

GOVERNMENT OF KERALA

DIRECTORATE OF COLLEGIATE EDUCATION

**Proforma for the preparation of Annual Administration Report 2021-2022.**

1. (a) Name & address of the Institution with Pin code : EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTI KUMMINIPARAMBA, KONDOTTI, 673638.
- Telephone Number : 0483 – 2712030, 2713530.
- Fax Number : 0483 – 2713530,
- Web & E-mail address : [www.emeacollege.ac.in](http://www.emeacollege.ac.in) & mail@emeacollege.ac.in
- (b) Name & Mobile No.of Principal : Lt. ABDUL RASHEED.P & 9400600786
- (c) NAAC Accreditation Level : A grade
- (d) University to which affiliated : University Of Calicut
- (e) Name of Panchayat/Municipality/Corporation in which the institution is situated : PALLIKKAL PANCHAYATH
- (f) Year of starting : 1982
- (g) Name of courses offered: 1) (AIDED) BA Economics, BA English, BA west Asian Studies, B.com Co-Operation, B.com with Computer Application, Bsc Microbiology, BSc Computer Science, BSc Mathematics and Physics (Double main), MA Economics, M.com  
2. (SELF FINANCE) BBA, BSc Bio technology, Bsc Bio chemistry, Bvoc Logistics, BVoc Accounting and Taxation MSc Micro Biology, MA English and MA History.

2) (a) Students Strength during 2021 - 2022

Sl.No	Name of Course	Total Strength			Out of which SC Students			Out of which ST Students			Out of which Ph Students		
		Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
<b>AIDED COURSES</b>													
1	BA ECONOMICS	42	148	190	8	26	34	2	1	3	4	4	8
2	BA ENGLISH	37	152	189	9	20	29	1	0	1	4	3	7
3	BA WEST ASIAN STUDIES	49	134	183	6	22	28	0	0	0	4	3	7
4	B.COM COOPERATION	76	121	197	6	27	33	0	1	1	4	0	4
5	B COM COMPUTER APPLICATION	75	111	186	15	17	32	0	0	0	1	1	2
6	BSC COMPUTER SCIENCE	90	62	152	9	4	13	1	1	2	3	0	3
7	BCS MICROBIOLOGY	24	128	152	4	15	19	1	3	4	1	0	1
8	MA ECONOMICS	7	46	53	1	9	10	0	0	0	1	0	1
9	M COM	7	48	55	0	10	10	0	0	0	0	0	0
10	BSc Mathematics and Physics	17	26	43	0	0	0	0	0	0	0	0	0
<b>UNAIDED COURSES</b>													
1	BBA	139	55	194	1	1	2	1	0	3	0	0	0
2	BSC BIOCHEMISTRY	28	101	129	0	0	0	2	0	2	1	0	0
3	BSC BIOTECHNOLOGY	32	105	137	1	0	1	0	0	1	0	0	0
4	B VOC LOGIST	75	16	91	0	0	0	0	0	0	0	0	0
5	A VOC ACC	70	23	93	0	0	0	0	0	0	0	0	0
6	MA ENGLISH	10	48	58	0	0	0	0	0	0	0	0	0
7	MA HISTORY	7	46	53	0	1	1	0	0	1	0	0	0
8	MSC MICROBIOLOGY	4	33	37	0	0	0	0	0	0	0	0	0

