

# STUDENTS' HANDBOOK & CALENDAR 2022-23



**EMEA**  
COLLEGE OF ARTS & SCIENCE  
KONDOTTI

# Prayer

*Oh God, the lord of the Earth and Heavens,  
The creator of the high mountains and deep oceans,  
We pray to you, our guide and guardian  
Lead us on the right path, the path of truth and virtue  
Keep us away from the path of evil and falsehood  
Grant us health, wealth, wisdom and knowledge sublime.  
Fill us with love, empathy and tolerance.  
Oh God, your help we seek  
Your protection we beseech.  
Guard us and our kin, our parents and teachers  
Against forces invisible and diseases most dreaded.  
Oh God, grant us the strength  
To commit ourselves heart and soul  
To the fulfilment of our roles.*





## **EMEA College of Arts and Science, Kondotti**

*Re-accredited with 'A' Grade by NAAC*

Aided by Govt. of Kerala | Affiliated to University of Calicut

Kumminiparamba P.O., Kondotti

Malappuram Dt., Pin: 673 638

College Office: 0483 271 2030

Principal (Office) 0483 271 3530

Email: [mail@emeacollege.ac.in](mailto:mail@emeacollege.ac.in)

Web: [www.emeacollege.ac.in](http://www.emeacollege.ac.in)

# Founding Members of EMEA - 1981

## Office Bearers

- K. Avukadar Kutty Naha, Parappanangadi (President)
- P. Seethi Haji, Edavanna (General Secretary)
- N.V Ibrahim Master, Areacode (Secretary)
- C.P Kunjalikutty Keyi, Parappanangadi (Vice President)
- Korambayil Ahmad Haji, Manjeri (Vice President)
- V.C. Aboobacker, Makkaraparambu (Vice President)
- Abdul Hayy Haji, Kokkur, Ponnani (Vice President)
- K Ahmad alias Bappu, Arimbra, Morayur (Executive Member)
- P.K Moosa alias Bappu, Kuzhimanna (Executive Member)
- Pazheri Mohammed, Kondotty (Executive Member)
- K. Abdurahiman Master, Mampad (Executive Member)

## Members

- Karat Mohammed Haji, Pookottur
- K.P Kunharan Haji, Nediyruppu
- V.P Kunhammad Master, Puthur Pallikal
- Mootheri Moosa Haji, Nediyruppu
- Kadakkottiri Kunhalan Kutty Haji, Kumminiparambu



# Management Committee

## Office Bearers

### Chairman



Jb PK Abdu Rabb

### President



Sayyid Basheer Ali  
Shihab Thangal

### General Secretary



Jb PK Basheer

### Manager



Jb PK Moosa alias Bappu

**Chief Patron** : Sayyid Hyder Ali Shihab Thangal, Panakkad  
Pattarkadavu – 676519, Ph: 2734229

**Rector** : Jb PK Kunhalikutty, MLA  
Karathode – 676519, Ph: 2734361

**Rector** : Sayyid Sadiq Ali Shihab Thangal, Panakkad

**Sr. Vice President** : Jb Nalakath Soopy  
Perinthalmanna – 679322,  
Ph: 04933220282, 9846638786

**Vice President** : Jb K Mohammed Unni Haji  
Valluambam – 673651, Ph: 2772087, 9447004550

**Secretary** : Prof. KM Aboobacker, MA, B.Ed., DPA  
Arimbra, Ph: 9745392780

Varikkodan Hashim  
Kodoor – 673504, Ph: 0483 2734461

**Treasurer** : Jb KPA Majeed MLA, Padapparamba  
Vattaloor – 676507, Ph: 0483-2342350, 9447109014

**Members** : Jb ET Mohammed Basheer, MP

: Jb KPS Kunhava Thangal

: Jb MPM Ishaque Kurikkal

: Jb Abdul Muhaimin Alungal

: Jb Akbar KN

: Jb Ashique PK

: Jb CP Suhail

**Special Invitees:** : Jb U Assain Haji Tharayittal

: Dr VP Abdul Hameed (Education Advisor)

: Jb Abdul Latheef KM

: Jb Farooq

: Jb Harshad

**Ex-officio Members:** Adv. PC Moideen (Legal Advisor)

: Lt. Abdul Rasheed P

MA, MPhil, BEd, MSc, MBA, TESOL, SET, NET  
Principal

## Succession List of Managers

Jb Seethi Haji (Late)	1981 to 1991
Jb Nalakath Soopy	1991 to 2001
Jb CP Muhammed Kutty alias Kunhan (Late)	2001 to 2020
Jb PK Moosa alias Bappu	2020 –

## Succession List of Principals

1.	<b>Prof. TP Mohammed Kunhi, MA</b>	01.11.1982 to 31.10.1985
2.	<b>Mr K Mohammed Musthafa, MA*</b>	01.11.1985 to 07.01.1986
3.	<b>Prof. PA Ali Kunju, MA</b>	08.01.1986 to 07.01.1991
4.	<b>Dr Abdul Latheef, MSc, PhD</b>	08.01.1991 to 18.11.1998
5.	<b>Mr K Mohammed Musthafa, MA*</b>	19.11.1998 to 28.02.1999
6.	<b>Dr TP Ahammed, MA, PhD</b>	01.03.1999 to 31.05.2006
7.	<b>Ms NV Suhadu, MA, MPhil</b>	01.06.2006 to 31.03.2007
8.	<b>Mr K Kunhi Mohammed, MA*</b>	01.04.2007 to 31.08.2007
9.	<b>Dr Abdul Hameed, MA, PhD</b>	01.09.2007 to 30.04.2012
10.	<b>Mr K Kunhi Mohammed, MA</b>	01.05.2012 to 30.06.2013
11.	<b>Mr M. Mohammed Ashref, MCom, MPhil*</b>	01.07.2013 to 30.10.2013
12.	<b>Dr APM Mohammed Rafeeqe, MSc, PhD</b>	01.11.2013 to 27.07.2015
13.	<b>Mr Mohammed Palengara, MSc</b>	28.07.2015 to 31.05.2016
14.	<b>Dr Abdulla MP, MA, PhD</b>	01.06.2016 to 30.04.2018
15.	<b>Dr CP Ayoob Keyi, MCom, PhD</b>	01.05.2018 to 30.04.2021
16.	<b>Dr Ibrahim Cholakkal, MA, BEd, MPhil, PhD</b>	01.05.2021 to 30.10.2021
17.	<b>Lt Abdul Rasheed P, MA, BEd, MPhil*</b>	01.11.2021 to

\*Lecturer in Charge





## Principal's Message

Teaching-learning process has taken a revolutionary turn since the inception of pandemic. Traditional higher education modalities seem challenged. In India, Higher education is getting technologically flipped and blended in a historically unprecedented fashion being online and offline joining hands with New Education Policy 2020. At EMEA College, we try to catch up with momentum of this paradigmatic shift with a 360-degree flexibility to be on top of the game in this changing era. Along with diversity, equity, and inclusion; EMEA College believe in the great human potentials to deliver the best. Together let's welcome the new era showing the enthusiasm to tap the best to be the best in academia with no excuse and compromise.

**Lt. Abdul Rasheed P**

MA, MPhil, BEd, MSc, MBA, TESOL, SET, NET



# Student's Profile

Name: .....

Department : .....

Admission No : .....

Year: .....

Name of Advisor : .....

Name of Mentor: .....

Name of Guardian: .....

Phone No. of Guardian: .....

Home Address : .....

.....

.....

Phone/Mob : .....

E-mail : .....

Aadhar No: .....

Blood Group : .....

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# College Profile

EMEA College of Arts & Science, Kondotty, Malappuram District, Kerala, is a premier constituent college of the University of Calicut. The College came into existence in 1982 and is run by the Ernad Muslim Educational Association (EMEA), a registered society working for the educational and cultural well-being of socially backward sections of people in and around Ernad, a backward region in erstwhile British Malabar. EMEA is a corporate educational agency with four educational institutions established in the districts of Malappuram and Kozhikkode. The college now offers five PG and ten UG programmes apart from one university-approved Research Centre for Economics. At present, there are around one thousand and eight hundred students studying here out of which almost ninety eight percentage belongs to backward communities like Muslim Minorities, Scheduled Caste, Scheduled Tribes or other backward communities which include Muslim Minorities. They also hail from poor economic backgrounds. Apart from this, the college also runs several vocational courses approved by NSDC, Govt. of India and Govt. of Kerala under the faculties of Computer Application. The college sprawls over twenty five acres with rich infrastructural facilities including adequate number of lecture halls, smart class rooms, well-equipped laboratories, general library, reference library, computer centre, conference hall, gymnasium, eight line track college ground, student health centre, career guidance cell, grievance cell, women cell etc. A herbal garden, bamboo lake and a conservatory have also been set up to conserve rare and threatened plants of the region. Such an infrastructural setting is generating work culture, academic and research milieu in the college conducive to the pursuit of studies, and producing top rankers in academic and outreach activities of the college.

## Date of Recognitions

UGC:

Under 2F : 1998

Under 12B : 1998

NAAC Accreditation:

I Cycle : 2005 Grade B++ (Institutional CGPA 2.88)

II Cycle : 2014 Grade A (Institutional CGPA 3.02)

III Cycle : 2021 Grade A (Institutional CGPA 3.13)

Status of Minority Educational Institution U/S 2(G), Article 30: 17 August 2009

AISHE Code : C-8191

Campus Area : 25 Acres (10.117 Hectar)



## Emblem

The emblem symbolises knowledge, the world in abundance, the panoramic beauty of Kerala and the values of life.

On the top of the emblem is a verse from the Holy Qur'an which means "He taught man that which he knew not" (96:5).

The ocean represents life in its totality through which each person journeys, until he reaches his destination under the guidance of the Almighty. The coconut tree stands for the scenic ambience and the ideal location the campus provides for educational pursuits. Flanking the emblem is the full name of the organisation that runs the institution.

## **VISION**

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

## **MISSION**

Identifying and developing the latent talents of the youth and moulding them into useful citizens with due emphasis on right character formation

## **QUALITY POLICY**

EMEA is committed to providing quality education so as to enable the students to face the challenges of the times

## Distinctive Features

- Spacious, clean and green campus with peaceful ambience
- Number of diversified courses
- Complete digitalized campus
- Skill Development Centre recognised by NSDC (Govt. of India) and KELTRON
- Research Centre in Economics
- Computerised library with more than 25000 documents
- Well-equipped science laboratories
- Eight-lane track stadium
- Courts and grounds for games
- Multi-gym and Weightlifting Centre
- Auditorium, Audio Visual Theatre and Open-air Theatre
- Computer labs with 24 hours Internet facilities
- Cafeteria
- Cooperative Store and Reprographic Centre
- Enviably results in the University and national level exams
- Highly qualified faculty with 8 PhDs and 11 MPhils on the rolls
- Many Clubs and Associations to cultivate talents and to ensure the all-round development of the students
- Hostel accommodation for girls
- Sports Hostel for Volleyball and Weightlifting students
- Conveyance facility for girls
- Students Counselling Centre
- NCC and NSS units
- Committed PTA and Alumni Association
- First Student Palliative units in Asia
- Exemplary cooperation among the management, staff and students
- Institutional extension activities
- Academic environment and research culture on the campus
- Campus WiFi



# Aims & Objectives

## Aims and Objectives of EMEA

1. To strive for the eradication of illiteracy and ignorance
2. To establish educational centres for the benefit of the ill-educated weaker sections of the society
3. To establish affiliated colleges, teacher training institutions, centres of higher study and research
4. To endeavour for the educational, cultural and social uplift of the Muslim and other backward communities
5. To set up mass education centres and adult education ventures wherever possible
6. To channelize social work towards need-based programmes.
7. To promote industrial training and business ventures by setting up institutes wherever necessary

## Aims and Objectives of the College

1. To provide quality education affordable to the common man
2. To help students acquire practical knowledge, attitudes and values such as sense of justice, responsibility, gender equality, mutual respect, cooperation and social commitment
3. To disseminate specialised knowledge and skill to make students part of the nation building process
4. To produce responsible citizens with proper education that enables them to face the challenges of the times
5. To ensure inclusive education by making it accessible to all sections of the society
6. To promote a healthy scientific outlook among students without losing sight of our cultural heritage and traditions

## The College Chronicle

1983	Pre-degree III & IV groups in rented building at Pazhayangadi, Kondotti
1983	Shifted to 25 acre campus at Kumminiparamba
1991	BA Economics
1993	B.Com
1995	MA Economics
1998	BA English
1999	B.Sc. Microbiology
2001	BA West Asian Studies
2001	B.Sc. Computer Science
2001 2002 2003	Hajj Camps
2002	B.Sc. Biotechnology
2002	M.Sc. Microbiology
2003	The first college in the whole of Asia to start a Pain and Palliative Care Unit on the campus (WHO)
2003	Abdul Latheef won the State Award for Best NSS Volunteer instituted by the Govt. of Kerala
2004	B.Sc. Biochemistry
2004	B.B.A
2004	Hosted South West Zone Inter University Women Volley Ball Championship
2004	Hosted All India Inter University Women Volley Ball Championship
2005	NAAC Accreditation with B++ Grade

2007	Dr APJ Abdul Kalam's visit as part of Silver Jubilee Celebrations
2009	Declared a Minority Educational Institution covered under Article 30 of Indian Constitution
2013	B.Com with Computer Applications
2013	M.Com (Finance)
2013	MA History
2013	MA English
2013	NCC National Integration Camp
2014	Shihab Thangal Library and Research Centre launched
2014	NAAC Re-accreditation with A Grade
2015	NCC National Integration Camp
2015	New Commerce Block
2016	Department of Economics became the first Research Centre
2016	New BBA Block
2017	College NSS Units won the Best Institution Award both at University and State level
2017	Mr KT Firoz won the Best Programme Officer Award both at University and State level
2017	Lt. Abdul Rasheed P, NCC Officer, Received State Level Chief Ministers Rolling Trophy for Best Institution Award for EMEA NCC from the Chief Minister of Kerala
2017	Audio Visual Theater opened
2018	College Canteen shifted to new building
2018	New Basketball Court of international standard opened
2018	Complete digitisation of college
2019	Hosted All India Inter University Best Physique Championship
2019	Inaugurated a new Lawn Tennis Court
2019	Organised International Conference on BioSciences (ICABS)
2019	Started Government-aided Premarital Counselling Centre
2019	Launched Palliative Home Care Unit under SIP (Students' Initiative in Palliative)
2019	Established Skill Development Centre

2019	Installed a new Electrical Transformer in the campus
2019	Youth Innovators Programmes (YIP) launched
2019	Co-operative Store shifted to new building
2019	Started Reprographic Centre
2019	Started a Cafeteria in the Campus
2019	Won Intercollegiate Football Championship
2019	Built Rain Water Harvesting Unit
2019	Built Biogas Plant
2019	Installed Solar Panel
2020	Parking Facilities for Staff
2020	Campus beautification
2020	Malabar Heritage Museum
2020	New IQAC Office
2020	Launched Dept. of Vocational Studies
2020	Weight Lifting & Fitness Centre
2020	CP Kunhnan Memorial EMEA Administrative Block
2020	Students' Parking Lot
2020	Sports Pavilion
2020	KOHA facility at library
2020	URKUND software installation at library
2020	Construction of Bamboo Lake
2020	Open Air Theatre
2020	Best NSS Programme Officer Award - University Level (Mr. Muhammed Shafi T)
2021	Launched Dept. of Physics and Mathematics
2021	Best NSS Programme Officer Award - State Level (Mr. Muhammed Shafi T)
2021	NAAC Re-accreditation with A Grade

## The College Council

The College Council consisting of the Principal, the Heads of the Departments, the Librarian and two elected members of the teaching staff is constituted to advise the Principal in all academic and administrative matters of the college.

