will not be having any clue regarding their seat in advance, which reduces their chances for malpractices. After the exams, answer scripts are collected and are distributed to the concerned teachers for valuation. A last date is mentioned for publishing the results. • Receiving financial assistance from Parent Teacher Association the college has set up a separate examination hall with a seating capacity of 150 and CCTV surveillance. • Question Bank consisting of previous questions papers is kept at departments and central library • Use of LMS platforms for the conduct of test papers Seminars/Assignments • Class room seminars • Online submission of assignments by using LMS platforms, email, •Use of WhatsApp for giving assignments Attendance • Introduced TCS Mobile App for attendance management with facility for student login with effect from 2017-18 • Introduced Automated Time and Attendance marking system to save time and money by eliminating a great deal of manual processes involved in attendance and leave entry and calculating hours attended. It also help teachers to prepare Auto-generate various types of reports of class or student attendance • Introduced a procedure for waiving unexcused status of student absence due to admissible grounds General Reforms • Use of class wise WhatsApp groups for the

purpose of publishing the draft / final list of internal marks and collecting feedback /grievances on the system of continuous evaluation. •Excuse orders for general purposes such as the conduct of national/ international seminars/ workshops, College Union elections, Fine Arts, Sports day and College Day. The new system consolidates and validates the request for excuses and issues general excuse orders to faculty members in charge of attendance management.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college follows the academic calendar of the University of Calicut. The University of Calicut prepares academic calendar before the commencement of each semester and is published in the University website. Based on the academic calendar prepared by the university, institute prepares an institutional level academic calendar for the smooth functioning of academic as well as extracurricular activities planned in the current semester. The academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. The college prepares this for odd and even semesters with the approval of the college staff council at the beginning of the year and strictly adheres to it. Our academic calendar provides important information about teaching dates, the dates for submitting the assignments and seminars, the dates of the internal tests, the dates for publishing internal marks and also the date for students grievance related to internal marks. The academic calendar is accessible on the college website. A hard copy is displayed on the notice board of all departments at the commencement of each semester. Each subject teacher prepares their own course material based on the prescribed syllabus given by the university, which is distributed to the students for reference. This ensures successful completion of all modules within the allotted time span. The college conducts two internal exams during a semester. The date of the first internal examination is fixed by the concerned faculty tentatively in the first week of August for odd semester and in the first week of January for the even semester. The second centralized internal examination is conducted with a general timetable, invigilation list and seating arrangement probably in the third week of October for odd semester and first week of March for even semester students. The valued answer sheets are given back to the students for their scrutiny. Students can appear for the university examination, only if he/she attains a minimum of 75 percentage attendance in each subject. Monthly attendances are displayed in the notice board of each department in order to make students aware about their attendance status.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.emeacollege.ac.in/Home/academics/UGProgrammes>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ECO	BA	Economics	56	40	71.42
BC	BCom	Cooperation	58	47	81.03
ENG	BA	English	41	34	82.92