2 (b) No. of Transgender students admitted during 2021-2022: Nil

2 (c) If Yes, Name of courses they are enrolled in : Nil

3.(a) Number of day scholars : all students above mentioned

a. Number of Boards: 1

4. Details regarding Scholarship 2021-22

**EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTI**

**DETAILS REGARDING SCHOLARSHIP 2021-22**

SL.NO	SCHOLARSHIP NAME	2021-2022											TOTAL	
		UG						PG						
		FRESH			RENEWAL			FRESH			RENEWAL			FRESH & RENEAL
AMOUNT	NOS	TOTAL	AMOUNT	NOS	TOTAL	AMOUNT	NOS	TOTAL	AMOUNT	NOS	TOTAL			
1	POST METRIC SCHOLARSHIP	5000	124	620000	5000	133	665000	6000	21	126000	6000	20	120000	1531000
2	CENTRAL SECTOR SCHOLARSHIP	10000	11	110000	10000	15	150000			0			0	260000
3	STATE MERIT SCHOLARSHIP	1250	1	1250			0			0			0	1250
4	DISTRICT MERIT SCHOLARSHIP			0			0			0			0	0
5	HINDI SCHOLARSHIP			0			0			0			0	0
6	SUVARNA JUBILEE SCHOLARSHIP	10000	14	140000	10000	23	230000	10000	7	70000	10000	1	10000	450000
7	BLIND &PH SCHOLARSHIP	4000	1	4000			0	4000	0	0			0	4000
8	BLIND &PH SCHOLARSHIP	6030	0	0			0			0			0	0
9	PR.JOSEPH MUNDASHERI SCHOLARSHIP	10000	5	50000			0	15000	1	15000			0	65000
10	FISHER MAN SCHOLARSHIP	2900	0	0			0	1000	0	0			0	0
11	CH MUHAMMED KOYA SCHOLARSHIP	5000	117	585000	5000	119	595000	6000	27	162000	6000	34	204000	1546000
12	CH MUHAMMED KOYA SCHOLARSHIP FOR HOSTELLERS	13000	19	247000	13000	21	273000	13000	3	39000	13000	5	65000	624000
13	HIGHER EDUCATION SCHOLARSHIP I YEAR	12000	7	84000			0	40000	1	40000			0	124000
14	HIGHER EDUCATION SCHOLARSHIP II YEAR			0	18000	3	54000			0	60000	0	0	54000
15	HIGHER EDUCATION SCHOLARSHIP III YEAR			0	24000	5	120000			0			0	120000
16	CHIEF MINISTER AWARD							100000	1	100000				100000
17	ASPERE SCHOLARSHIP							4000	1	4000				4000
	<b>TOTAL</b>	<b>0</b>	<b>299</b>	<b>1841250</b>	<b>0</b>	<b>319</b>	<b>2087000</b>	<b>0</b>	<b>60</b>	<b>452000</b>	<b>0</b>	<b>60</b>	<b>399000</b>	<b>4883250</b>

## 5. Fee concession and stipend for the year 2021-2022

(a) No. of students enjoying fee concession

Sl.No	Category	Graduation		PostGraduation	
		Boys	Girls	Boys	Girls
1	OBC Students	118	369	6	66
2	Forwardcommunity(studentsunderKPCR)	3	-	-	-
3	Socially&EconomicallyB.C	-	-	-	-

(b) Students enjoying stipend from the Harijan Welfare Department – SC Students

Graduation				PostGraduation			
Boys	Girls	Amount	Month up to which paid	Boys	Girls	Amount	Month up to which paid
71	148	6000 per year $600 \times 10 = 6000$	10 month	0	32	7500 per year $750 \times 10 = 7500$	10 month

## 6.(a) University Examination Results 2021-22

Specify the name of subjects

SerialNo.	Nameofsubject--->						
		Boys	Girls	Boys	Girls	Boys	Girls
<b>1</b>		<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1.No.ofstudentsinroll	examination postponed because of COVID -19						
2.No.ofstudentspresented							
3.No.ofstudentspassedinfirstclass							
4.No.ofstudentspassedinsecondclass							
5.No.ofstudentspassedinthirdclass							
6.Percentageofpass							

(b) Distinction, Rank in the University Exam 2021-22

(c) Placement of Students, if any:

(d) No. of Research papers published 1. National journal. 2. International Journal

(e) No. of PhDs produced:

**7.(a)Details regarding teaching staff as on 31-3-2021**

Sl.No	Subject	Sanctioned Strength	Associate Professor	Assistant Professor	Total
1.	HISTORY	2	0	2	2
2.	ECONOMICS	5	3	2	5
3.	ARABIC	2	1	1	2
4.	STATISTICS	1	0	1	1
5.	ENGLISH	5	1	4	5
6.	COMMERCE	8	1	8 +1 (Part time)	9
7.	MALAYALAM	1	1	0	1
8.	HINDI	1	0	1	1
9.	MATHEMATICS	1	0	1	1
10.	PHYSICAL EDUCATION	1	0	1	1
11	POLITICAL SCIENCE	1	0	1	1
12	JOURNALISM	1	1	0	1
13	BIO CHEMISTRY	1	1	0	1
14	MICROBIOLOGY	3	0	3	3
15	COMPUTER SCIENCE	4	0	4	4
16	COMPUTER APPLICATION	1	0	1	1
	TOTAL	39	9	30	39

**(b) No. of Teachers**

No. of Teachers			No. of Teachers having Ph.D			No.of Teachers having M.Phil			Having both Ph.D & M.Phil		
Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
26	12	38	07	03	10	09	4	13	02	1	03

No. of Guest Lecturers appointed: 46

**(b) Details of Guest Lecturers appointed**

Sl.No	Name of Subject	Male	Female	Total
1	ALL SUBJECT	20	26	46

**8. Community Development Activities; New Contributions in teaching learning process.**

- (1) National Seminars – 3
- (2) Workshop – 14
- (3) Teacher awards – 2
- (4) Students awards – 3

**9.Details regarding new courses started/ Change of subject in existing courses/ new batches sanctioned during 2021-2022 – One New Course - B.voc Islamic Finance**

**10.**Details regarding study tour during 2021-2022

Sl.No	Courses / Subjects in which tour were arranged	No. of students participated	Total amount spent
1	Economics	57	97,300
2	Microbiology	80	2,00,000
3	West Asian Studies	80	1,50,000
4	Bio Technology	39	81,900
5	B.voc Logistics	43	3,44,000
6	B.voc Professional Accounting and Taxation	44	2,94,800

**11.**Research work and Faculty Development Programmes, UGC Assisted Scheme

- a. No.of teachers deputed for FIP
- b. No.of teachers got PhD during the year – 2 Nos

<b>12.</b> Receipt for the year	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
(1) Collection of tuition fee	21,74,575	18,26,120	16,51,235
(2) Other items (specify)	10,63,230	8,37,585	7,81,490
<b>Total</b>	<b>32,37,805</b>	<b>26,63,705</b>	<b>24,32,725</b>

**13.** Expenditure for the year **2021-2022 - 24,32,725****14.** Details of Non Teaching Staff

Sl.No	Name of Post	Sanctioned Strength	Existing Strength
1.	Head Accountant	1	0
2.	Clerk	4	2
3.	LD Computer Assistant	1	1
4.	Librarian UGC	1	1
5.	Library Assistant	2	2
6.	Laboratory Assistant	2	2
7.	Office Attendant	3	3
8.	Technical Assistant In Computer Application	1	1

## **Serial number 15 to 18 must be filled in Malayalam**

**15. Sports and Games (Write brief note in the participation of students in inter university tournaments, inter collegiate tournaments etc.)**

EMEA COLLEGE OF ARTS AND SCIENCE KONDOTTI, MALAPPURAM  
DEPARTMENT OF PHYSICAL EDUCATION  
ANNUAL REPORT FOR THE YEAR 2021-22