No.	Name	Designation
1	Lt. Abdul Rasheed P	Principal, Chairman
2	Prof. Mohamed Najeeb PM	Secretary
3	Ms Kamalam Edathil	HoD, Dept. of Commerce - Member
4	Mr Mohammed Sadique PA	HoD, Dept. of Arabic - Member
5	Dr Abdul Muneer V	HoD, Dept. of Journalism - Member
6	Mr Askarali A	HoD, Dept. of Malayalam - Member
7	Dr Krishnakumar T	HoD, Dept. of Biochemistry - Member
8	Dr Shiji Thomas	HoD, Dept. of Microbiology - Member
9	Mr Roy PP	HoD, Dept. of English - Member
10	Mr Riyad AM	HoD, Dept. of Computer Science - Member
11	Mr Firoz KT	HoD, Dept. of West Asian Studies - Member
12	Dr Dhanya PS	HoD, Dept of Hindi - Member
13	Dr Rajashekharan KE	HoD, Dept. of Statistics - Member
14	Dr Mashhoor K	HoD, Dept. of Biotechnology - Member
15	Mr Asif N	HoD, Dept. of BBA - Member
16	Mr Shihabudheen P	HoD, Dept. of Physical Education - Member
17	Dr Mahajabeen Aydeed	Librarian - Member
18	Mr. PM Abdurazaque	IQAC Coordinator, Nominated - Member
19	Dr Jamsheela O	Asst. Professor, Dept. of Computer Science (Nominated Member)
20	Dr. Ashraf Valoor	Head, Dept of Political Science - Member
21	Mr. Althaf TK	Head, Dept of B.Voc - Member
22	Dr. Muhammed Fazil N	Head, Dept of Mathematics & Physics - Member

# Administrative Office

## Section Arrangement

Designation	Name	Service	Time
Jr Supdt	Irshad Parambil Mob : 9497343530	Supervision & Responsibility of Office files & All Registers	9.30 to 4.30
Head Accountant (incharge)	Kareem Puthen Veettil Mob : 8606130306	Cash Book, Audited Accounts, Books of Accounts, Receipts & Payments, Keeping Vouchers, Keeping Cheques & Passbooks D C B Statement, Fee Concession to OBC, SC/ST, OEC, SEBC... etc PFMS-Maker, Daybook, Online transaction, SB Collection, E-Grantz	9.30 to 4.30
Section No	Name Of Clerk	File Subject	Time
A1	Shahul Hameed K Mob : 9745794342	Fee Collection & Remittance (Aided) Ladies Hostel, Students ID Card, Bus & Railway Concession, Sports Hostel	9.30 to 4.30
A2	Abdurahim M Mob : 8606130306 & Mohammed Safeer P Mob : 9633964450	Salary Bills & All allowances, Pension Medical Reimbursement, Appointment of Guest Lectures & Salary, Income Tax, Professional Tax, Library – Journal and other subscription.. etc Alumni, Co op Store	9.30 to 4.30
A3	Mohammedali. KM Mob : 9645629639	UGC/RUSA/PFMS Audit Reports reply, Electricity & Solar System, AMC, Quotations, Purchase Order, Master Stock register	9.30 to 4.30
A4	Mohammed Safeer P Mob : 9633964450	Fir copy & Insurance, PF, Admission, Advance, PF Register, GIS, SLI, MEDISUP, L I C, Magazine	9.30 to 4.30

G1	Subair Wafy Kalathil Mob:9947466587	Admission TC,(UG, PG, PhD) Details of Students (Strength, Roll etc...) All Scholarships Without E-Grantz, Research Centre, JRF Self-Finance Fee Demanding & Collection, Attendances of Contract Staff (TS & NTS) Contract Staff Salary, Embase and TCS Admin	9.30 to 4.30
G2	Mohamed Nishad NK Mob : 8086163992	Establishment Appointment TS & NTS Attendances of Staff Promotions, Affiliation of Courses, syllabus, Services Books, Establishment Registers	9.30 to 4.30
G3	Mansoor P Mob : 9747420837 & Jasir Thangal AT Mob : 9567883295	University Examination Attendance of Students, Mark lists & Certificates of Stds, Condonation of Attendance, Internal Exams	9.30 to 4.30
G4	Abdu Razak K Mob: 7034847237	Tappal & Notice Dispatch, Distribution, Ladies Hostel, College Bus, NSS, NCC, PTA, Students ID Card, Bus & Railway Concession	9.30 to 4.30
G5 Technical Assistant	Naseel Ismail C Mob :9995726826	Server Admin, All Computer Lab, Network, Students and Staff ID, IQAC & Campus wifi Computer AMC TCS, Website, Slws	9.30 to 4.30
Cashier	Jabir CK Mob:9061737278	All Cash Collection & Payments Vouchers Keeping All Accounts Details Keeping	9.30 to 4.30
Enquiry	Abdu Razak K Mob: 7034847237	Enquiry Office and Principal Seal Bank, Treasury Messenger Principal Office	9.30 to 4.30



## THE ADMINISTRATIVE STAFF

Sl. No	Name	Designation	Mob No.	Section
1	Irshad Parambil	Junior Supt.	9497343530	Supt.
2	Abdul Kareem PV	Clerk & HA in Charge	8606130306	HA
3	Mahjabeen Aydeed	UGC Librarian	9446371262	Library
4	Naseel Ismail C	Computer Technical Assistant	9995726826	G5
5	Muhammed Safeer P	Clerk	9633964450	A4
6	Mohamed Nishad NK	Clerk	8086163992	G2
7	Shahul Hameed K	Clerk	9745794342	A1
8	Abdu Razak K	LD Store Keeper	7034847237	G4
9	Mansoor P	Office Attendant	9747420837	G3
10	Jasir Thangal At	Office Attendant	9567883295	G3

## Non-teaching Staff on Contract

Sl. No	Staff Name	Designation	Phone Number	Section
1	Mohammed Ali K.M	Senior Clerk	9645629639	A3
2	Abdu Rahim M	Senior Clerk	9496433015	A2
3	Subair Kalathil	Senior Clerk	9947466587, 9048496587	G1
4	Aboobacker Siddeeqe P	Office Assistant & Electrician	9947319207	Electrical Work & Cooperative Store
5	Jabir Ck	Cashier	9061737278	Cashier & Accountant assist.
6	Abdul Rasheed K	Office Assistant	9447443637	Office
7	Rahmath Beevi	Office Assistant	9605250411	Cooperative Store
8	Sajitha E	Lab Assistant	7034847087	BSc Biotechnology Lab
9	Jaseena Kp	Lab Assistant	9847022866	BSc Biochemistry Lab
10	Shameera. Km	Lab Assistant	9048751204	BSc Microbiology Lab
11	Jasmine Kodavandi	Lab Assistant	9188841807	MSc Microbiology Lab
12	Rahila Athikkavil	Library Assistant	9846807228	Library
13	Shilpa M	Library Assistant	8129767502	Library

# Programmes Offered

## 6 Semesters – 3 Years (UG)

### Under Choice Based Credit Semester System

#### BA Programmes

Common Course I – English

Common Course II – Malayalam/Hindi/Arabic

##### *Core Courses*

- English Core: Political Science and Journalism as Complementaries
- Economics Core: Modern Indian History and Indian Constitution & Politics as Complementaries
- West Asian Studies Core: Mass Communication and Computer Applications as Complementaries

#### BSc Programmes

Common Course I – English

Common Course II – Malayalam/Hindi/Arabic

Common Course III -

##### *Core Courses*

- Computer Science Core: Mathematics and Statistics as Complementaries
- Biochemistry Core: Chemistry and Microbiology as Complementaries (SF)
- Biotechnology Core: Environmental Studies and Chemistry as Complementaries (SF)
- Microbiology Core: Biochemistry (all semesters), Biostatistics and Computer Applications as Complementaries
- Mathematics & Physics (Double main)

## **BCom Programmes**

Common Course I – English

Common Course II – Malayalam/Hindi/Arabic

### *Core Courses*

- Commerce with Computer Application
- Commerce with Co-operation

### *Complementary Courses*

- Managerial Economics (Semester I)
- Marketing Management (Semester II)
- Human Resource Management (Semester III)
- Quantitative Techniques for Business (Semester IV)

## **BBA Programme (SF)**

Common Course I – English

Common Course II – Malayalam/Hindi/Arabic

### *Core Course*

- Business Administration (Finance)

### *Complementary courses*

- Managerial Economics (Semester I)
- Business Regulations (Semester II)
- Corporate Regulations (Semester III)
- Quantitative Techniques for Business (Semester IV)

## **4 Semesters – 2 Years (PG)**

### **Under Choice Based Credit Semester System**

- MA English (SF)
- MA Economics
- M.Sc Microbiology (SF)
- MA History (SF)
- M.Com (Finance)

## **Vocational Programmes**

- B Voc: Professional Accounting and Taxation (SF)
- B Voc: Logistics Management (SF)
- B Voc: Islamic Finance (SF)

# Roll of Honours

## Rank Holders in the Calicut University Examinations

Year	Name	Rank	Class
2003	Faseela T	II	B Com (Taxation & Law)
2003	Mohammed Abdunnaser M	III	B Com (Taxation & Law)
2003	Rajeena CP	II	BSc Microbiology
2004	Riyas KP	I	BA West Asian Studies
2004	Sujesh Thazhethedath	II	BA West Asian Studies
2004	Abdul Jaleel P	III	BA West Asian Studies
2004	Prasad M	I	B.Com (Taxation & Law)
2004	Danesh A	II	B.Com (Taxation & Law)
2004	Mohammed Haneefa PC	III	B.Com (Taxation & Law)
2004	Raseena Aboobacker	I	BSc Microbiology
2004	Faisabeth MK	II	BSc Microbiology
2005	Sajira A	I	BA West Asian Studies
2005	Samuna Beevi PV	II	BA West Asian Studies
2005	Muhsina A	III	BA West Asian Studies
2005	Anisha P	I	B Com (Taxation & Law)
2005	Shabana PP	II	B.Com (Taxation & Law)
2005	Vabeetha NP	III	B.Com (Taxation & Law)
2005	Lintu Paul	II	BSc Microbiology
2006	Nafna Banu M	I	BA West Asian Studies
2006	Faseela VK	II	BA West Asian Studies
2006	Arifa Thasni	III	BA West Asian Studies
2006	Bhavya P R	I	BSc Microbiology
2006	Shaheena K	II	BSc Microbiology
2007	Shifabi P V	I	BA West Asian Studies
2007	Ayisha M	II	BA West Asian Studies
2007	Ayishabi Mundasseri	III	BA West Asian Studies
2007	Sandhya S V	I	BSc Microbiology
2007	Anjulal H	III	BSc Microbiology
2008	Rukkiya Neyyan	I	BA West Asian Studies
2008	Raliya P	II	BA West Asian Studies
2008	Soudabi PC	III	BA West Asian Studies

2008	Dhanusha PK	I	MSc Microbiology
2009	Ummu Habeeba	I	BA West Asian Studies
2009	Najsha Muhsina	II	BA West Asian Studies
2009	Nusaiba	III	BA West Asian Studies
2009	Safeera KP	I	BSc Microbiology
2010	Haseela K	I	BA West Asian Studies
2010	Rashida NKM	II	BA West Asian Studies
2010	Sehla Khansah	III	BA West Asian Studies
2010	Manjula PM	I	BSc Biochemistry
2010	Liji P	III	BSc Biochemistry
2010	Safeera Tahir CA	III	BSc Biochemistry
2010	Ansha O	II	MSc Microbiology
2011	Foumira PK	I	BA West Asian Studies
2011	Sumayya A	II	BA West Asian Studies
2011	Mursheeda M	III	BA West Asian Studies
2011	Fasna KK	I	BSc Biochemistry
*2012	Sumaira P	III	MSc Microbiology
**2013	Nargees MK	I	BA English
2013	Sana P	II	MSc Microbiology
2014	Ruqsana Khader PK	I	BSc Microbiology
2014	Varsha I	II	BSc Microbiology
2014	Navas V	III	Bsc Microbiology
2017	Shaheena A	III	MSc Microbiology
2018	Femina M	I	MSc Microbiology
2018	Murshida N	II	MSc Microbiology

\*No ranking system for UG from 2012 onwards due to shift to grading system

\*\*From 2013 onward, the Rank System has been changed to Position System

## Research Supervisors

Sl No	Name of the Guide	Home Department	Research Department
1	Dr. Abdulla MP	Dept. of Economics, EMEA College Kondotty	Dept. of Economics, EMEA College, Kondotty
2	Dr. Ibrahim Cholakkal	Dept. of Economics, EMEA College Kondotty	Dept. of Economics, EMEA College, Kondotty
3	Dr. Abdul Muneer V	Dept. of Journalism, EMEA College, Kondotty	Dept. of Journalism and Mass Communication, University of Calicut
4	Dr. Muhammed Haneefa P	Dept. of Arabic, EMEA College, Kondotty	Dept. of Arabic, University of Calicut
5	Dr. Dhanya PS	Dept. of Hindi, EMEA College, Kondotty	Dept. of Hindi, Government Arts and Science College, Meenchantha, Calicut
6	Dr. Shibinu S	Dept. of Economics, PSMO College, Tirurangadi	Dept. of Economics, EMEA College, Kondotty
7	Dr. Shihabudheen N	Dept. of Economics, AMAL College of Advanced Studies, Nilambur	Dept. of Economics, EMEA College, Kondotty

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## Postgraduate Department of Economics & Research Centre

The Department of Economics of EMEA College is the first department in the college started with a degree course in 1991-92. The department was elevated to the first Post Graduate Department in 1995-96.

Again, it became the first Research Centre at EMEA College with effect from 2016-17. The department offers three major programmes, namely BA Economics, MA Economics and Research facilities in Economics under the faculty of Social Sciences of the University of Calicut. BA Economics Programme started in 1991-92 and now it has an intake of 60 students, while MA in Economics started in 1995-96 with an intake of 30.

At present, there are five well-qualified and dedicated faculty working in the department. It has a large number of alumni who decorate many apex positions in academic and non-academic posts in various institutions and organizations across the world. The department promotes modern methodologies with a special thrust on ICT enabled technologies in teaching and learning processes.

A variety of activities like seminars, workshops, debates, discussions, invited lectures, quizzes, socio-economic surveys, and community extension programmes, study tours, etc are being carried out every academic year. Its special focus in the future will be upon research activities as it is the first ever research centre of the college. Mr Mohamed Najeeb PM heads the Department, and Dr. Abdulla MP and Dr Ibrahim Cholakkal are the research guides at the centre. Dr Shibinu S (HoD, Dept. of Economics, PSMO College Thirurangadi), and Dr Shihabudheen (HoD, Dept. Economics, ACAS, Nilambur) are two research guides associated with the department. The department is located in the ground floor of the main building of the College.

## Faculty

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## Students Advisory Scheme

### BA Economics

First year Advisor	: Hussain V
Second year Advisor	: PM Abdurazaque
Third year Advisor	: Mohammed Nisar TV

### MA Economics

First year Advisor	: Dr Rajasekharan KE
Second year Advisor	: Dr Ibrahim Cholakal

## Scheme of BA Economics

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER I</b>				
Common	A01	Transactions: Essential English Language Skills	4	3
	A02	Ways with Words: Literatures in English	5	3
	ARB1A07(1)	Language Skill in Arabic	4	4
	HIN1A07(1)	Prose and Drama		
	MAL1A07(1)	<i>Malayala Sahithyam I</i>		
Core	ECO1B01	Microeconomics-1	6	5
Complementary	HIS01C01	Modern Indian History 1857 to the Present India Under Colonial Rule and Early Resistance (1857-1885)	6	4
Total Credits				19
<b>SEMESTER II</b>				
Common	A03	Writing for academic and Professional Success	4	4
	A04	Zeitgeist: Readings on Contemporary culture	5	4
	ARB2A08	Appreciating Arabic Literature	4	4
	HIN2A08(1)	Grammar and Translation		
	MAL2A08(1)	<i>Malayala Sahithyam II</i>		
Core	ECO2B02	Macroeconomics I	6	5
Complementary	ICP 1 (2)C01	Indian Constitution and Politics: Basic Features & Governmental Structures	6	4
Total Credits				21
<b>SEMESTER III</b>				
Common	A05	Signatures: Expressing the Self	5	4
	HIN3A09	Poetry in Hindi	5	4
	ARB3A09	Reading Arabic Prose and Poetry		
	MAL3A09	<i>Malayala Sahithyam III</i>		
Core	ECO3B03	Quantitative Methods for Economic Analysis-1	5	4
	ECO3B04	Microeconomics II	4	4
Complementary	ICP4(3)C02	Indian Constitution and Politics	6	4
Total Credits				20

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER IV</b>				
Common	A06	Spectrum: Literature and Contemporary Issues	5	4
	HIN4A10	Novel and Short Stories	5	4
	ARB3A10	Arabic Literature and Culture		
	MAL4A10	<i>Malayala Sahithyam IV</i>		
Core	ECO4B05	Quantitative Methods for Economics Analysis-II	5	4
	ECO4B06	Macroeconomics II	4	4
Complementary	ICP4C04	ICP – Federal Dynamics and De-centralisation	6	4
	HIS4 C01	Selected Themes in Contemporary India		
Total Credits			25	20
<b>SEMESTER V</b>				
Core	ECO5B07	Fiscal Economics	6	4
	ECO5B08	Indian Economic Development	6	4
	ECO5B09	Economics of Capital Market	5	4
	ECO2B10	Mathematical Economics	5	4
Open Course	EC5D01	Economics in Everyday Life	3	3
Total			25	19
<b>SEMESTER VI</b>				
Core	ECO6B11	Financial Economics	5	4
	ECO6B12	International Economics	5	4
	ECO6B13	Development of Economic Thought	5	4
	ECO6B14	Economics of Growth and Development	5	4
Project	ECO6B15	Project Work	2	2
Elective	ECO6B18	Urban Economics	3	3
Total Credits			25	21

## Scheme of MA Economics

Code	Title	Credit
<b>SEMESTER I</b>		
ECO1C01	Microeconomics: Theory and Applications-1	5
ECO1C02	Macroeconomics: Theories and Policies-1	5
ECO1C03	Indian Economy: Problems and Policy	5
ECO1C04	Quantitative Methods for Economics Analysis-I	5
Audit Course	Ability Enhancement Course	4
Total Credits		20
<b>SEMESTER II</b>		
ECO2C05	Microeconomics: Theory and Applications-II	5
ECO2C06	Macroeconomic: Theories and Policies-II	5
ECO2C07	Public Finance: Theory and Practice	5
ECO2C08	Quantitative Methods for Economics Analysis-II	5
Audit Course	Professional Competence Course	4
Total Credits		20
<b>SEMESTER III</b>		
ECO3C09	International Trade	5
ECO3C10	Growth and Development	5
ECO3C11	Basic Econometrics	5
(Elective I) ECO3E01	Banking: Theory and Practice	4
Total Credits		19
<b>SEMESTER IV</b>		
ECO4C12	International Finance	3
ECO4C13	Financial Market	3
(Elective II) ECO4E02	Business Economics	4
(Elective III) ECO4E10	Research Methodology and Computer Applications	4
ECO4P14	Project	4
ECO4V15	Comprehensive Viva Voce	4
Total Credits		22

# Postgraduate Department of English

The Postgraduate Department of English is one of the major departments of EMEA College. It offers two popular programmes namely MA English and BA English Language and Literature. The faculty of department teach English in all other departments of the college. MA English started in unaided stream in 2014 and has an intake capacity of 30 students, while BA in English Language and Literature is in aided sector with a legacy of 20 years, having an intake capacity of 60. At present eleven well-qualified and dedicated faculty are working in the department. It has a number of alumni who decorate many apex positions in the academic and non-academic posts at various institutions and organizations. It promotes interactive methodologies with a special focus on the enhancement of the linguistic and literary sensibilities of the students. The department specializes in a variety of literary traditions: literary theories, Indian writings, different aspects of English Language Teaching including LSRW skills and different genres of creative writing. It has a special interest in showcasing the creative genius of students in both writing and performing arts. A plethora of activities like Literary Fest, Erudite Lectures, Seminars and Workshops, Film Fest, Debates, Community Extension Programmes, Quizzes, ASAP etc are carried out every academic year. It gives a special focus on research in its pursuit to be a recognized research centre in future. Presently, Mr Roy PP heads the department. It is located in the first floor of the main building of the College.