MBG	BSc	Microbiology	27	18	66.6
WAS	BA	West Asian Studies	50	30	60
BCS	BSc	Computer Science	27	15	55.5
BTY	BSc	Biotechnology	29	24	82.75
BCH	BSc	Biochemistry	31	23	74.19
ECO	MA	Economics	19	18	94
MBG	MSc	Microbiology	12	11	91
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.emeacollege.ac.in/Home/IOAC/Students%20Satisfaction%20Survey/1985>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	182	Non Governmental	0.08	0.08
Minor Projects	364	Non Governmental	0.12	0.12
Minor Projects	364	Non Governmental	0.12	0.12
Minor Projects	364	Non Governmental	0.12	0.12
Minor Projects	184	Non Governmental	0.08	0.08
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
One day state level seminar on Financial Planning	Commerce	20/09/2019
Value Ethics in Management	Commerce	30/10/2019
THESPIANS	English	30/07/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Computer Science	9	3
International	Microbiology	2	1.3
National	Microbiology	1	00
National	History and West Asian Studies	2	00
International	Commerce	13	3.4
National	Commerce	13	00
International	Economics	2	0.5
National	Economics	3	00
National	English	3	00
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	5
Biotechnology	8
Arabic	4
Microbiology	4
English	2
Biochemistry	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
IMPACT OF GST ON RETAIL TEXTILE BUSINESS -A CASE STUDY OF SHOPS IN CALICUT CITY	Dr. Ayoob C.P	INTERNATIONAL JOURNAL OF MANAGEMENT , IT ENGINEERING	2019	Nil	--	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	Nil	12	Nil	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Socioeconomic and health survey	Pallikkal Grama Panchayath	7	217
Digital Literacy Programme	Pallikkal Panchayath	6	140
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Socio economic survey	Letter of	Nil	Nil
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship	Manjeri cooperative Urban Bank	26/12/2019	02/01/2020	5
Market Survey	Market Survey	Impex	27/12/2019	17/01/2020	4
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Kerala State Electronics Development Corporation Limited	01/07/2019	Facilitation support	500
ISDC	01/07/2019	CMA Training	60
Almire, Pvt, Limited, Kakanad	01/07/2019	Student based Internet Channels, and Enterprenourship promotion	600
Amplicone Biolabs	01/07/2019	1. Lab visit 2. Training, 3. Prooved facility for Short term prprojects	55
Deaprtment of	01/07/2019	1. Research	54

Economics, Amal College		collaboration 2. Library use 3. Joint Seminars 4. Knowledge exchange	
Deaprtment of Economics, PSMO College	01/07/2019	1. Research collaboration 2. Library use 3. Joint Seminars 4. Knowledge exchange 5. Provides Research centre	132
Department of Biotechnology, SAFI Institute of Advance Study, Vazhayoor	01/07/2019	Co-operate in the exchange of information, joint research projects, f) Faculty and student exchange programs, Seminars	92
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
584	584

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA Open Source Integrated Library System	Fully	18.05.05	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	23259	8091596	483	77573	23742	8169169
Reference Books	2963	2861572	483	77573	3446	2939145

e-Books	3164309	Nil	300	Nil	3164609	Nil
Journals	46	80068	2	4000	48	84068
e-Journals	6150	Nil	1	Nil	6151	Nil
Digital Database	1	Nil	Nil	Nil	1	Nil
CD & Video	286	Nil	Nil	Nil	286	Nil
Weeding (hard & soft)	15	750	Nil	Nil	15	750
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Aboobacker Sideek	E-commerce	NPTEL	20/02/2020
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	164	2	131	18	1	10	10	100	8
Added	14	0	14	0	0	1	0	50	0
Total	178	2	145	18	1	11	10	150	8

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.16	1.16	583	583

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Laboratories: There are mainly 6 labs in the college for various subjects. All are well equipped, well maintained student friendly lab with qualified and well experienced technical assistants. The Heads of the department concerned is responsible for taking care of their labs. A teacher is appointed as lab in charge and he is responsible for maintaining the laboratories, in concurrence with the Head of the department and Principal. The lab assistants in the laboratory assist teachers and students effectively and are responsible for taking care of the cleaning and arrangement of labs and its equipments.

Library: The library offers various services to its users like automated circulation system, online Bibliographic service, internet browsing, use education, inter-library loan service, newspaper clipping etc. The library has separate lounge for PG section, new arrival display, and separate section for career guidance and rare collections. Moreover, the library has its own facilities like Wi- Fi facility, Drinking Water, Shelves for personal belongings, utility area for usage of laptops and charging facility and toilet facility. Library has CCTV Surveillance to monitor activities of students and other patrons towards security measures. The college library is having the membership of UGC INFLIBNET consortia that provides access to 6,000 e- Journals and more than 3 million e-Books. The library assistant facilitates the effective functioning of the Library and proper maintenance of the gadgets and equipment's therein. The Librarian will inspect and monitor all the maintenance works in the library. There is a library advisory committee to look after the smooth functioning and proper maintenance of library facilities. The IT facilities in the library shall also come under the purview of AMC. Sports complex Volleyball Courts Basketball Court Badminton Court Some of the campus specific initiatives undertaken to improve physical ambience: Extension of class rooms in the main block. New Commerce Block opened in 2016 New Canteen in 2016 Audio Visual Theater (AVT) was setup in 2018 under UGC Scheme New Business Administration opened in 2018 New Building for Co-operative Store 2019 New Reading Room in Ladies Hostel 2019 Renovation of Computer Science Lab 2019. The sports infrastructure was augmented with the construction of tennis court and basketball court in 2018 Renovation of football court and volleyball court (2018) Construct a separate toilet facility for boys (2017) Renovation of Ladies waiting room.(2018) New Examination hall with CCTV surveillance (2017) New College 2 buses for girl students (2018) LED Display board and name board (2018) New Examination Room(2018), New Car Parking Area for Staff (2020), Open Air Theatre (2020), New Cafeteria (2020), Rain Water Harvesting Plant (2020)