1. Imen;äv bqWnthgvknän\_n.tkm- ^pSpt\_mÄ Nm¼y³kv 20 (sat¼gkv)
2. Imen;äv bqWnthgvknän CÄÄtkm- ^pSpt\_mÄ tlmÄ«Ä ss^Ä 20 (sat¼gkv)
3. Imen;äv bqWnthgvknän\_n.tkm- thmfnt\_mÄ hnt¼gkv 12 (sat¼gkv)
4. Imen;äv bqWnthgvknän CÄÄtkm- tlmÄ«Ä ss^Ä en¼v 12 (sat¼gkv)
5. Imen;äv bqWnthgvknän CÄÄ tlmfPntbäv shbväv en^vänwKv **Silver medal – Nishnav Dad**
6. Imen;äv bqWnthgvknän\_n.tkm- mUvanâ- 07 (sat¼gkv)
7. Imen;äv bqWnthgvknän CÄÄ tlmfPntbäv dkvenwKv 01 (sat¼gkv)
8. HmÄ C'y CÄÄ bqWnthgvknän ^pSpt\_mÄ 03 (sat¼gkv) (Nisamudheen UK, Abdul Rasheed, Najmal Islam)
9. HmÄ C'y CÄÄ bqWnthgvknän thmfnt\_mÄ (Dilshan – BA WAS)

**16. Write about NCC (No. of units, No. of students in each units, Activities etc)**

Total Unit : 01 - Enrolled strength: 54

Girls: 20 Boys: 34

1. Blood donation -28/04/21
2. Environmental Day and tree plantation-05/06/2021
3. International Yoga Day celebration-21/06/2021
4. swachhatha pakwada-29/06/2021
5. Cheerio 2021-29/07/21
6. closing ceremony-29/07/2021
7. A talk and interaction on youth and leadership-12/08/2021
8. Photography contest-14/08/2021
9. Independence day celebration-15/08/2021
10. B certificate distribution-15/08/2021
11. onam celebration -27/08/21
12. letter to teacher-05/09/21
13. Admission duty-08/09/21-29/10/21
14. photo frames to former and current principal-05/09/21
15. cleanliness drive 2021-11/09/21
16. Fit India Freedom Run-6/10/21
17. ncc enrolment campaign-9/11/21
18. enrolment day -23/11/21
19. CO Col Abinav Kumar visit-23/11/21
20. start up-10/12/21
21. Condolences to Gen Laxman Bipin Rawat-10/12/2021

22.Republic day celebration and preamble distribution-26/01/22  
 Training for B certificate exam-24,25/02/22

17.Write about NSS (No. of units, No. of students in each units, Activities etc)

Total volunteers  
 Unit No: 105 – 50 Students  
 Unit No: 115 - 50 Students

**NATIONAL SERVICE SCHEME  
 EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTY  
 UNIT NO. 115 & 102  
 NSS ACTIVITIES 2021-2022**

SI NO.	DATE	PROGRAMME	CHIEF GUEST	NUMBER OF PARTICIPANTS
01	16-01-2021	ORIENTATION PROGRAMME	SHAFI PULPARA	100
02	27-04-2021	10 RUPEE CHALLENGE		100
03	20-05-2021	PRE MONSOON CLEANING		85
04	05-06-2021	ENVIRONMENTAL DAY		85
05	06-06-2021	ONLINE TALK CONTEST		
06	07-06-2021	PHOTOGRAPHY CONTEST		
07	08-06-2021	VIDEOGRAPHY CONTEST		
08	09-06-2021	BEST OUT OF WASTE CONTEST		
09	17-06-2021	ANEMIA AWARENESS	Dr.SHAJI	90
10	19-06-2021	READING DAY		
11	21-06-2021	YOGA DAY		80
12	21-06-2021	MUSIC DAY	NISHAD	100
13	26-06-2021	DAY AGAINST DRUG		80
14	01-07-2021	DOCTORS DAY	Dr.JOSEPH LUCKOS	90
15	03-07-2021	20 RUPEE CHALLENGE		90
16	05-07-2021	BASHEER DAY		
17	18-07-2021	GREEN CLEAN KERALA		85
18	25-07-2021	STEAM DRIVE		80
19	26-07-2021	ATHIJEEVANATHINTE COVID KALAM		
20	31-07-2021	KANAL		
21	08-08-2021	CATCH THE RAIN		90
22	22-08-2021	ONLINE ONAM		90
23	24-08-2021	OFFLINE ONAM		95
24	24-08-2021	DIGITAL MAGAZINE RELEASE	IBRAHIM CHOLAKKAL	95
25	24-09-2021	NSS DAY	SAMEERA	85
26	29-09-2021	BLOOD DONATION		40
27	12-10-2021	MEETING		95
28	16-10-2021	FOOD DAY		90
29	16-10-2021	ORIENTATION PROGRAMME	SALMAN	90
30	20-10-2021	CLEAN INDIA PROJECT		
31	30-10-2021	PRE RD COLLEGE LEVEL SELECTION		
32	31-10-2021	NATIONAL UNITY DAY		90
33	01-11-2021	KERALA PIRAVI		90
34	01-11-2021	REOPENING LP SCHOOL		
35	02-11-2021	PRE RD HOSTING		
36	11-11-2021	DIABETES DAY		60
37	15-11-2021	SNEHASAMMANAM		
38	15-11-2021	AKSHARADEEPAM		90
39	17-11-21 TO 19-11-21	PALLIATIVE DAY	CH MARIYATH	90
40	03-12-2021	DISABILITY DAY	RAEES HIDAYA	90
41	03-12-2021	MEETING		90
42	24-12-2021	PRE CAMP	FIROZ	95
43	07-01-2022	SNEHASPASHAM		95
44	11-01-2022	BLANKET CHALLENGE		80
45	12-01-2022	MEETING		90
46	14-01-2022	FRIDAY MARKET	Lt.ABDUL RASHEED	85
47	18-01-2022	PAINTING		