## Faculty

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- 2 Abidha KP, MA, BEd, JRF**  
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3. **Abdul Jaleel M, MA, MPhil, UGC NET**  
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7. **Lubna KT, MA, UGC-NET**  
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10. **Nisna V, MA**  
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11 **Ms. Hajara P, MA, NET**

*Assistant Professor*

Area of Specialization:

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9744458017

## Students Advisory Scheme

### BA English

First Year Advisor	: Faseela PA
Second Year Advisor	: Sajeera Cholakkal
Third Year Advisor	: Abidha KP

### MA English

First Year Advisor	: Lubna KT
Second Year Advisor	: Hajara P

## Scheme of BA English

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER I</b>				
Common	ENG1A01	Transaction: Essential English Language Skills	4	3
	ENG1A02	Ways with Words: Literature in English	5	4
	HIN1A07(1)	Prose and Drama	4	4
	ARB1A07(1)	Language Skill in Arabic		
	MAL1A07(1)	<i>Malayala Sahithyam I</i>		
Core	ENG1B01	Introducing Literature	6	5
Complementary	POL1(2)C01	Political Science: Introduction to Political Science and Governmental Structures and Process	6	4
		Audit Course		
Total Credits			25	20
<b>SEMESTER II</b>				
Common	ENG2A03	Writing for Academic and Professional Success	4	3
	ENG2A04	Zeitgeist: Readings on Contemporary Culture	5	4
	HIN2A08(1)	Grammar and Translation	4	4
	ARB2A08(1)	Appreciating Arabic Literature		
	MAL2A08(1)	<i>Malayala Sahithyam II</i>		
Core	ENG2B02	Appreciating Poetry	6	5
Complementary	JOU1(2)C01	Introduction to Communication and Journalism	6	4
		Audit Course		
Total Credits			25	20
<b>SEMESTER III</b>				
Common	ENG03A05	Signatures: Expressing the Self	5	4
	HIN3A09	Poetry in Hindi	5	4
	ARB3A09	Reading Arabic Prose and Poetry		
	MAL3A09	<i>Malayala Sahithyam III</i>		
Core	ENG3B03	Appreciating Prose	4	4
	ENG3B04	English Grammar & Usage	5	4
Complementary	JOU4(3)C01	Journalistic Practices	6	4
Total Credits			25	20

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER IV</b>				
Common	A06	Spectrum: Literature and Contemporary Issues	5	3
	HIN4A10	Novel and Short Stories	5	4
	ARB4A10	Arabic Literature and Culture		
	MAL4A10	<i>Malayala Sahithyam IV</i>		
Core	ENG4B05	Appreciating Fiction	5	4
	ENG4B06	Literary Criticism	4	4
Comple- mentary	POL4(3) C02	Political Ideas, Concepts and Ideologies	6	4
Total Credits			25	19
<b>SEMESTER V</b>				
Core	ENG5B07	Appreciating Drama and Theatre	5	4
	ENG5B08	Literary Theory	5	4
	ENG5B09	Language and Linguistics	5	4
	ENG5B10	Indian Writing in English	5	4
	ENG6B21	Project	2	0
Open Course	ENG5D01	English for Competitive Examinations	3	2
Total Credits			25	18
<b>SEMESTER VI</b>				
Core	ENG6B11	Voices of Women	6	4
	ENG6B12	Classics of World Literature	6	4
	ENG6B13	Film Studies	6	4
	ENG6B14	New Literatures in English	6	4
	ENG6B21	Project	2	0
Open Courses	ENG6B15	Literature of the Marginalized	6	3
Total Credits			32	19

## Scheme of MA English

Code	Title	Credit
<b>SEMESTER I</b>		
C01	British Literature from Chaucer to the 18th Century	5
ENG1C02	British Literature: 19th Century	5
ENG1C03	History of English Language	5
ENG1C04	Indian Literature in English	5
ENG1A01	Audit Course – Writing Skills	4
Total Credits		24
<b>SEMESTER II</b>		
ENG2C05	Twentieth Century British Literature up to 1940	5
ENG2C06	Literary Criticism and Theory Part 1 (Up to New Criticism)	5
ENG2C07	American Literature	5
ENG2C08	Postcolonial Writings	5
ENG2A02	Audit course - Translation Theory and Practice	4
Total Credits		24
<b>SEMESTER III</b>		
ENG3C09	20th Century British Literature Post 1940	5
ENG3C10	Literary Criticism and Theory (Part 2)	5
ENG3E03	Women's Writing	5
ENG3E04	Introduction to Linguistics	5
Total Credits		20
<b>SEMESTER IV</b>		
ENG4C11	English Literature in the 21st Century	4
ENG4C12	Dissertation/Project	4
EN4GC13	Comprehensive Viva-Voce	4
EN4GE14	Indian English Fiction	4
EN4GE16	Dalit Studies	4
Total Credits		20

## PG Department of History and West Asian Studies

The Postgraduate Department of History and West Asian Studies established in 2000, is one of the major departments of EMEA College. It offers two major programmes namely MA History and BA West Asian Studies. MA History started in unaided stream in 2014 with an intake of 30 students, while BA in West Asian Studies is in aided sector with a legacy of eighteen years having an intake capacity of 66. At present seven well-qualified and dedicated faculty are working in the department. It has a number of alumni who decorate many apex positions in the academic and non-academic posts in various institutions and organizations. It promotes interactive methodologies with a special focus upon the study of culture and history of our country and West Asian countries. The department specializes in a variety of academic discussions, debates, cultural writings, discussions on different aspects of West Asian culture and trade. It has special interest in showcasing the creative genius of students in both writing and performing arts. A plethora of activities like, Erudite Lectures, Seminars and Workshops, documentary presentations, Film Fest, Debates, Community Extension Programmes, Quizzes, NET coaching, Local History Writings, historical monuments preservation, documentation etc are being carried out every academic year. It gives special focus upon research in its pursuit to be a recognized research centre in future. Mr Firoz KT heads the department. It is located in the ground floor of the main building of the College.

### Faculty

- 1 Firoz KT**, MA (History), MA (Politics), MA (Sociology), MA (Philosophy), MEd, BEd, NET  
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## Students Advisory Scheme

### BA West Asian Studies

First Year Advisor	: Haseena KV
Second Year Advisor	: Firos KT
Third Year Advisor	: Dr Nisar U

### MA History

First Year Advisor	: Sehla Khansah P
Second Year Advisor	: KM Aboobacker

## Scheme of BA West Asian Studies

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER I</b>				
Common	A01	Transactions: Essential English Language Skills	4	3
	A02	Ways with Words: Literatures in English	5	3
	HIN1A07(1)	Prose and Drama	4	4
	ARB1A07(1)	Language Skills in Arabic		
	MAL1A07(1)	<i>Malayala Sahithyam I</i>		
Core	WAS1B01	Introduction to West Asia	6	4
Complementary	JOUI(2)C03	Mass Communication	6	4
Audit Course	AUD1E01	Environment Studies		2
Total Credits			25	20
<b>SEMESTER II</b>				
Common	A03	Writing for Academic and Professional Success	4	4
	A04	Zeitgeist: Readings on Contemporary Culture	5	4
	HIN2A08(1)	Grammar and Translation	4	4
	ARB2A08	Appreciating Arabic Literature		
	MAL2A08(1)	<i>Malayala Sahithyam II</i>		
Core	WAS2B02	History of Ancient Civilizations	6	5
Complementary	WAS1(2)C01	Microsoft Office and Adobe Page Maker	6	4
Audit Course	AUD2E02	Disaster Management		2
Total Credits			25	23
<b>SEMESTER III</b>				
Common	A05	Signatures: Expressing the Self	5	4
	HIN3A09	Poetry in Hindi	5	4
	ARB3A09	Reading Arabic Prose and Poetry		
	MAL3A09	<i>Malayala Sahithyam III</i>		
Core	WAS3B03	Informatics	4	4
	WAS3B04	Ancient Indian Culture	5	4
Complementary	WAS4(03)C01	Hardware and Networking Fundamentals	6	4
Audit Course	AUD3E03	Human Rights/Intellectual Property Rights/Consumer Protection (College can choose any one)		2
Total Credits			25	22

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER IV</b>				
Common	A06	Spectrum: Literature and Contemporary Issues	5	4
	HIN4A10	Novel and Short Stories	5	4
	ARB4A10	Arabic Literature and Culture		
	MAL4A10	<i>Malayala Sahithyam IV</i>		
Core	WAS4B05	Methodology of Historical Writing	4	4
	WAS4B06 (1)&(2)	History of Caliphates/ Arabic in Modern Living	5	4
Complementary	JOU4(3)C03	Mass Media in West Asia	6	4
Audit Course	AUD4E04	Gender Studies/Gerontology (College can choose any one)		2
Total Credits			25	22
<b>SEMESTER V</b>				
Core	WAS5B07	Social and Cultural History of Medieval India (C 1000-1800 AD)	5	4
	WAS5B08	Trends and Movements in Modern Age	5	4
	WAS5B09(1) & (2)	History of Indo-Arab Relation/ Arabic for Correspondence	5	4
	WAS5B10	Major Concepts in International Politics	5	4
Open Course	WAS5DO1	Problems of Contemporary India	3	2
Total Credits			23	18
<b>SEMESTER VI</b>				
Core	WAS6B11	State System in West Asia	5	4
	WAS6B12	Growth of National Movements in India	5	4
	WAS6B13	Foreign Policy Issues in West Asia	5	4
	WAS6B14 (1)&(2)	Selected Themes in Historiography/ Business Arabic	5	4
	WAS6(PR)	Course Work - Local History/ Indo-West Asian Relations (Cultural, Economic and Political)	3	2
Elective	WAS6BE3	History of Medieval Kerala	3	4
Total Credits			26	22



## Scheme of MA History

Code	Title	Type	Credit
<b>SEMESTER I</b>			
HIS1C01	Methods of Historical Research	Core	5
HIS1C02	Pre-Modern Kerala: Problems and Perspectives	Core	5
HIS1C03	Problems, Perspectives and Debates in Early Indian History	Core	5
HIS1C04	Early Bronze and Iron Age Civilizations	Core	5
HIS1A02	Travel and Tourism Management	Audit	4
Total Credits			24
<b>SEMESTER II</b>			
HIS2C01	History and Theory	Core	5
HIS2C02	History of Modern Kerala: Problems and Perspectives	Core	5
HIS2C03	State and Society in Medieval India	Core	5
HIS2C04	Selected Problems of Medieval and Modern World History	Core	5
HIS2A03	Perspectives of Museology	Audit	4
Total Credits			24
<b>SEMESTER III</b>			
HIS3C01	Perspectives on Colonialism in India	Core	5
HIS3C02	Discourses on Indian Nationalism	Core	5
HIS3E08	Group III - Economic History of Modern India	Elective	4
HIS3E09	Gender and Caste in Modern India	Elective	4
Total Credits			18
<b>SEMESTER IV</b>			
HIS4C01	Problems and Debates in Contemporary India	Core	4
HIS4C02	Selected Themes in Pre-modern South India	Core	4
HIS4E01	Group I - Archaeology: Theory and Practice	Elective	3
HIS4E06	Indian Literature in Historical Perspectives	Elective	3
HIS4P01	Project		6
HIS4V01	Viva Voce		2
Total Credits			22

## PG Department of Commerce

PG Department of Commerce is the largest department in the College with two Undergraduate Programmes [B.Com (Co-operation) & B.Com (Computer Application)] and a Postgraduate Programme M.Com with Finance. All Programmes are in the aided stream. It is one of the earliest departments started along with the establishment of the college in 1982. The intake at PG is thirty and UG sixty. The objective of the department is to impart quality education in commerce subjects including Accounting, Management, Finance, Banking, Insurance, Statistics, Managerial Economics, Income tax, GST, Co-operation and Information Technology and thereby provide human capital to commercial, banking, trading, co-operative and governmental organisations.

Twelve faculty members are working under the department who are known for their expertise in finance, organizational behaviour, auditing, IT, company law and income tax. The department creates a stimulating environment for the academic growth. Commerce Club promotes leadership and entrepreneurship among students. We have a well-equipped computer lab to give practical training to the students. Text book library system of the department offers text books on concessional rate to all students of the department.

The department has a full-fledged alumni association consisting of Chartered Accountants, Cost & Management Accountants, academicians and well-known entrepreneurs. The department is functioning in the Commerce and Management Block.

### Faculty

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## **Students Advisory Scheme**

### **UG Commerce: Co-operation**

First Year Advisor : Rafeeqe Ali Mundodan

Second Year Advisor : Aneesath M

Third Year Advisor : Balkees KS

### **UG Commerce: Computer Application**

First Year Advisor : Nahas Sha AA

Second Year Advisor : Muhammed Faisal T

Third Year Advisor : Jaseena PP

### **PG Commerce**

First Year Advisor : Faseela NK

Second Year Advisor : Aboobacker Sidheeque KC

Ibrahim PA

## Scheme of BCom Cooperation

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER I</b>				
Common	A01	Transactions : Essential English Language Skills	4	4
	A02	Ways with Words : Literatures in English	5	3
	HIN1A07(2)	Prose Forms in Hindi Literature	5	4
	ARB1A07(2)	Communicative Arabic		
	MAL1A07(2)	<i>Malayala Sahithyapadanam I</i>		
Core	BCM1B01	Business Management	6	4
Complementary	BCM1C01	Managerial Economics	5	4
Total Credits			25	19
<b>SEMESTER II</b>				
Common	A03	Writing for Academic and Professional Success	4	4
	A04	Zeitgeist: Readings on Contemporary Culture	5	3
	HIN2A08(2)	Poetry, Correspondence and Translation	5	4
	ARB2A08(2)	Reading Arabic Prose and Poetry		
	MAL2A08(2)	<i>Malayala Sahithya padanam II</i>		
Core	BCM2B02	Financial Accounting	6	4
Complementary	BCM2C02	Marketing Management	5	4
Total Credits			25	19
<b>SEMESTER III</b>				
Common	BCM3 A11	Basic Numerical Methods	5	4
	BCM3 A12	Professional Business Skills	5	4
Core	BCM3B03	Business Regulations	4	4
	BC3B04	Corporate Accounting	6	4
Complementary	BCM3C03	Human Resource Management	5	4
Total Credits			25	20

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER IV</b>				
Common	BCM4A13	Entrepreneurship Development	5	4
	BCM4A14	Banking and Insurance	5	4
Core	BCM4B05	Cost Accounting	6	4
	BCM4B06	Corporate Regulations	4	4
Comple- mentary	BCM4C04	Quantitative Techniques for Business	5	4
Total Credits			25	20
<b>SEMESTER V</b>				
Core	BCM5B07	Accounting For Management	4	5
	BCM5B08	Business Research Methods	4	4
	BCM5B09	Income Tax Law & Accounts	4	5
	BCM5B10	Co-operative Theory and Practice	5	4
	BCM5B11	Legal Environment for Co-operatives	5	4
Open Course	BCM5D03	Basic Accounting	3	3
Total Credits			25	25
<b>SEMESTER VI</b>				
Core	BCM6 B12	Income Tax and GST	6	4
	BCM6 B13	Auditing & Corporate Governance	5	4
	BCM6 B14	International Co-operative Movement	5	5
	BCM6 B15	Co-operative Management and Administration	5	5
	BCM6B16	Project	4	2
Total Credits			25	1209

## Scheme of BCom with Computer Application


Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER I</b>				
Common	A01	Transactions: Essential English Language Skills	4	4
	A02	Ways with Words: Literatures in English	5	3
	HIN1A07(2)	Prose Forms in Hindi Literature	5	4
	ARB1A07(2)	Communicative Arabic		
	MAL1A07(2)	<i>Malayala Sahithya Padanam I</i>		
Core	BCM1B01	Business Management	6	4
Complementary	BCM1C01	Managerial Economics	5	4
Total Credits			25	19
<b>SEMESTER II</b>				
Common	A03	Writing for Academic and Professional success	4	4
	A04	Zeitgeist: Readings on Contemporary Culture	5	3
	HIN2A08(2)	Poetry, Correspondence and Translation	5	4
	ARB2A08(2)	Reading Arabic Prose and Poetry		
	MAL2A08(2)	<i>Malayala Sahithyapadanam II</i>		
Core	BCM2 B02	Financial Accounting	6	4
Complementary	BCM2C02	Marketing Management	5	4
Total Credits			25	19
<b>SEMESTER III</b>				
Common	BC3 A11	Basic Numerical Methods	5	4
	BC3 A12	Professional Business Skills	5	4
Core	BCM3B03	Business Regulations	4	4
	BCM3B04	Corporate Accounting	6	4
Complementary	BCM3C03	Human Resource Management	5	4
Total Credits			25	20

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER IV</b>				
Common	BCM4A13	Entrepreneurship Development	5	4
	BCM4A14	Banking and Insurance	5	4
Core	BCM4B05	Cost Accounting	6	4
	BCM4B06	Corporate Regulations	4	4
Comple- mentary	BCM4C04	Quantitative Techniques for Business	5	4
Total Credits			25	20
<b>SEMESTER V</b>				
Core	BCM5B07	Accounting for Management	4	4
	BCM5B08	Business Research Methods	4	4
	BCM5B09	Income Tax Law & Accounts	4	4
	BCMB10	Computer Applications in Business	5	4
	BCM5B11	Business Information Systems	5	4
Open Course	BCM5D03	Basic Accounting	3	2
Total Credits			25	22
<b>SEMESTER VI</b>				
Core	BCM6B12	Income Tax Law and Practice	6	4
	BCM6B13	Auditing	5	4
	BCM6B14	Office Automation Tools	5	5
	BCM6B15	Computerized Accounting with Tally	5	5
	BCM6B16 PR	Project & Viva Voce	4	2
Total Credits			25	20



# Scheme of MCom

Code	Title	Type	Credit
<b>SEMESTER I</b>			
MCM1 C01	Business Environment & Policy		4
MCM1 C02	Corporate Governance & Business Ethics		4
MCM1 C03	Quantitative Techniques for Business Decisions		4
MCM1C04	Management Theory and Organizational Behaviour		4
MCM1C05	Advanced Management Accounting		4
Audit Course	Ability Enhancement Course (AEC)		
Total Credits			20
<b>SEMESTER II</b>			
MCM2 C06	Advanced Corporate Accounting		4
MCM2 C07	Advanced Strategic Management		4
SMCM2 C08	Advanced Cost Accounting		4
MCM2 C09	International Business		4
MCM2 C10	Management Science		4
Audit Course	Professional Competency Course (PCC)		
Total Credits			20
<b>SEMESTER III</b>			
MCM3C11	Financial Management		4
MCM3C12	Income Tax Law Practice and Tax Planning		4
MCM3C13	Research Methodology		4
MCM3EF01	Investment Management		4
MCM3EF02	Financial Markets and Institutions		4
Total Credits			20
<b>SEMESTER IV</b>			
MCM4C14	Financial Derivatives and Risk Management		4
MCM4C15	Income Tax Law, Practice and Tax Planning II		4
MCM4EF03	International Finance		4
MCM4EF04	Advanced Strategic Financial Management		4
MCM4PV01	Project Work and Comprehensive Viva Voce		4
Total Credits			20



## Department of Computer Science

The BSc Programme in Computer Science started during the year 2001-02. The strength of a batch is forty eight. The department will offer its MSc Computer Science shortly. The well-equipped state of the art lab provides a stimulating ambiance for innovative studies. The department has four permanent faculty members to teach core Computer Science Course, one permanent faculty for conducting Complementary Course in Computer Application and two faculty members for teaching Complementary Courses in Mathematics and Statistics.