<http://emeacollege.ac.in/SSRDocs/CRITERION%204/4.%204.2%20Maintenance%20of%20all%20facilities/4.4.2%20Use%20of%20facilities%20by%20others/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	PTA Scholarship and Freeships	546	4537500
Financial Support from Other Sources			
a) National	Post Metric and Cental Sector	799	5119030
b)International	Nil	Nil	Nil
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial

coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Guidance of Competitive Exam	19/03/2020	668	Departments
Career Counselling	16/08/2019	530	Clubs and Associations
Soft Skill Development	14/11/2019	1691	Clubs and Associations
Remedial coaching	11/09/2019	165	Departments
Bridge courses	20/06/2019	452	Various Departments
Language Lab	28/11/2019	56	English Department
Yoga and Meditation	21/06/2019	71	NCC and NSS
Personal Counselling	25/03/2020	9	Counselling Cell

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Guidance of Competitive Exam	179	489	8	20

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
18	18	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Tata Consultancy Service	8	1	Indian army Recruitment	4	1

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	7	EMEA college	BBA	Various	Various
2020	7	EMEA College	BSc Computer Science	Various	Various
2020	8	EMEA College	BA WAS	Various	Various
2020	26	EMEA College	BCom CA	Various	Various
2020	24	EMEA College	BCom coopertion	Various	Various
2020	7	EMEA college	Biotechnol ogy	Various	Various
2020	18	EMEA College	Microbiology	Various	Various
2020	14	EMEA college	Economics	Various	Various
2020	18	EMEA College	English	Various	Various
2020	10	EMEA college	Biochemistry	various	various

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	8
SET	2

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Arts Day	College Level	1455
Sports Day	college Level	1400
Volleyball	University	20
Weight Lifting	University	9
Badminton	University	7
Football	University	20
Basket Ball	University	8
Takewondo	University	3
Whresthy	University	6

Christmas, Onam and Bakrid celebration	College Level	1400
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	South Zone Inter university football winner	National	1	Nil	Nil	Sohail.T
2019	South zone Inter univrsvity football winner	National	1	Nil	Nil	Nizamudh een
2019	South Zone volleyball	National	1	Nil	Nil	Dhilsin.K
2019	South Zone Volleyball	National	1	Nil	Nil	Deepan.v.J
2019	National vlleyball	National	1	Nil	Nil	Danish

[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Inculcating democratic values into young minds, this institution has a well-functioning student union constituted in accordance with the rules and regulations issued by the University of Calicut and the recommendations of Lyngdoh Committee Report. The members of the college union are elected directly by the students upholding the principle of one man one vote one value. Voting is held according to secret ballot system whereas the victory of a candidate is decided on the basis of simple majority system. The union comprises the following positions: • Chairperson • Vice Chairperson • General Secretary • Joint secretary • University Union Councilors (2 Nos) • Student Editor • Fine Arts Club Secretary • General Captain (Sports Secretary) • First Degree Representative • Second Degree Representative • Third Degree Representative • PG Representative • Department Association secretaries (9Nos) College union usually conducts the following programs • Oath taking • Help Desk at the time of first year UG/PG Admissions • Welcome Party for New Comers • Independence day Celebration • Teachers day • Blood Donation • Activities of Department Associations • Human Rights Day Celebration • PG Meet • Relief Activities • Arts Festival which includes competitions on off stage and stage items • Sports Day • Mehenthii Fest • Onam Celebration • Free Medical Camps in the adopted village • Extension activities • Invited Talks • Grievance redress • College Day Celebration • Manuscript Magazines • Annual Magazines Students enthusiastically participate in academic and administrative activities particularly in committees like Internal Quality Assurance Cell (QAC), RUSA