48	24-01-2022	CHARITY	90
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**18.**Details of Projects carried out with MLA funds during the year 2021-22: NA

**19.** (a)Brief note on National Integration Activities

(b) Brief note on College Planning Forum and its activities

(c) Brief note on College Union and its activities

(d) Brief note on the details of training given to officials

(e) Brief note of Computer lab

(f) Furnishing formation important conferences, publications

(g) College Auditorium – Capacity and Facilities

(h) Sensitive Issues during the year 2021-22

**20. Details regarding college working days**

a. Number of working days during 2021-22

b.Number of working days lost due to students unrest, teachers strike and other reasons.

**21.** Any other achievements or information to be included in the Annual Administrative Report 2021-22 of this department.

Name: Designation & Signature of the  
Head of Institution



### **Infrastructure**

1. Infrastructure facilities like buildings, roads, bridges etc.costing Rs.50 lakh or more created during the year and expenditure incurred.
2. Details of infrastructure created but not used for various reasons.
3. Instances of underutilized infrastructure.
4. Details of vehicles purchased/disposed of during the year.
5. Assets transferred to other agencies during the year.
6. Details of machinery, equipments or other assets costing Rs.5 lakhs or more purchased during theyear.
7. Assets damaged or otherwise disposed during the year.
8. Land acquired/purchased during the year.

### **Departmental Publications**

1. Manuals, codes prepared and issued during the year.
2. Important publication brought out by the department, their prices. (if priced)
3. Citizens charter of the department- give brief details in the body of the report or give the full charter as an annexure.
4. Details of sales made during theyear.
5. Publication under point.

### **Implementation of Right to Information Act**

1. Name and address of Public Information Officer, Assistant Public Information officer as well as Appellate Authorities under the Act. – 1. Roy P.P, Associate Professor & Head, Department of English. 2. Assistant Public information officer Sri. Abdul Kareem Puthanveettil Office Superintendent. (3) Appellate Authority – Principal Emea College.
2. Details of cases received, disposed,pending. – Received -18, Disposed -18, Pending - Nil
3. Penalties levied for non supply of information. - Nil
4. Suo moto disclosures made by the department. - Nil
5. Details of cases relating to the department pending in appeal with the State Information Commission. - Nil

### **Internal Control System**

1. Details of staff used exclusively for internal audit.
2. Details of targets / achievement of inspection of offices and follow up action of inspection.
3. Details of outstanding paras in the inspection report of Accountant General.
4. Audit committee meeting conducted.
5. Details of various monitoring committies set up and brief mention of their activities during theyear.

Name:

Designation:

Signature of the head of the institution