The course equips the students to get deep knowledge in software development. Seminars on topic of current importance help the students update with the recent improvements in Computer Science and Applications. The department has a well-equipped computer lab with 30 systems for learning core practical papers and another lab with 45 systems for learning the complementary practical papers. These systems are fully networked. Presently BSc Computer Science has eighteen main papers and four subsidiary papers.

The Association of Computer Science organises seminars, workshops and other extension activities for students every year. It conducts an average of one seminar per month. The department conducts industrial visits for the students to different IT parks and software companies.

The department has an Alumni Association in which all students studied in the department are members. It has an administration with a secretary and a joint secretary. Most of the students completed their course have gone for MSc Computer Science and MCA courses. A bunch of alumni has achieved IT jobs and are well placed in various companies like Infosys, Wipro, IBM, TCS etc all over India as well as abroad.

## Faculty

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## Students Advisory Scheme

### BSc Computer Science

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Second Year Advisor	: Mohamed Jamshad K
Third Year Advisor	: Haulath K

# Scheme of BSc Computer Science

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER I</b>				
Common	A01	Transactions: Essential English Language Skills	5	4
	A02	Ways with Words: Literatures in English	4	3
	HIN1A07(3)	Prose and One act Play	4	4
	ARB1A07(3)	Basic Skills in Arabic		
	MAL1A07(3)	<i>Malayala Bhashayum Sahithyavum I</i>		
Core	BCS1B01	Computer Fundamentals & HTML	3	3
Complementary	MTS1C01	Mathematics I	4	3
	STA1C01	Introductory Statistics	4	3
Total Credits			24	20
<b>SEMESTER II</b>				
Common	A03	Writing for Academic and Professional Success	5	4
	A04	Zeitgeist: Readings on Contemporary Culture	4	3
	HIN2A08(3)	Poetry and Short Stories	4	4
	ARB2A08(3)	Reading Arabic Literature		
	MAL2A08(3)	<i>Malayala Bhashayum Sahithyavum II</i>		
Core	BCS2B02	Problem Solving Using C	3	3
	BCS2B03	Programming Laboratory I: HTML and Programming in C	2	2
Complementary	MTS2C03	Mathematics II	4	3
	STA2C02	Probability Theory	4	3
Total Credits			26	22
<b>SEMESTER III</b>				
Core	A11	Python Programming	4	4
	A12	Sensors and Transducers	4	4
	BCS3B04	Data Structures using C	3	3
Complementary	MTS3C03	Mathematics III	4	3
	STA2C03	Probability Distributions & Sampling Theory	4	3
Total Credits				17

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER IV</b>				
Core	A13	Data Communication and Optical Fibres	4	4
	A14	Microprocessors: Architecture and Programming	4	4
	BCS4B05	Database Management System and RDBMS	3	3
	BCS4B06	Programming Laboratory II: Data Structures and RDBMS	5	3
Comple- mentary	MTS4C04	Mathematics IV	2	2
	STA4C04	Statistical Inference & Quality Control	5	3
Total Credits			23	19
<b>SEMESTER V</b>				
Core	BCS5B07	Computer Organization and Architecture	4	3
	BCS5B08	Java Programming	6	4
	BCS5B09	Web Programming Using PHP	6	3
	BCS5B10	Principles of Software Engineering	4	3
		Project	2	0
		Industrial Visit		
Open Course	BCS5D01	Introduction to Computers and Office Automation	3	3
Total Credits			25	
<b>SEMESTER VI</b>				
Core	BCS6B11	Android Programming	5	3
	BCS6B12	Fundamentals of Operating System	5	4
	BCS6B13	Computer Networks	5	4
	BCS6B14	Programming Laboratory III: Java & PHP Programming	2	4
	BCS6B15	Programming Laboratory IV: Android & Linux Shell Programming		4
	BCS6B17	Industrial Visit & Project work		3
Elective	BCS6B16A	System Software	4	3
Total Credits			25	19

## PG Department of Microbiology

The PG Department of Microbiology was started in 1999 with the aim of uplifting the individuals of Malabar, and imparting scientific knowledge. The department was established with BSc Microbiology course. It also offers the Postgraduate Programme (MSc) in Microbiology. At present, the department has seven well-qualified and dedicated faculty who are well-known for their expertise in the area and with much teaching experience. Our faculty teach a wide portfolio of Microbiology courses at the postgraduate and graduate levels. Total intake capacity of the UG and PG programs is 48 and 20 respectively. The alumni of the department now occupy positions of great responsibility in different institutions in India and abroad. At present, Dr Shiji Thomas is the Head of the Department. The Water Potability Test Centre is working under the Department of Microbiology which aims to extend the possibilities of Microbiology to the service of society.

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## Students Advisory Scheme

### BSc Microbiology

First Year Advisor	: Jisha PJ
Second Year Advisor	: Hasna KP
Third Year Advisor	: Dufaida KM

### MSc Microbiology

First Year Advisor	: Rasheeda
Second Year Advisor	: Ashitha K Sanu

## Scheme of BSc Microbiology

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER I</b>				
Common	A01	Transactions: Essential English Language Skills	5	4
	A02	Ways With Words: Literatures In English	5	3
	HIN1A07(3)	Prose and One Act Play	5	4
	ARB1A07(3)	Basic Skills in Arabic		
	MAL1A07(3)	<i>Malayala Bhashayum Sahithyavum I</i>		
Core	MBG1B01	General Microbiology	3	3
Complementary	BCH1C01	Biochemistry-I	2	3
	BCH1C05	Biochemistry Practical-I	2	
	MBG 1C02	Biostatistics-I	4	2
Total Credits				19
<b>SEMESTER II</b>				
Common	A03	Writing for Academic and Professional Success	4	
	A04	Zeitgeist: Readings On Contemporary Culture	5	
	HIN2A08(3)	Poetry and short Stories	5	
	ARB2A08(3)	Reading Arabic Literature		
	MAL2A08(3)	<i>Malayala Bhashayum Sahithyavum II</i>		
Core	MBG2B02	Microbial Physiology and Taxonomy	2	
Complementary	BCH1C05	Biochemistry Practical -2	2	
	BCH2C02	Biochemistry-II	2	
	MBG2C04	Biostatistics-II	4	
Total Credits				20
<b>SEMESTER III</b>				
Core	A11	Biodiversity – Scope and Relevance	4	4
	A12	Research Methodology	4	4
	MBG3B03	Environmental and Sanitation Microbiology	4	4
	MBG4B05(P)	Microbial Physiology and EVS Microbiology	3	
Complementary	BCH3C02	Biochemistry-III	3	2
	BCH1C05	Biochemistry Practical-III	2	
	MBG3C06	Computer Application Fundamentals	2	2
Total Credits				20



Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER IV</b>				
Common	A13	Natural Resource Management	4	4
	A14	Intellectual Property Rights	4	4
Core	MBG4B04	Soil and Agricultural Microbiology	4	4
	MBG4B05	Soil and Agricultural Microbiology -Practical	3	4
Comple- mentary	BCH4C94	Biochemistry-IV	2	4
	MBG4C09	C Language, Database Management System and SQL	3	2
	MBG4C10(P)	Computer Application Practical-II	2	2
	MBG4C10(P)	Biostatistics Practical - LI	2	2
	BCH1C05	Biochemistry Practical IV		
Total Credits				20
<b>SEMESTER V</b>				
Core	MBG5B06	Industrial Microbiology	4	4
	MBG5B07	Food and Dairy Microbiology	4	4
	MBG6B12(P)	Practical IV - Industrial Food and Dairy Microbiology	4	
	MBG5B08	Immunology	4	4
	MBG5B09	Medical Microbiology - I	4	4
	MBG6B16(Pr)	Project Work	2	
Open Course	MBG5D01/ D02 D03	For Other Department	3	4
Total Credits				22
<b>SEMESTER VI</b>				
Core	MBG6B10	Genetics and Genetic Engineering	5	4
	MBG6B12(P)	Microbiology Biology - Practical II	4	4
	MBG6B11	Medical Microbiology II	5	4
	MBG6B13(P)	Microbiology - Practical III	4	3
	MBG6B14(P)	Microbiology - Practical IV		
	MBG6B15(E1)	Cell and Tissue Culture	4	2
	MBG6B15(E2)	Molecular Biology		4
	MBG6B15(E3)	Bio-instrumenation		
	MBG6B16(PR)	Project work	3	3
Total Credits				20

# Scheme of MSc Microbiology

Code	Title	Type	Credit
<b>SEMESTER I</b>			
MBG1C01	General Biochemistry and Microbial Metabolism		4
MBG1C02	Biophysics and Instrumentation		3
MBG1C03	Environmental and Sanitation Microbiology		3
MBG1C04	Agricultural Microbiology and Plant Pathology		2
MBG1L01	(MB1C01 and MB1C02) Practical I		4
MBG1L02	(MB1C03 and MB1C04) Practical II		4
Total Credits			20
<b>SEMESTER II</b>			
MBG2C05	Principles of Genetics		4
MBG2C06	Food and Dairy Microbiology		4
MBG2C07	Industrial Microbiology		4
MBG2C08	Immunology		4
MBG2L03	Practicals III		4
Total Credits			20
<b>SEMESTER III</b>			
MBG3C09	Medical Microbiology		4
MBG3C10	Molecular Biology		4
MBG3E01	Diagnostic Microbiology		
MBG3E02	Cell Biology		4
MBG3E03	Microbial Taxonomy		
MBG3L04	(MB2C06, MB2C08 & MB3 C09) Practical IV		4
MBG3L05	(MB2C05 & MB3C10) Practical V		4
Total Credits			20
<b>SEMESTER IV</b>			
MBG4C11	Biostatistics and Bioinformatics		4
MBG4E04	Microbial Biotechnology		
MBG4E05	Genetic Engineering		4
MBG4E06	Biosafety, Bioethics & IPR		
MBG4L06	(MB4C11) Practical -VI		4
MBG4Pr	Dissertation		8
Total Credits			20
<b>AUDIT COURSES</b>			
Audit Course I	Ability Enhancement Course (AEC )		4
Audit Course II	(PCC) Professional Competency Course		4

## Department of Biochemistry

Department of Biochemistry was started in 2004 which offers BSc Biochemistry with Chemistry and Microbiology as complementary subjects. The intake capacity of the department is forty eight and the admission to the programme is based on merit (reservation as per the norms of Govt). At present, there are four faculty members in the department who are well-qualified, and committed to teaching. Biochemistry opens up opportunities in the fields like pharmaceuticals, agriculture, research and medicine in India and overseas. Since most of people in the area are abroad, the department helps meet the requirement of the huge demand for biochemists in food industries, hospitals, and pharmaceuticals in Gulf countries. Moreover, the scope in research field is unlimited.

Biochemistry is one of the fascinating subjects as it deals with the chemical language of life. The main objective of this course is to teach the students the basic concepts of Biochemistry with special focus on animal metabolism.

### Faculty

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## Students Advisory Scheme


### BSc Biochemistry

First Year Advisor	: NK Zaheera Banu
Second Year Advisor	: Sulfikar Ali M
Third Year Advisor	: Rajesh TK

# Scheme of BSc Biochemistry

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER I</b>				
Common	A01	Transactions: Essential English Language Skills	4	4
	A02	Ways With Words: Literatures In English	5	3
	HIN1A07(3)	Prose and One act Play	5	4
	ARB1A07(3)	Basic Skills in Arabic		
	MAL1A07(3)	<i>Malayala Bhashayum Sahithyavum I</i>		
Core	BCH1B01	Introduction to Biochemistry and Cell Biology	3	3
Comple- mentary	CCHE1C01	General Chemistry	2	3
	MBG1C01	General Microbiology	2	2
	MBG4C05	Practical		
Total Credits				20
<b>SEMESTER II</b>				
Common	A03	Writing for Academic and Professional Success	4	4
	A04	Zeitgeist: Readings On Contemporary Culture	5	3
	HIN2A08(3)	Poetry and Short Stories	5	4
	ARB2A08(3)	Reading Arabic Literature		
	MAL2A08(3)	<i>Malayala Bhashayum Sahithyavum II</i>		
Core	BCH2B02	Biomolecules -I	3	3
Comple- mentary	CHE2C05	Physical Chemistry	2	3
	MBG2C02	Applied Microbiology	2	3
	MBG4C05	Practical		
Total Credits				20
<b>SEMESTER III</b>				
Common	A11	Biodiversity – Scope and Relevance	4	4
	A12	Research Methodology	4	4
Core	BCH3B03	Biomolecules -II	3	3
	BCH3B04	Techniques in Biochemistry	2	2
	BCH3B05	Practical -I	2	
	BCH3C03	Enzymology	2	2
Comple- mentary	CHE3C09	Organic Chemistry	3	3
	MBG3C03	Food and Industrial Microbiology	3	2
	MBG4C05	Practical III		
Total Credits				19

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER IV</b>				
Common	A13	Natural Resource Management	4	4
	A14	Intellectual Property Rights	4	4
Core	BCH4B06	Enzymology	3	3
	BCH4B07	Intermediary Metabolism I	2	2
Comple- mentary	BCH3B05 & BCH4B08	Practical -1	2	4
	CHE4C05	Physical & Applied Chemistry		
	CHE4C05(P)	Chemistry Practical	3	2
	MB4C07	Medical Microbiology & Immunology	3	3
	MB4C08(P)	Microbiology Practical	2	
Total Credits				22
<b>SEMESTER V</b>				
Core	BCH5B09	Plant Biochemistry	2	2
	BCH5B10	Human Physiology	3	3
	BCH5B11	Immunology and Microbiology	4	4
	BCH5B12	Clinical and Nutritional Aspects of Biochemistry	4	4
	BCH5B13	Practical -II	10	
Open Course	BCHD02	Life Style Diseases	2	2
Total Credits				21
<b>SEMESTER VI</b>				
Core	BCH6B14	Classical Genetics and Molecular Biology	4	4
	BCH6B15	Recombinant DNA Technology	4	4
	BCH6B16	Molecular Endocrinology	3	3
	BCH5B13 & BCH6B17	Practical-II		4
	BCH06B18	Practical-III	10	5
	BCH6B19	Project	4	2
Total Credits				20



## Department of Biotechnology

The Department of Biotechnology started functioning in 2002 to provide an appropriate platform for the students to learn the different aspects of Biotechnology. Presently, four well-qualified teaching faculty are working in the department. The department offers BSc Biotechnology programme in self-financing stream with Environmental Biotechnology and Chemistry as subsidiary subjects. The University has sanctioned forty eight seats in a batch. It has well-equipped laboratory for teaching and research. Though Biotechnology is an undergraduate department, the teachers and students get actively involved in research. The department has collaborated in research with international and national institutes like Zhejiang University, Hangzhou, China, University of Calicut etc and published many papers in the national and international journals. The department has a good record in conducting various national seminars and workshops on a regular basis. The students of the department have a very good academic record and rating in the results in university examinations and PG entrance examinations.