Project Monitoring Committee, Antiragging committee, library advisory committee, fine arts committee, sports committee, Women cell and in Students Grievance Cell as well. Moreover, the students actively involved in the organization of regional national and international seminars, inter collegiate meets, inter university meets, national integration camps etc. The clubs and associations are mainly led by student leaderships.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Old student's association of EMEA, a registered society under Societies Registration Act XXI of 1860 (No. MPM/CA/348/2019) is the official platform of college alumni. It is commonly known as OSAEMEA. It has a well written by-law with a clear objective resolution. Some of the major objectives 1.The main purpose of the association is to provide an organization through which the alumni of EMEA. COLLEGE, KONDOTTI, faculty, staff and students of the college can interact with each other for mutual benefit. 2.To facilitate and encourage alumni to contribute towards improvements in the status of the college in areas pertaining to academics, infrastructure, industry interactions and any other area that the alumni and the college feel appropriate. 3.To facilitate improvement in networking among alumni. 4.To provide a platform for social interactions and enable higher levels of interactions. 5.To enable interactions between alumni for mutual benefit in academic, employment/ or business areas. 6.To provide assistance to alumni and their families where deemed fit by the association. Alumni Chapters College has active alumni chapters in UAE, Jidda and Riyadh. The batch meets have become common on the campus with unique plan of actions. These constituent units of seems to make the old students union of the college more vibrant.

5.4.2 – No. of enrolled Alumni:

1200

5.4.3 – Alumni contribution during the year (in Rupees) :

120000

5.4.4 – Meetings/activities organized by Alumni Association :

1. Batch meet of commerce degree batch 2008-09 and 2011 and 12 on 25-12-2019 2. Batch meet of Economics degree 2012-15 on 25-11-2019

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Governing body, Principal, Staff Council and IQAC formulate working procedures and designate the academic and functional decisions of the institution. Head of the committee has the authority completion of the work. The college constitutes nine departments with various academic disciplines. Premier authority of the department is given to the head of the department. The functional autonomy aids to the enrichment and successful accomplishment of each departments. Also, all the faculty members have availed the freedom to create and establish academic excellence. Along with the head of the department faculties are empowered and have availed the independency to design and implement program for the Excellency of the department. HOD s have the authority to take independent decisions regarding the finalization of academic calendar, schedule and finalize internal assessment, field visit, organizing workshops, seminars and

various departmental programmes. Financial authorization has given to HODs and library committee to purchase of needed books and things for maintaining the academic excellence up to a certain amount. Co-ordinators of different clubs and forums schedule and execute their programs. Also each committee members are in charge of taking decisions on scheduling and organizing the events. The committees are formulated ensuring participation to staffs and students, and the institution assures that all faculties are part of different committees. The co-ordinators are appointed on rotational basis. Under the guidance of staff advisor the student union of the institution co-ordinates and conducts various literacy and cultural activities of the college. . The Office Superintendent has the prime authority In the case of the administrative work, Under the Office Superintendent, all the non-teaching staff work. All the new circulars from the University and the Government are communicated and discussed with the office staff. Therefore, there is a good work culture between the teaching and the non-teaching staff. Besides, under the Career Advancement Scheme, there is decentralized system in our college. Initially, the eligible teacher has to make an application towards the IQAC Coordinator for availing the Career Advancement Scheme. IQAC is empowered to take decisions on quality improvement of the institution and making purchase decisions on ICT and related services as necessary. The planning committee independently collects information from various departments regarding the academic and infrastructure requirements of the coming academic year and makes independent decisions in consultations with the Principal and the finance committee. The IQAC will verify the eligibility of the concerned teacher. Once the IQAC is satisfied with the eligibility criteria for promotion then the IQAC suggests to the concerned teacher for the preparation of his / her proposal for availing CAS. The CAS Committee from the University will be called for the screening / selection of the teacher under CAS. All the documentary evidences will be verified and evaluated by the CAS Committee. Finally, the proposal is forwarded to the University for the sanction and all the CAS benefits are given to the concerned teacher. Under this system, the Institution bestows all the rights to the IQAC.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	The research committee is made the main catalyst of quality improvement in research and development. IQAC is also instrumental in promoting research activities. In the year 2018-19, it has organised APLAUSE 2019 to honor the contributions of faculty and students with publication.
Teaching and Learning	Teaching and Learning: The quality of teaching is enhanced mainly by faculty empowerment which is carried out in a multifaceted manner. Firstly, every newly recruited faculty member need to attend orientation programme as a mandatory condition for promotions. Secondly, they are assigned with specific roles in teams led by senior