### Faculty

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- 3 **Dr Somy Soman**, MSc, MPhil, PhD  
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## Students Advisory Scheme

### BSc Biotechnology

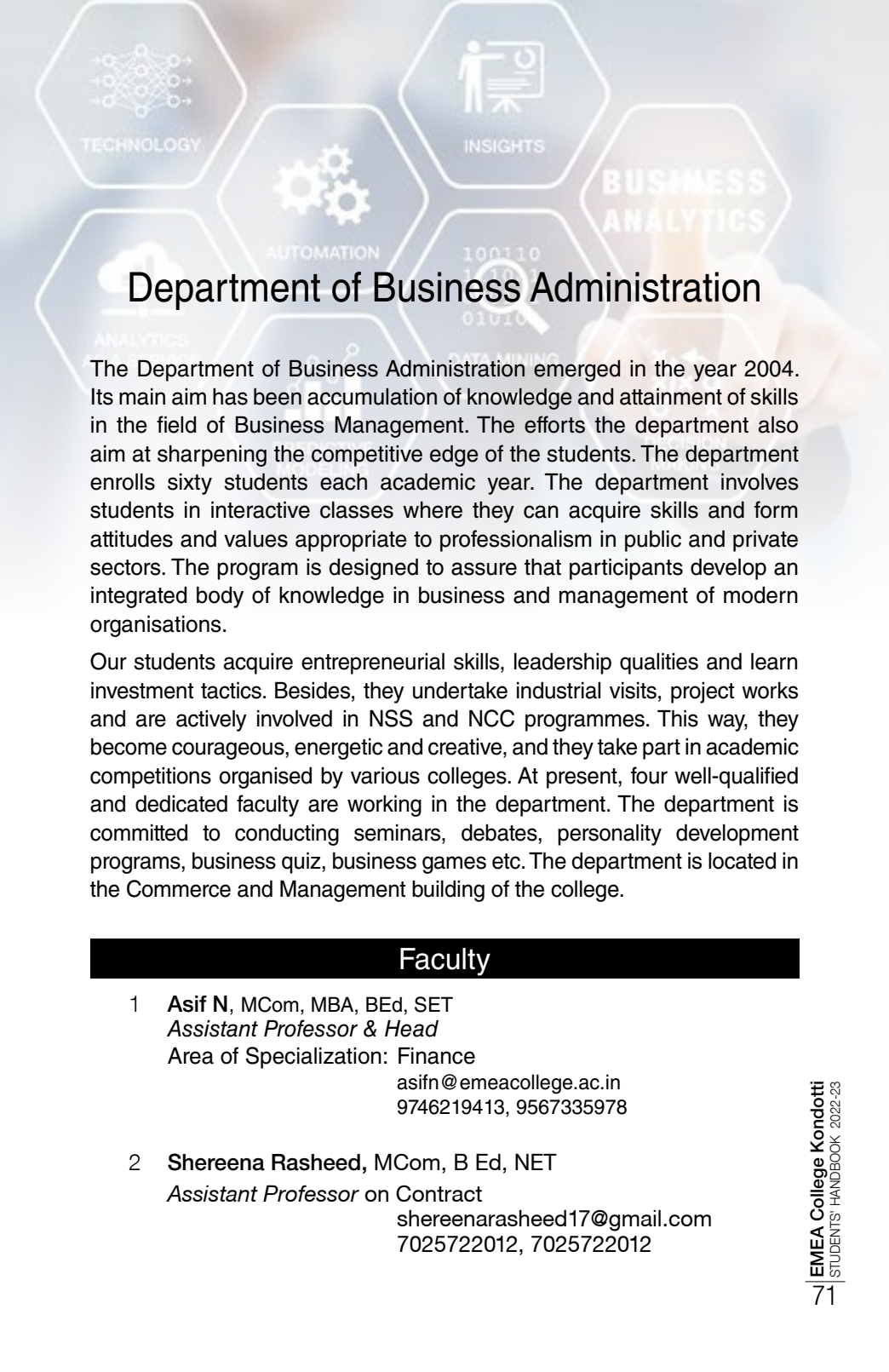
First Year Advisor	: Rameesa K
Second Year Advisor	: K Mashhoor
Third Year Advisor	: Shillydas A



# Scheme of BSc Biotechnology

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER I</b>				
Common	A01	Transactions: Essential English Language Skills	4	4
	A02	Ways With Words: Literatures In English	5	3
	HIN1A07(3)	Prose and One act Play	5	4
	ARB1A07(3)	Basic Skills in Arabic		
	MAL1A07(3)	<i>Malayala Bhashayum Sahithyavum I</i>		
Core	BTY1B01	Cell Biology	3	3
Complementary	CHEC01	General Chemistry	2	3
	BTY1C03	Environmental Biotechnology	2	3
Total Credits				20
<b>SEMESTER II</b>				
Common	A03	Writing for Academic and Professional Success	4	4
	A04	Zeitgeist: Readings On Contemporary Culture	5	3
	HIN2A08(3)	Poetry and Short Stories	5	4
	ARB2A08(3)	Reading Arabic Literature		
	MAL2A08(3)	<i>Malayala Bhashayum Sahithyavum II</i>		
Core	BTY2B02	General Microbiology	4	3
Complementary	CHE2C05	Physical Chemistry	2	3
	BTY2C02	Environmental Biotechnology	2	3
Total Credits				20
<b>SEMESTER III</b>				
Common	A11	Biodiversity – Scope and Relevance	5	4
	A12	Research Methodology	5	4
Core	BTY3B03	Biochemistry	3	3
	CHE3C09	Organic Chemistry	3	3
Complementary	BTY3C11	Environmental Biotechnology	3	3
Total Credits				17

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER IV</b>				
Common	A13	Natural Resource Management	5	
	A14	Intellectual Property and Rights	4	5
Core	BTY4B05	Genetics	4	3
	BTY4C04	Environmental Biotechnology	4	3
	CHE4C05	Chemistry	4	3
	CHE4C05 (P)	Chemistry (P)		
	BTY4C05 (P)	Environmental Biotechnology (P)	4	4
	BTY4B06 (P)	Genetics and Biochemistry (P)	4	4
Total Credits				21
<b>SEMESTER V</b>				
Core	BT5B07	Molecular Biology	4	3
	BT5B08	Immunology & Immuno-technology	4	3
	BT5B09	Bio-process technology	3	3
	BTY5B11(P)	Immunology	4	4
Project	BTY5B1	Project Work/Industrial Visit	2	
Practical	BTY5B11(P)	Immunology (Pr)	3	2
	BT5B10(P)	Molecular Biology (P)		
	BTY5B12 (P)	Bio-process technology (P)	4	4
Open Course	BT5D01	Introduction to Biotechnology		
Total Credits				19
<b>SEMESTER VI</b>				
Core	BTY6B13	Plant Biotechnology	4	3
	BTY6B14	Animal Biotechnology	3	3
	BTY6B15	Recombinant DNA Technology and Bio-informatics	3	3
	BTY6B16(P)	Plant Biotechnology Practical (P)	4	3
	BTY6B20	Project	4	4
Elective	BTY6B17	Medical Biotechnology	3	2
Total Credits				20



## Department of Business Administration

The Department of Business Administration emerged in the year 2004. Its main aim has been accumulation of knowledge and attainment of skills in the field of Business Management. The efforts the department also aim at sharpening the competitive edge of the students. The department enrolls sixty students each academic year. The department involves students in interactive classes where they can acquire skills and form attitudes and values appropriate to professionalism in public and private sectors. The program is designed to assure that participants develop an integrated body of knowledge in business and management of modern organisations.

Our students acquire entrepreneurial skills, leadership qualities and learn investment tactics. Besides, they undertake industrial visits, project works and are actively involved in NSS and NCC programmes. This way, they become courageous, energetic and creative, and they take part in academic competitions organised by various colleges. At present, four well-qualified and dedicated faculty are working in the department. The department is committed to conducting seminars, debates, personality development programs, business quiz, business games etc. The department is located in the Commerce and Management building of the college.

### Faculty

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## Students Advisory Scheme

### Business Administration

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Second Year Advisor	: Fabisha PP
Third Year Advisor	: Shereena Rasheed

## Scheme of Business Administration

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER I</b>				
Common	BBA1A01	Transactions: Essential English Language Skills	4	4
	BBA2A02	Ways With Words: Literatures In English	5	3
	HIN1A07(2)	Prose Forms in Hindi Literature	5	4
	ARB1A07(2)	Communicative Arabic		
	MAL1A07(2)	<i>Malayala Sahithya Padanam I</i>		
Core	BBA1B01	Management Theory and Practices	6	4
Complementary	BB1A07	Managerial Economics	5	4
Total Credits			25	19
<b>SEMESTER II</b>				
Common	BBAA03	Writing For Academic and Professional Success	4	4
	BBAA04	Zeitgeist: Readings on Contemporary Culture	5	3
	HIN2A08(2)	Poetry Correspondence and Translation	5	4
	ARB2A08(2)	Reading Arabic Prose and Poetry		
	MAL1A08(2)	<i>Malayala Sahithya Padanam II</i>		
Core	BBA2B02	Financial Accounting	6	4
Complementary	BBA2B03	Marketing	5	4
Total Credits			25	19
<b>SEMESTER III</b>				
Common	BBA3A11	Basic Numerical Methods	5	4
	BBA3A12	Professional Business Skills	4	4
Core	BBA3B04	Corporate Accounting	6	4
	BBA3B05	Financial Management	5	4
Complementary	BBA3C02	Business Regulation	5	4
Total Credits			25	20

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER IV</b>				
Common	BBA4A13	Entrepreneurship Development	5	4
	BBA4A14	Banking and Insurance	4	4
Core	BBA4B06	Cost and Management Accounting	6	4
	BBA4B07	Corporate Regulations	5	4
Complementary	BBA4C05	Quantitative Techniques for Business	5	4
Total Credits			25	20
<b>SEMESTER V</b>				
Core	BBA5B07	Human Resources Management	4	4
	BBA5B08	Business Research Methods	4	3
	BBA5B09	Operation Management	4	4
	BBA5B10	Elective I: Income Tax	5	4
	BBA5B11	Elective II: Financial Market and Institution	5	4
Open Course	BBA5D01	E-Commerce	3	3
Total Credits			25	22
<b>SEMESTER VI</b>				
Core	BBA06B12	Organizational Behaviour	5	4
	BBA06B13	Management Science	5	4
	BBA06B14	Project Management	3	2
	BBA06B15	Elective3: Financial Services	5	4
	BBA06B16	Elective 4: Investment Management	5	4
	BBA06B17	Project and Viva Voce	2	2
Total Credits			25	20



# Department of Vocational Education

Department of Vocational Education is one of the newest departments of the college started in the year of 2020. It comes under B.Voc Sector. Logistics Management is a part of Supply Chain Management. This discipline deals with planning, implementing and controlling the efficient flow (forward and backward) and storage of goods, services and related information between the point of origin and the point of consumption (customer). Professional Accounting and Taxation is a programme with high job opportunities.

## Logistics Management

Logistics sector plays an important role in world trade and international business. Without proper logistics infrastructure and support, international trade (and thus world economy) will simply collapse! Logistics sector is quite broad and complex. It consists of various aspects such as mode of transportation, finance management, material management, flow of work etc. In order to take care of these tasks, logistics sector needs different kinds of professionals. These professionals bring with them their unique set of skills and knowledge.

## Professional Accounting and Taxation

Professional Accounting and Taxation is a 3-year degree programme with multiple exits in diploma, advanced diploma, degree level. Accounting and Taxation plays a vital role in the development of any economy. The growth and development of each economy depend on equitable management and multiplication of resources. The course enrich the students knowledge in the preparation of financial statements, record business transactions, income tax filings, generate Goods and Services Tax (GST) statement, develop a business budget, develop and manage an organization's financial plans, prepare tax statements for a particular taxpayer.

B Voc. programmes offer multiple entry and exit options. Students will obtain diploma certificate after completing one year of the program, advanced diploma after completing two years of the program and a Bachelor's degree after completing the entire program.

## Faculty

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 7356773106
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## Scheme of B Voc Professional Accounting & Taxation

Code	Title	Hours/ Week	Credit
<b>SEMESTER I</b>			
GEC1EG01	A01 Transactions Essential English Language Skills		4
GEC1ML02	MAL1A01(2) Malayalam – <i>Bhashayum Sahithyavum</i> – I		4
GEC1HD02	A07(3) Hindi – rose and One Act Plays		4
GEC1BM03	(BC1B01) Business Management		4
SDC1PT01	Principles of Taxation		5
SDC1PT02	Financial Accounting		3
SDC1PT03 (P)	Office Automation Tools-Lab and Communicative English		2
SDC1PT04 (P)	Financial Accounting using Tally - Lab		4
Total Credits			30
<b>SEMESTER II</b>			
GEC2EG04	A02 Ways with Words: Literature in English		4
GEC2ML05	MAL2A02(2) Malayalam – <i>Bhashayum Sahithyavum</i> – II		4
GEC2HD05	(A09) Hindi – Poetry and Short Stories		4
GEC2BN06	(BC3A11) Basic Numerical Skills		4
SDC2PT05	Direct Taxation I		5
SDC2PT06	Cost Accounting		3
SDC2PT07 (P)	Cost Accounting – Lab and Bank Test Coaching		2
SDC2PT08 (Pr)	Internship/Mini Project		4
Total Credits			30
<b>SEMESTER III</b>			
GEC3EG07	A03 Writing for Academic and Professional Success		4
GEC3BR08	(BC3B03) Business Regulations		4
SDC3PT09	Organization Behaviour and Communication		4
SDC3PT10	Direct Taxation II		4
SDC3PT11	Management Accounting, Budgeting & Forecasting		5
SDC3PT12(P)	Direct Taxation: TDS Return Filing Lab		4
SDC3PT13(P)	Financial Analysis & Budget Preparation & PSC Coaching		3 2
Total Credits			30

Code	Title	Hours/ Week	Credit
<b>SEMESTER IV</b>			
GEC4EG09	A04 Zeitgeist: Readings on Society and Culture		4
GEC4ED10	(BC4A13) Entrepreneurship Development		4
SDC4PT14	Indirect Taxation		4
SDC4PT15	Auditing and Corporate Governance		4
SDC4PT16 E1/E2	E1 – (BC3A12) Professional Business Skills E2 – (BB4A14) Banking & Insurance		5
SDC4PT17(P)	Indirect Taxation – GST and Bank Test Coaching		3 2
SDC4PT18(Pr)	Internship/Mini Project (One month internship for Audit Practices)		4
Total Credits			30
<b>SEMESTER V</b>			
GEC5HR11	(BC3C03) Human Resource Management		4
SDC5PT19	Marketing Management		4
SDC5PT20	Quantitative Techniques for Business		4
SDC5PT21 E3/E4	E3 – Corporate Taxation and Tax Planning E4 – (MCM4C15) Income Tax Law Practice and Tax Planning		5
SDC5FT22 E5/E6	E5 – (BBA5B09) Operation Management E6 – (BBA6B13) Management Science		4
SDC5FT23(P)	Advanced Microsoft Excel For Financial Analysis		5
SDC5FT24(P) E7/E8	E7 – Case Study : Business Research Methods E8 – Capital Marketing Operations (Stock Exchange)		4
Total Credits			30
<b>SEMESTER VI</b>			
SDC6PT25 (Pr)	Internship and Project		30

## Scheme of B Voc Logistics Management

Code	Title	Hours/ Week	Credit
<b>SEMESTER I</b>			
A01	English		3
A02	English		3
A07(3)	Mal/Hindi/Arabic		4
SDC1IT01	IT for business		4
SDC1PM02	Principles of Management		4
SDC1FA03	Fundamentals of Accounting		4
SDC1MM04	Marketing Management		4
SDC1IL05	Introduction to Logistics Management		4
	Audit Course 1		4
Total Credits			30
<b>SEMESTER II</b>			
A03	English		4
A04	English		4
A08(3)	Mal/Hindi/Arabic		4
SDC2ME06	Managerial Economics		3
SDC2OB07	Organizational Behaviour		3
SDC2WM08	Warehouse Management		4
SDC2TM09	Transportation and Distribution Management		4
SDC2LM10	Project / Internship		4
	Audit Course II		4
Total Credits			30
<b>SEMESTER III</b>			
A11	Basic Mathematics and General Awareness		4
A12	Professional Business Skills		4
SDC3BC11	Business Communication		3
SDC3BS12	Business Statistics		3
SDC3EC13	E-commerce management		4
SDC3IM14	Inventory Management		4
SDC3SO15	Shipping and Ocean Freight Logistics Management		4
SDC3LM16	Project/ Industrial visit		4
Total Credits			30

Code	Title	Hours/ Week	Credit
<b>SEMESTER IV</b>			
A13	Entrepreneurship Development		4
A14	Public Health Sanitation and Safety		4
SDC4RM17	Retail management		3
SDC4OM18	Operations Management		3
SDC4SM19	Supply Chain Management		4
SDC4IN20	International Logistics Management		4
SDC4EI21	Export and Import - Policies & Procedures		4
SDC4LM22	Project/ Internship		4
Total Credits			20
<b>SEMESTER V</b>			
SDC5HR23	Human Resource Management		3
SDC5BI24	Banking & Insurance Management		3
SDC5EM25	Emotional Intelligence Development		4
SDC5BM26	Brand Management		4
SDC5PM27	Production and Materials Management		4
SDC5DM28	Domestic Logistics Management		4
SDC5AC29	Air Cargo Logistics Management		4
SDC4LM30	Project/ Industrial visit		4
Total Credits			30
<b>SEMESTER VI</b>			
SDC6TP31	Term paper - Internship & Project (900hrs.) Internship		2
SDC6LM32	Project		28
Total Credits			30

The background of the page is a light blue gradient with various faint, white mathematical and physics diagrams. These include a complex geometric structure resembling a sphere with internal lines, a diagram with a central point and radiating lines, and some handwritten-style mathematical symbols like  $F_{OC}$  and  $\vec{F}$ .

## Department of Mathematics & Physics

Department of Mathematics and Physics at EMEA college, established in 2020. We are currently offering B.Sc. Mathematics and Physics dual-core programme. The intake capacity of the department is 24. The programme is in the aided stream. At present, the department has two well-qualified and dedicated faculty members. They have long years of teaching and research experience in their area of specialisation. The dual-core curriculum is one of the newest proposals from the government. The student gets an added benefit like they completed undergraduate courses in Mathematics and also in Physics. One can say that the dual-core degree is a single undergraduate programme with the power of two undergraduate programmes. The current scheme can get wide acceptability in the field of research. The existing curriculum can open a Broadway of opportunities, especially in the areas like artificial intelligence and data science. The dual-core curriculum is designed under the scheme named language reduced pattern.

The co-curricular activities aimed to make sure the students get admission to institutes like IIT's and central universities. The invited talks by scholars from prestigious institutions help to provide better exposure to students. Presently, Dr Muhammed Fazil heads the department.

## Faculty

- 1 **Suneena P.D, M.Sc, M.Ed**  
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## Students Advisory Scheme

### BSc Physics and Mathematics

First Year Advisor	: Muhammed Ajmal P
Second Year Advisor	: Suneena PD
Third year advisor	: Abdul Rasheed Paloly

# Scheme of Physics and Mathematics

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER I</b>				
Common	A01	Transactions: Essential English Language Skills	4	3
	A02	Ways With Words: Literatures In English	5	3
	HIN1A07(3)	Prose and One act Play	4	4
	ARB1A07(3)	Basic Skills in Arabic	4	2
	MAL1A07(3)	<i>Malayala Bhashayum Sahithyavum I</i>	5	
Core	PHY 1B21	Mechanics I	2	2
		Practical I	4	
	MTS 1B21	Basic Calculus	6	4
Elective	E01	Environment Studies		4**
Total Credits				19
<b>SEMESTER II</b>				
Common	A03	Writing for Academic and Professional Success	4	4
	A04	Zeitgeist: Readings On Contemporary Culture	5	4
	HIN2A08(3)	Poetry and Short Stories	5	4
	ARB2A08(3)	Reading Arabic Literature		
	MAL2A08(3)	<i>Malayala Bhashayum Sahithyavum II</i>		
Core	PHY 2B22	Mechanics II	2	2
	PHY 2B23	Practical I	4	2
	MTS 2B22	Advanced Calculus	6	4
Elective	E02	Disaster Management		4**
Total Credits				20
<b>SEMESTER III</b>				
General	A11	General Course	5	4
General	A12	General Course	5	4
Core	PHY 3B24	Electrodynamics	3	3
Core	PHY 3B25	Thermodynamics	3	3
Core		Practical II	2	
Core	MTS 3B23	Abstract Algebra	4	3
Core	MTS 3B24	Multi-variable Calculus	3	3
	E03	Human Rights or Intellectual Property Rights or Consumer protection		4**
Total Credits				20

Course	Code	Title	Hours/ Week	Credit
<b>SEMESTER IV</b>				
General	A13	General Course	5	4
General	A14	General Course	5	4
Core	PHY 4B26	Statistical Physics, Solid State Physics, Spectroscopy and Photonics	3	3
Core	PHY 4B27	Electronics (Analog and Digital)	3	3
Core		Practical III	2	
Core	MTS 4B25	Differential Equations	4	3
Core	MTS 4B26	Number Theory	3	3
	E04	Gender studies or Gerontology		4**
Total Credits				20
<b>SEMESTER V</b>				
Core	PHY 5B28	Relativistic Mechanics and Astrophysics	3	3
Core	PHY 5B29	Optics	3	3
Core	PHY 5B30	Quantum Mechanics	3	3
Core		Practical II	2	
Core		Practical II	2	
Core	MTS 5B27	Complex Analysis	5	5
Core	MTS 5B28	Real Analysis - I	4	4
Open Course		Offered by Other Departments	3	3
Total Credits				21
<b>SEMESTER VI</b>				
Core	PHY 6B31	Nuclear and Particle Physics	4	3
Core	PHY 6B32	Elective (Physics Core)	3	3
Core	PHY 6B33	Practical II	2	2
Core	PHY 6B34	Practical III	2	2
Core	PHY 6B35	Project + Tour Report	2	3
Core	MTS 6B29	Linear Algebra	5	4
Core	MTS 6B30	Real Analysis- II	4	3
Core	MTS 6B31	Elective (Mathematics Core)	3	3
Total Credits				23



## Department of Statistics

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## Department of Arabic

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## Department of Malayalam

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areekanaskarali@gmail.com  
9744407084
- 2 **Renjitha OK, MA, BEd, NET, Diploma (Communicative Sanskrit)**  
*Assistant Professor*  
Area of Specialization: Malayala Sahithyam  
renjitharajeevparu19@gmail.com  
9495732508, 8848544914

## Department of Journalism

1. **Dr Abdul Muneer V, MJC, PhD, NET**  
*Associate Professor & Head*  
Area of Specialization: Political Communication  
muneervalappil@gmail.com  
muneervalappil@emeacollege.ac.in  
9446433438

## Department of Political Science

- 1 **Dr. Asharaf Valoor, MA, PhD, NET, JRF**  
*Assistant Professor & Head*  
Area of Specialization: Political Theory, Politics in West Asia,  
Indian Constitution  
p.ashraf@gmail.com  
9544099080

## Department of Physical Education

- 1 **Shihabudheen Paikarathodi, MPed, MCom, NET, PGDSM**  
*Assistant Professor & Head*  
Area of Specialization: Sports Fitness  
shihabudheen009@gmail.com  
9846990313

- 2 Vacant

## Department of Chemistry

- 1 **Fairooz Jabeen Mokkan**, MSc. Chemistry, B. Ed,  
*Assistant Professor on Contract*

Fairoozsalam@gmail.com  
9745528011, 9745528011

- 2 **Juvairiya KK**, MSc  
*Assistant Professor*  
Area of Specialization: Pure Chemistry  
9207642506

## Open Courses Offered for UG Programmes (V Semester)

Sl. No.	Course Code	Name of the Course	Name of the Department	Name of Teacher
1	PE5D03	Physical Activity Health and Wellness	Physical Education	Shihabudheen Paikarathodi
2	BT5D 01	Introduction to Biotechnology	Biotechnology	Dr. Mashhoor K & Somy Soman
3	BC5D03	Basic Accounting	Commerce	Aneesath .M
4	BCS5D01	Introduction to Computers and Office Automation	Computer Science	Dr. Jamsheela O
5	BCH5D02	Lifestyle Diseases	Biochemistry	Rajesh.TK & Zaheera Banu
6	BBAVD01	E-Commerce	Business Administration	Jamsheer CK
7	WAS5D03	Problems of Contemporary India	West Asian Studies	Muhammed Shafi T
8	MB5D02	Environmental Microbiology	Microbiology	Jisha PJ
9	EN5D01	English for Competitive Examination	English	Dr. Afsal P C
10	EC5 D01	Economics in Everyday Life	Economics	Dr. Ibrahim Cholakkal

# Shihab Thangal Memorial Central Library and Research Centre



# Central Library and Research Centre

The Central Library was instituted with the inception of the college in 1982, and is named after the late Jb. Sayyid Muhammedali Shihab Thangal. The primary aim of the library is to establish a learning environment for users and to encourage and support the professional and individual growth of EMEA community. The library promises to promote the mission of the college by empowering academic community of the College with enriching collections, innovative services, and state-of-art technologies as well as to discover, preserve, and disseminate knowledge. It acts as a centre for the collection of resources predominantly related to all subjects offered by the college. The college library which is an integral part of the higher educational institution plays a pivotal role in acquiring and providing access to books, periodicals and other media that meet the educational and informational needs of its users in a stimulating, scholarly environment conducive to academic pursuits.

The Central Library which is housed in an independent, two-storied building with a carpet area of over 6700 sq. ft is well-equipped with modern facilities and resources. The library area which is easily accessible for library users is segregated in various sections like Circulation Desk, Reading Room, Stack Room, Periodical Section, Reference Area and Digital Library Section. It is a fully automated Open Access Library, and KOHA, the web centric library management software is used for computerizing all the housekeeping operations. Library is modernized with barcoding based automation system that facilitates check-in, check-out and renewal of books. Apart from this, our library has a separate Digital Library which has been developed using D Space Software in the year 2019. Every functional unit in the library is equipped with a network of computers to enable smooth information flow. The college library has its own Library Website that acts as a knowledge resource portal for the user community. Library also maintains a Library Blog to disseminate information, make announcements and to deliver library news to the users in a timely manner.

## Library Resources at a Glance

Resources	Total Collection
Volumes (Books)	23,965
Titles (Books)	17,865
Journals	37
Magazines	29
E-Journals (N List Consortia)	6,000+
E-Books (N List Consortia)	1,99,500 + E-Books under N List & 6,00,000 E-Books through NDL+17140 books (British Council Library)
CDs/DVDs	286
Newspapers	11

## Library User-oriented Services and Best Practices

- Reference Service
- Referral Service
- Book Reservation Service
- Bibliographic Compilation
- User awareness Service
- Serials Service
- Question Bank (print and online)
- CD-ROM Search Service
- New Arrivals Display
- Newspaper Clipping Service
- Bulletin Board Service
- Books for Competitive Exam / Career Guidance & Rare Books
- Back Issues of Journals for Reference

## ICT-Enabled User Services

- Automated using KOHA Software with OPAC & Webopac
- Automated and Bar-coded Circulation

- E-Resources Access through N-LIST Service of INFLIBNET
- E-Resources Access through D space Institutional Repository
- Plagiarism checking service using URKUND software

## **Library Facilities**

- Open Access Facility
- Reading Room Facility
- Separate Section for Post Graduate Students
- Reprographic Facility
- Barcode Based Issue/Return Facility
- 18 Computers in Digital Library/Knowledge Resource Center Section
- Broadband Internet surfing facility and printouts for students and staff
- Property Counter
- CCTV surveillance for security measures
- Card Catalogue Cabinet
- Toilet and Drinking Water Facility
- Wi-Fi Enabled Library

## **Library Membership**

The Membership of the library is open for the teaching staff, students and non-teaching staff of the College. A non-member is not admitted to the library except with permission from the Principal. The Identify Card issued to the students from the College is also their Library Membership Card. Books are issued to the users on the production of a valid Identity Card. The members are supposed to be conversant with and agreeable to the Library rules.

## **Damage/Loss of Library Materials**

- Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books.
- Users will be held responsible for any damage or loss of library materials in their possession and will be required to meet the cost of replacement as per the government directives.
- Lost books must be reported to the librarian immediately and replaced or paid for within thirty days.



- Lost library books that are recovered, must be handed to the librarian as they remain the property of the college library.

## **Validity and Loss of Library Cards**

Library Borrower Cards are valid for the entire duration of the course to access library facilities. At the end of the course, borrower cards shall be returned to the library.

Loss of Borrower Card should be reported to the librarian. Duplicate card may be issued against formal application and fine.

## **No Due Certificate**

Each student shall obtain No Dues Certificate from the library after returning all the books issued, surrendering the Borrower's Cards and after paying outstanding dues, if any.

## **Library Advisory Committee**

The College Library is administered by the Library Advisory Committee which is constituted by the Principal at the beginning of each academic year with senior faculty members representing the disciplines of Science, Humanities & Commerce which comprises of Chairman, Secretary and the Members from all departments. The committee acts as an academic supplementary body by formulating policies and strategies for the betterment of Library. The committee meets at least twice a year and informal meeting of the members are held as and when required.

## **General Rules**

- Registration should be done to become a library member prior to using the library resource.
- Strict silence and discipline must be observed in and near the library premises.
- College identity card is compulsory for all users. This card is strictly non-transferable.
- Students are required to sign in the Gate register while entering and exit.
- Mobile phones must be set to 'silent mode' inside the library.
- Users are supposed to deposit their personal belongings at

library property counter.

- Users are allowed to carry only blank sheets of paper/note book & pen with them to the library.
- The library follows open access system and the users should not carry books from one floor to another and should leave the books on the reading table after consulting.
- Newspapers, Magazines and Journals must be read only in the library on specific tables and should not be taken to any other reading areas.
- Students should not disturb the arrangements of the library furniture.
- Students should take care of cleanliness of the library.
- All members of the library team are available for any assistance you may need in using the library resources, facilities & services.
- Library will welcome any suggestion for better use of library facilities.

## Library Facilitators

Dr Mahjabeen Aydeed, MLISc , UGC JRF-NET, PhD	Librarian
Rahila Athikkavil, MLISc	Library Assistant
Shibi E, MLISc	Library Assistant

# MINI DISCIPLINE MANUAL 2022

## Category I: General Discipline

### Item 01: Timing

#### 1. Timing of Class and the Library

College Gate Opening Time	Class Starting Time	Class Finishing Time	Club Activity Time	Library Max
8.45 am	9.30 am	3.30 pm	m – 4.30 pm	5 pm

#### 2. Campus Exit Time

Class Finish	Exit Campus	Club Activity Team: Exit Time	Library Users Maximum
3.30 pm	4.00 pm	4.45 pm	m

#### 3. Working Days

Week Days	Saturday (Only with the principal's permission) 10-4 pm	Sunday
Monday- Friday	Special Class/Lab/Activity	Holiday

### Item 02: Attendance, Leave, Internal Exams Rule

#### Morning Attendance

Present at 9.30 am	At 9.40 am	9.41 am	Students who Reach class after 9.41 am
On-time	Late	Absent	Visit Library

## APC Report for Writing Semester Exams

APC Attendance Rule	Condonation	Calculation of Full/Half Attendance for APC
Minimum 75% per Semester	More than 65% and Below 75%	<p>Calculation Mode: Day Basis</p> <p>Full attendance: Should attend all classes of the day in the Forenoon and Afternoon.</p> <p>Half attendance: Any class missing during the Forenoon and attending all classes in the Afternoon will be marked as Half attendance only.</p> <p>And attending all classes in the FN, and missing any class during AN will be marked as Half attendance.</p> <p>No Attendance: Missing any one of the class attendances during FN and AN will be marked as Zero attendance</p>

## Internal Marks Attendance

Attendance Calculation	Attendance Mode	Marks	Details
Hourly Attendance	Course Mode	Full: >90%	Embase Software

## Leave Rules

- If a student requires to apply for leave he/ she must apply to the head of the department concerned through the advisor which is duly countersigned by the parent well in advance.
- Emergency leaves must be orally informed by the parent over the phone to the class advisor.
- Students who are unable to attend the classes on medical or some other reasonable grounds, have to produce an application for leave to the HoDs countersigned by the advisor and the parent
- Unauthorized leave for 15 working days will be a sufficient reason for the removal of the students from the Roll. Such students can't write University exams and internal exams as well.

## 5. Internal Examination and Internal Marks

1. There will be two internal exams per semester. One is centralised. One is department specific.
2. Internal marks will be published and grievances will be accepted.
3. Total internal marks are based on seminar presentation, assignment submission, attendance and two internal exams.

### Category II: Code of conduct

#### Item 01: Students' Code of Conduct towards teachers and non-teaching staff

1. All students must behave well with all teachers and non-teachers
2. There should be mutual respect between teachers and students
3. Students are encouraged to properly greet the teachers in a respectful tone inside and the outside the classroom
4. Students must greet their teachers inside the classroom and on meeting in the passages. Mutual respect must prevail.
5. Students shouldn't sit in the corridors, building passages, or steps blocking the movement of the teachers.
6. The hierarchy of the classroom/college is Principal>HoD> Advisor>Teachers
7. Any activity/complaint/grievance must be initiated from the lowest strata of the hierarchy.

#### Item 02: Dress code

1. Must wear Uniform if prescribed by the principal and the department
2. Must wear a proper dress that covers the body.
3. Girls and boys must not wear expensive ornaments. The college has no responsibility for it.
4. Any color-coded dress by student groups is banned.
5. Dress should be decent and morally sound and bound.
6. T-shirts with collars are allowed
7. T-shirts with collarless are allowed but discouraged.
8. T-shirts with collarless must not be tight and don't have any weird print or ugly literature (wordings) on them.

9. The report of the HoDs, advisors, and teachers will be final on undesirous dressing and actions will be initiated; hence students must obey the instructions of the teachers and authorities.

### Item 03: Code of Conduct on the Campus

1. Students must wear their identity cards always on campus.
2. The Identity card is compulsory for all students on the campus and should be produced for verification on demand from the watchman, non-teaching office staff, teaching staff, HoDs, principal, etc.
3. Students are directed to uphold the moral and ethical values of our society and the institution while they are inside and outside the college campus.
4. All programs including celebrations on the campus, Union activities, etc should be held only after getting prior permission from the Head of the Institution of the College. Celebrations of any type should be communicated to the Head of the Institution through the concerned Advisors/HoDs/Coordinators/ Staff Advisor at least five working days prior to the event, with program details, guests attending, source of funds, expenditure estimates etc. The 'Discipline Committee' should monitor and supervise the celebration in the college.
5. No student shall use or keep in possession of alcoholic drinks, drugs, cigarettes, or similar intoxicants on the campus
6. Students should not post notices or display posters anywhere on the campus and on compound walls without the permission of the principal.
7. Students shall not enter any class other than their own
8. The properties, furniture, and equipment of the college are to be handled with extreme care.
9. Students shall keep the campus and the classroom clean and tidy without writing on or disfiguring the walls, furniture, doors, windows, etc.
10. Damages to the college properties made by the students them will have to be adequately compensated, failing which disciplinary action will be taken at the principal's discretion.
11. No meetings shall be held without the prior permission of the principal.
12. Unauthorised entry of outsiders into the campus is strictly prohibited.

#### **Item 04: Rules against Gang Groups and Violence**

1. Any type of gang formation by the students is banned on the campus
2. Gang rules imposed on the junior students are treated at par with Ragging. Hence, strict actions will be initiated.
3. All types of violence against any student/student groups/girl/girls by words or actions are strictly banned on the campus
4. The social media groups/pages with photos and videos prompting the gang activities and violence will be inviting disciplinary actions from the college authorities.

#### **Item 05: Rules Regarding Mobile Phone Usage**

1. Bringing mobiles to the Campus has been restricted
2. Mobiles should not be used inside the classroom, corridors and passages
3. Ringing and using mobile phones inside the classroom are liable to confiscate the phone and the HoD can fine upto rupees 2000/- which will be used as department fund

#### **Item 06: Rules on Photoshoots and Video-graphing in the campus**

1. No photoshoots are allowed during the class hours
2. No photoshoots are allowed in classrooms, teachers parking, in the front of the gate, corridors and passages
3. If such photoshoots are found or reported, the mobile phone will be confiscated and will be levied heavy fine.

#### **Item 07: Places where student should not lie/ sit/found during class hours and free time**

1. Garden/meadows on the campus where green Mexican grass planted
2. On the both sides of the grilled greenery in the passage from the main gate to college
3. At Teacher parking
4. In front of the Audio-visual theatre
5. In road passage to the girl's hostel
6. In front of the library

### **Item 08: Rules of Mahogany Park**

1. Students' presence in the Mahogany Park from 9 am to 10.30 am is banned.
2. Any teacher/authority can take action if any student found in the Mahogany Park from 9 am to 10.30 am is banned.
3. Sitting in the Mahogany Park during the class hours from 10.30 am is restricted. Making louder sounds and singing group songs from Mahogany Park during the class hours are strictly banned.

### **Category III: Fee Rules**

1. The tuition fee will be collected just before commencing each semester
2. No installments are allowed for the tuition fee
3. Failing to pay the fee will lead to withholding hall tickets
4. For aided course, tuition fee will be collected once in the beginning of the academic year.

### **Category IV: Disciplinary Measures**

Following Disciplinary measures will be undertaken for any breach of rules and code of conduct. The complete discretion is with the principal and college council.

1. Summoning Parents
2. Cancellation of memberships of NSS, NCC
3. Cancellation Club memberships
4. Suspension from college for indefinite periods
5. Special Exam Hall
6. Denying Industrial Visit and Department Tours
7. Heavy fine
8. Police Case
9. Expulsion from the college.