faculty members. There are also institutionally organised informal motivation talks by senior faculty members. The learning process is made more effective by using learner centred methods. Due importance is given to assignments, student seminars, study tours, industrial visits, use of elearning resources etc.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	1. E TIME Track 2. Course Out Line
Finance and Accounts	EASY BIZ-MeshiLogic Software Consultants, #210, Neospace, Kinfra Techno Industrial Park, Kakkancheri, Kerala, India
Student Admission and Support	TCS M- Governance Mobile App MeshiLogic Software Consultants, #210, Neospace, Kinfra Techno Industrial Park, Kakkancheri, Kerala, India
Examination	EDMODO - Free Software, Google Class, Google forms

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Nill	Nill	Nill	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Learning Management System Workshop	Nill	29/08/2019	30/08/2019	40	Nill
2019	Training programme on TEC Mobile App for Teaching Staff and	Training programme on TEC Mobile App for Teaching Staff and	14/11/2019	14/11/2019	37	15

Non Teaching Staff	Non Teaching Staff			
--------------------	--------------------	--	--	--

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Centre for Academic Leadership and Education Management (CALEM) workshop	36	02/04/2019	05/04/2019	4
Procurement through government e-market palc (GeM)	1	02/04/2019	05/04/2019	4

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Family Get-together, Family tours, Festival Allowances, Loan Schemes,	Special Festival Allowances, Get-together	Variety entertainments, Management sponsored special food during special occasions, Hostel college day celebrations, Food and accommodations at subsidized rate.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college, being a government aided college, receives funds from agencies like UGC and RUSA. It also receives funding from the Management, Parent Teacher Association (PTA), and Alumni Associations. In addition to this, students enrolled here receive funds from central and state government departments in the form of fee concessions and scholarships. The Institution has a transparent and well planned financial management system. Principal and the purchase committee supervise and ensure that all financial transactions are done after due care and as per rules. The institution has well-defined mechanisms for external and internal audit for both Government and Management accounts separately. Audit of Funds received from UGC and other government sources The usage of all government funds are subjected to a minimum three level audit Audit by Chartered Accountant, Audit by the Office of Deputy Director, Collegiate

Education, Government of Kerala and by Auditor General of Kerala . In addition to this, the utilization of UGC funds is subjected to audit from UGC SWRO, Bangalore whenever it is found necessary. Furthermore, the Auditor General of India is also entitled to audits these accounts on random basis. 1.Chartered Accountant- As per the sanction letter for such grants/funds, the income and expenditure statement are initially submitted to an external registered Chartered Accountant. The audit report issued by the auditor with utilization certificate and all necessary ratified accounts are submitted to the concerned sanctioned authorities. 2.Directorate of Collegiate Education-At the time of annual audits by the Directorate of Collegiate Education, the audit team verifies all the financial documents related to the public funds utilized by College. After hearing the clarifications and corrections, the final accounts are settled. 3.Accountant General, Kerala-The Accountant General, Kerala also conducts their periodic verification of all the accounts sanctioned by the Government. Their suggestions and directions are also incorporated in the further utilization of the funds. Grants and funds sanctioned by Management The utilization of non-governmental funds is also subjected to audit at regular intervals. Following are the major types of audit mechanism in this regard.