# ANNUAL PLAN

## 2022-23

## ACADEMIC Calendar - JUNE 2022

Date	Day	Days to Remember
1	Wednesday	Global Day of Parents
2	Thursday	
3	Friday	
4	Saturday	
5	Sunday	World Environment Day
6	Monday	
7	Tuesday	World Food Safety Day
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	Second Saturday
12	Sunday	
13	Monday	
14	Tuesday	World Donor Day
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	
20	Monday	
21	Tuesday	World Music Day
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	International Day Against Drug
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	

## ACADEMIC Calendar - JULY 2022

Date	Day	Days to Remember
1	Friday	
2	Saturday	
3	Sunday	
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	Second Saturday   <i>Bakrid</i>
10	Sunday	
11	Monday	World Population Day
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	
17	Sunday	
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	World Nature Conservation Day   Karkidaka Vavu
29	Friday	
30	Saturday	
31	Sunday	

## ACADEMIC Calendar - AUGUST 2022

Date	Day	Days to Remember
1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	
8	Monday	Muharam
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	International Youth Day
13	Saturday	Second Saturday
14	Sunday	
15	Monday	Independence Day
16	Tuesday	
17	Wednesday	
18	Thursday	Sree Krishna Jayanthi
19	Friday	
20	Saturday	
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	Ayyankali Jayanthi
29	Monday	
30	Tuesday	
31	Wednesday	

## ACADEMIC Calendar - SEPTEMBER 2022

Date	Day	Days to Remember
1	Thursday	
2	Friday	
3	Saturday	
4	Sunday	
5	Monday	Teachers Day
6	Tuesday	
7	Wednesday	First Onam
8	Thursday	Thiruvonam
9	Friday	3rd Onam
10	Saturday	Sree Narayana Guru Jayanthi   Second Saturday
11	Sunday	
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	International Day of Democracy
16	Friday	World Ozone Day
17	Saturday	
18	Sunday	
19	Monday	
20	Tuesday	
21	Wednesday	<i>Sree Narayana Guru Samadhi</i>
22	Thursday	
23	Friday	
24	Saturday	
25	Sunday	
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	

## ACADEMIC Calendar - OCTOBER 2022

Date	Day	Days To Remember
1	Saturday	
2	Sunday	<i>Gandhi Jayanthi</i>
3	Monday	
4	Tuesday	World Animal Day
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	Indian Air Force Day   Milad E-Sherif   Second Saturday
9	Sunday	
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	<i>Maha Navami</i>
15	Saturday	Vijaya Dasami
16	Sunday	World Food Day
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	
24	Monday	<i>Deepavali</i>
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	
31	Monday	

## ACADEMIC Calendar - NOVEMBER 2022

DATE	DAY	DAYS TO REMEMBER
1	Tuesday	
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	
11	Friday	National Education Day
12	Saturday	Second Saturday
13	Sunday	
14	Monday	Children's Day
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	Guru Nanak Jayanthi
20	Sunday	
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	
27	Sunday	
28	Monday	
29	Tuesday	
30	Wednesday	

# ACADEMIC Calendar - DECEMBER 2022

Date	Day	Days to Remember
1	Thursday	World AIDS Day
2	Friday	National Pollution Control Day
3	Saturday	
4	Sunday	World Navy Day
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	Human Rights Day   Second Saturday
11	Sunday	
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	College closes for Christmas Vacation
17	Saturday	
18	Sunday	
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	National Mathematics Day
23	Friday	
24	Saturday	
25	Sunday	Christmas
26	Monday	
27	Tuesday	College Reopen after Christmas Holidays
28	Wednesday	
29	Thursday	
30	Friday	
31	Saturday	



## ACADEMIC Calendar - JANUARY 2023

Date	Day	Days to Remember
1	Sunday	
2	Monday	Mannam Jayanthi
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	Second Saturday
8	Sunday	
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	
15	Sunday	
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	
22	Sunday	
23	Monday	
24	Tuesday	
25	Wednesday	
26	Thursday	Republic Day
27	Friday	
28	Saturday	
29	Sunday	
30	Monday	
31	Tuesday	

## ACADEMIC Calendar - FEBRUARY 2023

Date	Day	Days to Remember
1	Wednesday	
2	Thursday	
3	Friday	
4	Saturday	
5	Sunday	
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	Second Saturday
12	Sunday	
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	Shivaratri
19	Sunday	
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	
27	Monday	
28	Tuesday	

## ACADEMIC Calendar - MARCH 2023

Date	Day	Days to Remember
1	Wednesday	
2	Thursday	
3	Friday	
4	Saturday	
5	Sunday	
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	Second Saturday
12	Sunday	
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	Siva Rathri
19	Sunday	
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	

## ACADEMIC Calendar - APRIL 2023

Date	Day	Days to Remember
1	Saturday	
2	Sunday	
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	Second Saturday
9	Sunday	
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	Monty Thursday
14	Friday	Good Friday
15	Saturday	Vishu
16	Sunday	Easter
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	<i>Eid-UI-Fitar</i>
22	Saturday	
23	Sunday	
24	Monday	
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	

# ACADEMIC Calendar - MAY 2023

Date	Day	Days to Remember
1	Monday	May Day
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	
14	Sunday	
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	
29	Monday	
30	Tuesday	
31	Wednesday	

## Internal Quality Assurance Cell (IQAC)

Internal Quality Assurance Cell (IQAC) is functioning in the college to develop a system for conscious and consistent action to improve the academic and administrative performance of the institution. It also promotes measures for quality, culture and institutionalisation of best practices towards quality enhancement. It develops quality parameters for various academic and administrative activities of the institution. The cell facilitates the creation of learner-centric environment conducive to quality education to adopt the required knowledge and technology for participatory teaching and learning processes. It takes feedbacks from students, parents and other stakeholders on quality related institutional processes.

IQAC acts as a nodal agency of the institution for coordinating quality related activities. It documents various programmes and activities leading to quality improvement and submits Annual Quality Assurance Report (AQAR) to National Assessment Accreditation Council (NAAC), Bangalore.

The following members are nominated as office bearers of IQAC for the academic year 2021-22 as per the item number 12 of college council meeting decision on 30-05-2021

### Committee

<b>Chairman</b>	<b>Principal</b>
<b>Mr. Abdurazaque PM</b>	<b>Coordinator</b>
<b>Ms Haulath K</b>	<b>Asst. Coordinator</b>
<b>Dr. Ibrahim Cholakal</b>	<b>Patrons</b>
<b>Dr. Abdul Muneer V</b>	
<b>Jb. PK Moosa Alias Bappu</b>	<b>Manager</b>
<b>Mr. Askarali A</b>	<b>Member</b>
<b>Dr. Riyad AM</b>	<b>Member</b>
<b>Dr. Shamsudeen E</b>	<b>Member</b>
<b>Dr. Shiji Thomas</b>	<b>Member</b>
<b>Dr. Krishnakumar T</b>	<b>Member</b>
<b>Mr. Firoz KT</b>	<b>Member</b>
<b>Dr. Mashhoor K</b>	<b>Member</b>
<b>Mr. Aboobacker Sidheeque KC</b>	<b>Member</b>
<b>Mr. Shihabudheen P</b>	<b>Member</b>
<b>Dr. Rajasekharan K E</b>	<b>Member</b>

<b>Dr. Mahajabeen Aydeed</b>	<b>Member</b>
<b>Mr. Althaf TK</b>	<b>Member</b>
<b>Mr. Asif N</b>	<b>Member</b>
<b>Dr. Mohammed Fazil N</b>	<b>Member</b>
<b>Mr. Abdul Jaleel M</b>	<b>Member</b>
<b>Mr. Younus P</b>	<b>Member</b>
<b>Mr. Abdul Kareen PV (Spdt)</b>	<b>Administrative Staff Representative</b>
<b>Mr. Mohammed Nishad NK</b>	<b>Administrative Staff Representative</b>
<b>College Union Chairman</b>	<b>Student Representative</b>
<b>Mr. Mohammed Rafeeque PM</b>	<b>Local Society Representative</b>
<b>Mr. Kabeer Muthuparamba</b>	<b>Alumni Representative</b>
<b>Mr. Suhail CP</b>	<b>Employer Representative</b>
<b>Mr. Siraj (Preethi Silks)</b>	<b>Industrialist</b>

## Department Level Quality Assurance Committee (DQAC)

For the co-ordination and evaluation of departmental activities, IQAC constituted a Department Level Quality Assurance Committee. The main aim of the committee is to implement the decisions of IQAC. DQAC activities are co-ordinated by department level Coordinators. List of Coordinators is given below:

<b>Name of the DQAC Coordinator</b>	<b>Name of the Department</b>
<b>Mr. Hussain V</b>	<b>Economics</b>
<b>Mr. Rafeeque Ali Mundodan</b>	<b>Commerce</b>
<b>Mr. Jamsheer CK</b>	<b>Business Administration</b>
<b>Dr. Nisar U</b>	<b>West Asian Studies</b>
<b>Ms. Abidha KP</b>	<b>English</b>
<b>Mr. Mohamed Jamshad K</b>	<b>Computer Science</b>
<b>Dr. Somy Soman</b>	<b>Biotechnology</b>
<b>Ms. Zaheera Banu NK</b>	<b>Biochemistry</b>
<b>Ms. Jisha PJ</b>	<b>Microbiology</b>
<b>Mr. Moideen Shafeeque A</b>	<b>B.Voc</b>
<b>Ms. Suneena PD</b>	<b>Mathematics and Physics</b>

# State Assessment and Accreditation Council (SAAC)

The State Assessment and Accreditation Centre (SAAC), the first State-level accreditation agency in the country, has been operationalized for higher education institutions in Kerala. Modelled on the lines of the National Assessment and Accreditation Council (NAAC), the agency incorporates State-specific parameters. The ten criteria for SAAC are Curricular Aspects, Teaching-Learning and Evaluation, Research, Innovations and Extension, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management, Institutional Values and Best Practices, Social Inclusiveness, Social Diversity and Minority and Non-Minority Representation.

Coordination Committee	
Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Ms Haulath K (Asst. Professor, Dept. of CS)
Criteria Coordinators and Members	
Curricular Aspects	Dr Afsal PC
Teaching-Learning and Evaluation	Mr Abdul Jaleel M
Research, Innovation and Extension	Dr Rajasekharan KE
Infrastructure and Learning Resources	Mr Althaf TK
Student Support and Progression	Mr Firoz KT
Governance, Leadership and Management	Mr Aboobacker Siddeeque
Institutional Values and Best Practices	Mr Rafeeqali Mundodan
Social Inclusion	Mr Shihabudheen P
Equity and Excellence	Ms Ashitha K Sanuj
Secular Outlook and Scientific Temper	Ms Zaheera Banu NK
Documentation:	Ms Abidha KP



# Rashtriya Uchchatar Shiksha Abhiyan (RUSA)

Rashtriya Uchchatar Shiksha Abhiyan (RUSA) is a Centrally Sponsored Scheme (CSS), launched in 2013 which aims at providing strategic funding to eligible state higher educational institutions. The funding would flow from the central ministry through the state governments/ union territories to the State Higher Education Councils before reaching the identified institutions. The following are the primary components of RUSA that capture the key action and funding areas that must be pursued for the fulfillment of the targets like infrastructure grants to colleges, research, innovation and quality improvement, vocationalisation of Higher Education etc.

## Project Monitoring Committee (PMC)

Chairman	<b>Lt. Abdul Rasheed P</b> , Principal
Institutional Level Coordinator, RUSA	<b>Mr Abdurazaque PM</b> (Associate Professor, Dept. of Economics)
Member, Technical Support Group, RUSA	<b>Dr MP Abdulla</b> (Former Principal)
Purchase Coordinator	<b>Dr Krishna Kumar T</b> (Head, Dept. of Biochemistry)
Renovation Coordinator	<b>Dr Riyad AM</b> (Head, Dept. of Computer Science)
Construction Coordinator	<b>Mr Askarali A</b> (Head, Malayalam)
Members	<b>Mr Abdul Kareem PV</b> , Superintendent
	<b>Mr K Muhammedali</b> , Clerk
	College Union Chairman

# National Institute Ranking Framework (NIRF)

The National Institutional Ranking Framework (NIRF) launched by the Ministry of Human Resource Development (MHRD) on 29 September 2015 outlines a methodology to rank institutions across the country. The methodology draws from the overall recommendations and broad understanding arrived at by a Core Committee set up by MHRD, to identify the parameters for ranking various universities and institutions. The parameters broadly cover Teaching, Learning and Resources, Research and Professional Practices, Graduation Outcomes, Outreach and Inclusivity, and Perception. EMEA College of Arts and Science is a participating institution in NIRF.

Coordinator	<b>Mr Mohamed Jamshad K</b> (Dept. of Computer Science)
Joint Coordinators	<b>Mr Abdurazaque PM</b> , IQAC Coordinator <b>Ms Abidha KP</b>
Members:	<b>Mr Aboobacker Sidheeque K</b> <b>Ms Ashitha K Sanuj</b>

## The College Planning Board

Chairman	<b>Jb PK Moosa alias Bappu</b> , Manager
Vice Chairman	<b>Lt. Abdul Rasheed P</b> , Principal
Members	<b>Mr Mohamed Najeeb PM</b> , HoD, Dept. of Economics <b>Ms Kamalam Edathil</b> , HoD, Dept. of Commerce <b>Dr Krishnakumar T</b> , HoD, Dept. of Biochemistry <b>Dr Shiji Thomas</b> , HoD, Dept. of Microbiology <b>Mr Roy PP</b> , Head Dept. of English <b>Dr Riyad AM</b> , HoD, Dept. of Computer Science <b>Mr Firoz KT</b> , HoD, Dept. of West Asian Studies <b>Dr Mashhoor K</b> , HoD, Dept. of Biotechnology <b>Mr Asif. N</b> , HoD, Dept. of BBA <b>Mr Shihabudheen P</b> , HoD, Physical Education <b>Dr Mahajabeen Aydeed</b> , Librarian <b>Mr Abdurazaque PM</b> , IQAC Coordinator <b>Dr Abdul Muneer V</b> , HoD, Dept. of Journalism

# Rules and Regulations

## Admission

### UG Course/PG Course

Except for management and sports quotas, applications for UG and PG admissions are submitted through the centralised online platform of the University of Calicut. Candidates who have passed Plus Two or equivalent examination recognized by the University of Calicut are eligible for Degree admission and candidates who have passed degree or equivalent examination recognized by University of Calicut are eligible for PG admission. Those who seek admission in Management/Sports quotas should submit separate applications along with printouts of the online applications with supporting documents.

For registration and details visit <http://www.cuonline.ac.in>

### Collection of Fees

1. The tuition fee will be collected once in every year.
2. The special fee, caution deposit etc. should be paid along with the first installment of tuition fee on the day of admission. Students of senior classes should remit the same within seven days from the re-opening of the College.
3. If any student fails to pay the fees on the due date, he/she shall be liable to pay a fine of Rs. 5/- along with the fees on or before the 10th day after the due date. If the 10th day happens to be a holiday, the next working day will be counted as the 10th day.
4. If the fees with a fine of Rs.5/- is not paid on or before the 10<sup>th</sup> day after the due date, a fine of Rs. 10/-will have to be paid.
5. If the fees and fine are not paid before the last opportunity, the name of the student will be removed from the rolls of the College. One will not be eligible for attendance until he/she is re-admitted. If one is to be re-admitted, he/she has to apply for the special permission of the Principal and remit Rs.50/- as re-admission fee.

6. Full fee concession is granted to students belonging to the Scheduled Castes, Scheduled Tribes and Other Eligible Communities as per the Govt. of Kerala rule. Students belonging to Other Backward Communities and Forward Castes shall produce necessary Income, Nativity and Community Certificates at the time of admission.
7. Other Backward Community students who leave the College during the middle of the academic year are not eligible for fee concession and they have to pay all fees due at the time of their leaving.
8. Students from other Universities shall pay the matriculation and recognition fee at the time of admission and apply for recognition of the qualifying examination.

## Fee and Finance

Students who are not eligible for fee concession have to remit the tuition fee in lump sum or in installments as detailed below:

- Students who got admission in General Merit and with an income of less than One Lakh Rupees only are eligible for fee concession
- Online fee remittance facility is provided to the students

### Bank Account Details for Online Payment of Fees QR Code/UPI ID

Name : Principal, EMEA College

Account No : 67387078901

IFSC Code : SBIN0070311



UPI ID: emeacollege1.491@sbi

Merchant Name: EMEA College

Note: Those who remit fees through bank or by online means should send bank slip/ Screen shot/ Reference Number and Admission Number to the following WhatsApp numbers:

## Schedule of Tuition Fee Remittance

UG PROGRAMMES		
Programme	Semester	Rate Rs.
BSc Computer Science	I and II	₹ 3000/-
BSc Computer Science	III and IV	₹ 3000/-
BSc Computer Science	V and VI	₹ 3000/-
BSc Microbiology	I and II	₹ 1000/-
BA English		
BA Economics		
BA West Asian Studies		
BSc Microbiology	III and IV	₹ 1000/-
BA English		
BA Economics		
West Asian Studies		
BSc Microbiology	V and VI	₹ 1000/-
BA English		
BA Economics		
BA West Asian Studies		

PG PROGRAMMES		
Programmes	Semester	Rate Rs.
MA Economics	1 and II	₹ 800/-
M Com		

MA Economics MCom	III and IV	₹1800/-
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### SELF FINANCING PROGRAMMES

Name of Course	Number of Seats	1 <sup>st</sup> Year Fee (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)
BBA	60	₹25600/- (Tuition fee with exam fee)
BSc Biochemistry	48	₹40000/- (Tuition fee with exam fee)
BSc Biotechnology	48	₹40000/- (Tuition fee with exam fee)
MA English	30	₹39000/- (Tuition fee with exam fee)
MA History	30	₹39000/- (Tuition fee with exam fee)
MSc Microbiology	20	₹86000/- (Tuition fee with exam fee)

\* To be Paid in lump sum (June & November) at the beginning of each Semester/Year

### SPECIAL FEES

I BA Economics	₹975/-
II BA Economics	₹895/-
III BA Economics	₹895/-
I BA English	₹975/-
II BA English	₹895/-
III BA English	₹895/-
I BSc Computer Science	₹1225/-
II BSc Computer Science	₹1145/-
III BSc Computer Science	₹1145/-
I B Com	₹975/-
I MA Economics	₹1050/-
II MA Economics	₹895/-
I M Com	₹1050/-
II M Com	₹895/-

### DETAILS OF OTHER FEES

		UG	PG
1	Special		
2	Admission	₹ 75/-	₹ 150/-
3	Library	₹ 100/-	₹ 100/-
4	Medical	₹ 5/-	₹ 5/-
5	Calendar	₹ 30/-	₹ 30/-

6	Stationary	₹ 50/-	₹ 50/-
7	Magazine	₹ 50/-	₹ 50/-
8	Association	₹ 50/-	₹ 50/-
9	Games	₹ 100/-	₹ 100/-
10	Students aid fund	₹ 5/-	₹ 5/-
11	Visual education	₹ 25/-	₹ 25/-
12	University Union	₹ 85/-	₹ 85/-
13	Sports Affiliation	₹ 280/-	₹ 280/-
<b>Laboratory</b>			
14	BSc Computer Science	₹ 250/-	
15	BSc Microbiology	₹ 400/-	
16	Women Study	₹ 5/-	₹ 5/-
17	Caution Deposit	₹ 360/-	₹ 600/-
18	College Union Fee	₹ 115/-	₹ 115/-

\* (3 & 4 only for those who have not done PUC under the University of Calicut)

Fee for foreign students

Under graduate Courses \$ 300

Post Graduate Courses \$ 1150 (Including \$50 Caution Deposit)

## Caution Deposit

1. Students who leave the college after completing the course or before are eligible for the refund of caution deposit remitted at the time of admission.
2. The receipt issued for remittance of the caution deposit is to be produced along with the application for the refund. Undue delay in applying for the same will forfeit the amount.
3. The caution deposit will be refunded (after deducting dues, if any) to the students only after the completion of the course or when the students leave the institution. They should produce the original receipt issued at the time of admission.
4. All claims for refund of caution deposit shall be preferred before the re-opening date of the next academic year. After this time limit the names of those who have not claimed the deposit will be published in the dailies and if the claim for refund is not preferred within two months from the publication, the whole amount due to the student shall be permanently forfeited and

the same will be remitted to the Government.