1.Audit by Chartered Accountant: All non-governmental accounts are regularly audited by chartered accountants. These accounts include management funding, PTA funds, Alumni Fund, Contributions from philanthropists, fees from self-financing course, Conveyance fees, Hostel fees, income from certificate course, etc. 2.Internal Audit by Finance Committee: The finance Committee headed by the treasure of the management committee conducts regular internal audit of management accounts. They also audit the utilizations other non-governmental funds by using the office of Principal, who is an ex-officio member of the management committee 3.Internal Quality Assurance Cell: IQAC of the college is also auditing, of course in an informal manner, the utilization of funds from governmental and non-governmental sources.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.	Purpose
Alumni Association, Retired Staff and PTA Fund	270000	Scholarships, Charity and Cash Prize to best outgoing students
View File		

6.4.3 – Total corpus fund generated

9534206

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Retired Principals	Yes	IQAC
Administrative	Yes	Prasad and Associates	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Shihab Thangal Memorial Scholarship 2. Installation of Incinerator 3. Hindu daily to Selected Advanced Learners
--

6.5.3 – Development programmes for support staff (at least three)

1. LMS workshop 2. CALEM Workshop 3. TCS Training Programme

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Professional Development Programmes (PDP) 2. Principal Club of Advanced Learners 3. 100 percent ICT Enabled Classrooms

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	LMS Workshop	29/08/2019	29/08/2019	29/08/2019	40
2019	Training programme on TCS Mobile App	06/09/2019	06/09/2019	06/09/2019	52

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
EKF 2020	17/02/2020	18/02/2020	140	60
THESPIAN 2k19	30/07/2019	30/07/2019	110	50
FIT INDIA Walkathon	18/01/2020	18/01/2020	60	30
Yoga Practice for women	21/06/2019	21/06/2019	30	15
Should our syllabus discuss sexual orientations?	20/03/2020	20/03/2020	108	45
Pre Marital Counselling	06/04/2020	06/04/2020	42	8

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Installation of incinerator, 90 percent lighting power requirements met through LED bulbs, 8 percent of total power requirement met through renewable energy sources and Rain Water Harvesting

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	12
Ramp/Rails	Yes	3
Rest Rooms	Yes	12
Scribes for examination	Yes	12
Braille Software/facilities	Yes	1
Special skill development for differently abled students	Yes	4
Any other similar facility	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	06/06/2019	1	Environmental Awareness Program	Environment conservation	100
2019	1	1	09/11/2019	1	Nature Camp	Environment Awareness	55
2019	1	1	14/12/2019	1	Energy Conservation Rally	Energy conservation Awareness	60
2019	1	1	23/09/2019	1	Give Blood Give Life- Blood Donation Camp	65 NSS Volunteers donated blood in this camp	65
2020	1	1	23/03/2020	1	Uravathedunna paravagalkkai Kudineeru	Providing water to birds	1450
2019	1	1	09/08/2019	12	Kerala Flood Relief Activities	Flood Relief	100

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Diary and Hand Book	06/08/2019	The college diary multipurpose handbook published every year and distributed among students. The main content is a code of conduct for students. Abstract of anti -ragging regulation is the main highlight. As a following up action, the campaign committee constituted exclusively for creating awareness about the menace of ragging and related incidents, unleashed a massive campaign in the month of July and August.
Flood Relief Activities	09/08/2019	opened an active rescue operation in the college during the flood time. 100 volunteers participated and collected the required materials like rice, vegetables, medicines etc
Blood donation Camp	23/09/2019	Blood donation camp conducted at adopted village in collaboration with MASC club Kumniparamab. 40 Philanthropists donated blood in this programme

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
seminar on tuberculosis and its diagnosis	26/11/2019	26/11/2019	200
World Aids day	01/12/2019	01/12/2019	95
Environmental Day	05/06/2019	05/06/2019	160
Vigilance Awareness Day	31/10/2019	31/10/2019	66

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Installation of Solar Panel for alternative energy
2. Installation of incinerator
3. Plastic Free Campus
4. Paperless Office
5. Rainwater Harvesting

6. E-Waste Management 7.Solid Waste Management 8. Green landscaping with trees and plants 9. LED Bulbs 10. Green Audit

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Learning Management System (LMS) Workshop: Learning Management System (LMS) Workshop organized by IQAC on 29th August 2019. The workshop was held at Computer Lab for Humanities. Sri. Damodar Prasad.D (Director, EMMRC Dean, Faculty of Journalism, University of Calicut) was inaugurated the workshop. Dr. G. Janaki (Senior Project Officer, Teaching Learning Centre, IIT Madrass, Chennai was the resource person. She delivered two sessions on the title Learning Management System and E-Learning Tools. 40 teaching staff were attended the workshop. 2. IQAC Awards: The following awards were instituted by IQAC 1. Best Teacher Award 2. Best Department Award 3. Best Administrative Staff Award Awards distributed in the Alumni Award Ceremony 2020

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.emeacollege.ac.in/Home/IQAC/Best%20Practices/1986>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Policy of Social Inclusion: The formation of Ernad Muslim educational Association, the agency which runs this institution was an embodiment of the dreams of a group of social reformers who firmly believed in the policy of social inclusion. They wanted to establish a chain of educational institutions and cultural centers to bring those marginalized sections in Ernad, a backward region in erstwhile Malabar District of British India, to the mainstream of our social life. The following activities in the post accreditation (cycle 2) phase strongly endorse this institutional commitment to the policy of social inclusion. Equal Opportunity Centre (EOC) Around 98 percentage of student enrollment in the college is from OBC and SC categories. They need scholarships and fee concessions to continue their education. It is in this background, the college started an Equal Opportunity Centre (EOC) to help students availing scholarships and fee concessions. The centre has a teacher in Charge and a clerk to carry out its responsibilities. The performance of EOC during the assessment period seems to be encouraging. (Reports enclosed). The EOC organized a series of awareness campaign for making student aware of various scholarship schemes, eligibility criteria, documents to be submitted, selection process etc. Teacher in charge played the key role in the campaigning process. EOC is also conducting NET coaching Centre collecting a nominal amount as registration fee. Several hundred students from the neighborhood villages have used this centre for clearing UGC examinations. (A report of the NET coaching is enclosed) Student Initiative in palliative Care (SIP) Palliative care is another important area where the college has significant contributions. It has been an active partner of the activities of Pain and Palliative Care movement in Kondotti and has organized programs like fund mobilization, home care , free medical camps, paraplegia camps , donations of vehicles/materials to patients and disabled persons, festival kits, motivation talks, interaction with international SIP activists etc. Considering these achievements, among others the NSS unit of the college has been selected for the Best Unit award in the year 2019-20, instituted by government of Kerala. Mr. Mohammed Shafi, NSS a program officer was also honored with Best program Officer Award. College Alumni has taken a decision to support the SIP initiative to purchase a vehicle for home visits. Gender Sensitivity 60-70 percentage of the enrollment in this

college is girls. The process of women empowerment is vibrant on the campus. We have a state- of- the- art women's hostel with facilities for 200 inmates. The college women cell is instrumental in organizing gender sensitivity programs. The counseling cell of the institution has conducted pre-marital counseling course in the year 2019-20 in association with ministry minority affairs, government of Kerala. The visit of Sheethal Syam, a third gender social activist to the college campus as the chief guest to the inaugural function of the college union in 2018 was a declaration of our solidarity with sexual minorities. College also provides Girls only Bus services at a subsidy rate.

Provide the weblink of the institution

<http://www.emeacollege.ac.in/Home/index>

8.Future Plans of Actions for Next Academic Year

- To start more number of PG programmes in aided stream
- To construct Staff Quarters
- To construct separate Humanities Block
- To make the institution autonomous by the year 2025
- To start Boys Hostel
- To make commerce department as a research center by the year 2023
- To construct central instrumentation facility for bio-science departments
- Campus afforestation
- To construct indoor stadium