## Transfer Certificate

1. Application for Transfer Certificate should be made in the prescribed form at least two days in advance.
2. Conduct Certificate will be issued only along with the Transfer Certificate when the student has completed the course.
3. A late fee of Rs.55/- will be collected from those who apply for TC after one year of his/her leaving the College. The date of leaving the College will ordinarily be the last day of his attending the College.
4. A fine of Rs.100/- will have to be paid for the issue of duplicate TC
5. Duplicate TC will be issued only on the production of an affidavit signed before a Judicial Magistrate of First Class.

## Attendance and Leave

1. Attendance shall be marked at the beginning of each lecture hour, practical and tutorials.
2. Students should neither leave the classroom nor come late without the permission of the concerned teacher.
3. Students absent themselves without leave permission for more than 10 working days will have their names removed from the rolls. They may be readmitted at the discretion of the Principal in which case they will have to pay the readmission fee and fee due before they are readmitted.
4. Application to condone the shortage of attendance should be accompanied by an explanatory statement of absence for each day. If absence is on account of ill-health and exceeds five working days at a time, leave application signed by the parent along with a medical certificate from a registered medical practitioner should be furnished immediately on attending regular classes.
5. In no case will exemption be granted by the University if the shortage of attendance exceeds 23 days. Exemption will be granted only once during the period of a course.
6. No application for exemption will be recommended by the Principal unless he is satisfied that the shortage of attendance was due to causes beyond the control of the students.



7. No student shall absent himself/herself from a class without leave.
8. A student who is availing the leave should obtain prior permission from the Principal/Head of the Department (through the Class Advisor) in all the possible cases. If it is not done, he/she should submit the leave application to the class advisor in the very next day of the date of leave. No other leave application will be entertained.
9. Benefits of leave may be granted only to students who attend the approved activities of the College.
10. The maximum leave that can be sanctioned to students who are participating for various extra-curricular activities is restricted to the norms prescribed by the University and the College Council from time to time.
11. Teachers in charge of the extra-curricular activities should give the class wise list of selected students to the Principal soon after the selection procedure is completed. The Principal will give a copy of the same to all the HoDs. This will give an understanding to the department about their students who are selected for various extracurricular activities.
12. Each department will be given a separate Movement Register/File to mark students' special leaves.
13. Details of leave sanctioned/availed should be entered in the Register/File either prior to or immediately on the very next working day of the leave. Request for leave will not be considered after this time limit.
14. Class Advisor shall put his/her signature in the Register/Request as a token of his /her approval and has to file the copy of the certificate produced.
15. Head of the Department will validate the leave by placing his/her signature in the Movement Register/File.
16. Principal will countersign the Leave Register/File once in every month.
17. Principal will be given his assent to collect the Register/File in each month from the departments. The Register will be collected from the departments and students' attendance will be updated in the TCS software based on the details given in the Register by the end of every month. This attendance should be used for providing internal marks to students at the end of each semester.

18. Attendance will be given only to candidates during student union election for election campaigning.
19. The Class Advisor will intimate the student when leave quota is exhausted. Students are not eligible to avail leave beyond this prescribed limit for extracurricular activities.
20. Aggregate attendance shall be considered to determine the eligibility to attend the end semester examination and to calculate internal marks.

## Test Papers and APC

- Students who fail to attend Terminal Exam, Internal Exam and Class Tests without proper reason and those who are found engaged in malpractices in the exams will be removed from the roll and will not be allowed to attend university examinations.
- As per the university order, the distribution of marks for the internal assessment will be based on the performance in the Unit Tests, Terminal Examinations, class room assessments, seminars, attendance etc.
- APC (Attendance, Progress and Conduct) certificate issued by the Principal is necessary to appear for the university examinations.

APC of the students on whom disciplinary actions have been taken will not be sent to the university and thereby they will be disqualified for the university exams as per the university norms.

## Misconduct and Disciplinary Action

1. Students are bound to obey the directions issued from time to time by the Principal, teachers and the authorities. Disobedience to such directions would amount to serious misconduct.
2. Any student who is found to have conducted himself/herself in any indecent or disorderly manner inside or outside the classroom or in the college premises is liable to be punished as deemed fit by the Principal.
3. A teacher may send a student out of the class if the student misbehaves in the class. If any student is sent out of the class, both the teacher and the student shall report the matter to the Principal.
4. The Principal shall have the power to inflict punishments such

as imposing fine, cancellation of attendance, withholding the term certificate, forfeiting educational concession and scholarship, suspension, compulsory issue of TC without the application from the student or guardian and expulsion from the college.

## Issue of Certificates

1. Application for any certificate should be made at least two days in advance.
2. Course and conduct certificates are ordinarily issued only with TC when the student leaves the college after the completion of the course.
3. A late fee will be collected from those who apply for TC after one year of his/her leaving the college.
4. No certificate will be issued from the college unless the Principal is satisfied with the reasons stated by the applicant for such certificates.
5. A student applying for any certificate from the college, must have cleared all his/her dues to the college.
6. The qualifying certificate submitted by the student will be returned along with their Transfer and Conduct certificates after the completion of their courses.
7. Qualifying certificates and other testimonials have to be claimed at least within six months after leaving the college. The college will not be responsible for any damage or loss of certificates left unclaimed by student indefinitely.
8. For acts of misbehavior, the Principal may impose such punishments as fines, cancellation of attendance, withholding of terms certificate, forfeiture of educational concession and scholarship, suspension and expulsion.

# Disciplinary Rules

Students are instructed to strictly follow the disciplinary rules of the college. Ignorance of rules is not an excuse. Students are expected to read the notice board on a day to day basis. It is the duty of every student to abide by the rules and regulations of the college and conduct himself/herself with decency and decorum. Violation of the rules will result in disciplinary action against the offenders and imposition of punishment including dismissal.

## Campus Discipline

- Students must observe strict discipline in the campus, and behave properly to the principal, faculty members, office staff, fellow students and visitors.
- No student shall use or keep in possession alcoholic drinks, drugs, cigarettes or similar intoxicants in the campus.

## Identity Cards

All students admitted to the college shall compulsorily wear their identity cards whenever they are present in the college campus. All payments, issue of certificates, mark lists etc., will be made only on production of the identity card. The identity card shall be surrendered to the office at the time of claiming the refund of caution deposit or issuing of Transfer Certificate/Qualifying Certificate whichever is earlier. Identity Card is valid till the completion of the course of study.

## Mobile Phone

Use of mobile phones by the students inside the campus is strictly restricted. Violating this rule will be met with disciplinary action. Mobile phones which are brought and used by the students against the policy framed by the College Council from time to time will be confiscated and disciplinary action will be taken against the defaulters. The college has instituted a committee to strictly monitor the High Court order regarding the use of mobile phones.

## **Dress Code**

Students should wear decent dress on all days. Dhoti will not be permitted in the campus. Students entering the campus in special dress code for functions or ceremonies is also prohibited. Sleeveless, round neck T shirts and those with pictures and slogans are not allowed in the campus.

## **Outsiders Not Permitted**

Outsiders are not permitted to meet any of the staff or students in the college campus without the permission of the principal. Students shall not bring any outsiders except the parents/guardians to the college for any purpose whatsoever without the permission of the principal.

## **Ragging: A Serious Criminal Offence**

Honourable Supreme Court has made it clear that ragging in any forms should be sternly and effectively prevented. Whenever a criminal offence is committed in the name of ragging, whether within the campus of an educational institution or in a hostel or otherwise, the Principal/Warden will report the nearest Police Station and not wait until a complaint in this regard is received from the person affected. Appropriate disciplinary action will also be taken against the culprits. The Government & Supreme Court made it clear that any lapse in this regard will be seriously viewed. It will be the personal responsibility of the officer in-charge of the institution to strictly enforce these rules.

## **General Rules**

1. Unofficial meetings, strikes and fund collection are strictly prohibited.
2. Political organisations are not allowed to enter the campus. Students are strictly prohibited from organising, attending or participating in any activity or agitation without prior permission from the Principal.
3. The college being a centre of learning and an exclusive academic zone, nobody should respond to any call for any form of strike or agitation including slogan shouting, dharna or any other activity which may harm the peaceful atmosphere of the institution.
4. They shall not post notices or display posters anywhere in the campus and compound walls without the permission of the principal.

5. Strict silence shall be observed while moving about in the campus. During official meetings held in the college, strict discipline must be maintained.
6. Students are strictly directed to spend their leisure time in the library or reading room. They shall not leave the class without the permission of the tutor or until the class is dispersed.
7. Students shall not enter any class other than their own.
8. The principal shall have power to inflict punishments such as fine, denial of attendance, suspension, compulsory issue of TC, etc., to any student according to his discretion.
9. Students are advised to consult their respective tutorial advisors on matters including their personal problems in the campus.
10. The properties and equipment of the college are to be handled with extreme care.
11. Students shall keep the campus and the class room clean and tidy without writing on or disfiguring the walls, furniture, doors, windows etc.
12. Damages caused to them will have to be adequately compensated, failing which disciplinary action will be taken with the principal's discretion.
13. The students shall not enter the departments if a teacher is not present. They shall seek the teacher's permission to enter the department.
14. Students who go over to other college or institutions and engage in acts of indiscipline such as demonstration or strikes will be punished.
15. No meetings shall be held without the prior permission of the Principal.
16. In order to monitor and supervise the functioning of the hostels, separate committees for hostels will be constituted by the College Council with five members. The Head of the Institution shall be the Chairman/Chairperson and Hostel Warden the Convenor.
17. If any complaint is received from hostel inmates or from the public to the Head of the Institution about the misbehavior of students and about activities like keeping weapons, consuming alcohol, using drugs in campus/hostel rooms etc, steps will be taken as per the rules in force. The committee intended for hostels must be vigilant and effective. Room of security personnel is located near to the entry gate.
18. CCTV Cameras are installed in selected common places such as entrance and exit gates of the college and hostels.

19. Public, including former students, will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the class rooms and hostel rooms in any case.
20. Programmes by external agencies/professional groups/paid programmes such as DJ musical events shall not be permitted inside the campus. Any type of fund raising from the students shall not be permitted, as these practices lead to extortion and misuse of fund. Technical festivals should be limited to technical activities. There is no restriction for students' programmes.
21. Bike race/motor car race/elephant procession or similar activities should not be permitted inside the campus/hostels.
22. In the interest of security of students, police may be informed in advance about all festival celebrations.
23. Counseling service/Social work service may be arranged to cope with problems of students. Individual/group counselling may be arranged. Anti-ragging awareness programmes will be conducted. Activities like NSS/ NCC/Yoga/Sports may be encouraged.
24. For all students' programme in the campus, presence of teachers is mandatory. The students' programme should not be permitted beyond 9 p.m.
25. Students are not permitted to Mahagony Park in the first hour.
26. Students are not permitted to enter the parking lot for staff.
27. Students should note involving activities that would damage gardening.

## Organisational Activities of the Students

- As per the Judgment by the Honorable High Court of Kerala, the university syndicate has permitted the management to stall organizational activities of students in the campus.
- Students are forbidden to attend or organise any meeting in the college or to collect money for any purpose without the permission of the Principal.
- All celebrations in the campus, including union activities, should be held only after getting prior permission from the Head of the Institution. Celebrations of any type should be communicated to the Head of the Institution through concerned Staff Advisor at least five working days prior to the event, with programme details, guests attending, source of funds, expenditure estimates etc. The Discipline Committee should monitor and supervise the celebration in the college.

- Students' Union activities should be supervised by a committee chaired by the Head of the Institution with Staff Advisor as Convenor, and HoDs and Discipline Committee members.
- No type of vehicle should be used during celebrations inside the campus.
- Students are prohibited from indulging in anti-institutional, anti-national, anti-social, communal and immoral activities.
- Students who are charged in criminal offence or those who are under suspension will not be allowed to enter the college campus without the permission of the principal.
- Any student who is persistently insubordinate, repeatedly mischievous, guilty of fraud or malpractice in connection with the examinations will be removed from the rolls.
- The students are directed to uphold moral and ethical values of our society while they are inside and outside the college campus.

## Parking Regulations

Students are not allowed to bring vehicles inside the campus. But permission is granted to students on certain conditions. They have to avail a parking permit in advance and park the vehicle at the allotted place at their own risk according to the direction given by the security staff. Violation of the parking regulations will be considered as a serious act of indiscipline.

1. Special parking permits will be issued to the disabled. They can park at the designated areas specified to them. This permit is not transferable from person-to-person or from vehicle-to-vehicle.
2. No vehicle shall ever park in such a manner as to block or obstruct another vehicle, front gate, walkway, doorway, or driveway, at any time for any reason.
3. The operation of any motorized or non-motorized vehicle, including roller skates/blades and bicycles, are prohibited in the college buildings and verandas.
4. Motorcycles and bicycles shall park only in areas designated as "Two Wheelers Only". They shall not park in areas or spaces intended for other vehicles. No vehicle shall park in any area not specifically designated for parking.
5. No vehicle shall park in any designated "No Parking" area.
6. All vehicles shall be parked completely within the designated space. Vehicles shall not be parked stretching to more than one designated space.



7. Vehicles remaining on campus property for more than twenty-four (24) hours will be considered abandoned and will be reported to the police by the authorities.
8. Vehicles or motorcycles shall not be parked on campus overnight without prior approval of the Principal.
9. No person or organization shall distribute posters or leave any leaflet, advertisement, literature or other printed material on any vehicle parked or driven inside the campus.

## Laboratory Rules

The following are the general rules to be followed in the Computer, Biosciences and Language labs:

- Students should involve in the lab work in the most disciplined fashion. They should realize that lab hours are the stepping stones to an intimate understanding of the subject and future research.
- Students should maintain silence and cleanliness inside the lab.
- All equipments should be handled with care and utmost responsibility.
- No equipment should be displaced from its original position and order.
- Strict action will be taken if any article is stolen from the lab.
- If any equipment or apparatus is broken out of carelessness, the student responsible will have to pay fine.
- Students should sign the log book at the commencement of the lab hour.

# Student Support Services

## Prizes and Awards for Academic Excellence

1. **Shihab Thangal Memorial Fellowship** – Instituted by college PTA for the top scorers of each department (TEN Departments).
2. **PG Commerce Topper Award** – This is a cash award instituted by Prof. Mohamed Basheer Nalakath, Perinthalmanna, former faculty of the PG Department of Commerce, for the student from the college who scores highest mark/grade in the University MCom Examinations.
3. **Nishad Memorial Best Performer Award** - This is a cash award instituted by the BCom 2002-'05 Batch in the name of their class mate late Mr. Nishad, for the students who scores highest mark/ grade from this college, in the University Examination of Commerce (BCom Cooperation).
4. **Aseem Memorial Top Scorer Award** - This is a cash award instituted by the BCom 2003-'06 Batch in the name of their class mate late Mr. Aseem, for the student who scores highest mark/ grade from this college, in the University Examination of Commerce (BCom Computer Application).
5. **Top Scorer Award in BSc Computer Science** – This is cash award instituted by Prof. Muhammed Palenegara, former Principal and faculty of the department of Computer Science, for the student who scores highest mark/grade from this college, in the University examination of BSc Computer Science.
6. **Best Outgoing Student Award in West Asian Studies** – This is a cash award instituted by Prof. Kunharu, former faculty of the Department of West Asian Studies, for the Best Outgoing Student of West Asian Studies Department.
7. **Best Outgoing Student Award** - This is a cash award instituted by Dr. Moideen Kutty, Relief Hospital & Trauma Centre, Kondotty, to the best outgoing student of the college.
8. **Advocate Faizal Memorial Award for Economics Topper** – This is a cash award instituted by the BA (Economics) 1995-'98 Batch in the name of their class mate late Mr. Faizal, for the student who scores highest mark/ grade from this college, in the University Examination of BA Economics.

9. **Best Student Award** - This is a cash award instituted by OSAEMEA Jeddah Chapter, for the best student of the college.
10. **Topper Award** - This is a cash award instituted by OSAEMEA Dubai Chapter, for the topper of the college.
11. **NV Ibrahim Master Memorial Excellency Award** – This is a prestigious Gold Medal Award of EMEA College, instituted by former Principal, Prof. Suhadu in the name of her father late NV Ibrahim Master (He was an active member of the Management Committee and master mind of EMEA Institutions), for the student on the basis of the overall performance.

## Students Aid Fund (SAF)

For helping needy and financially backward students, a general fund is raised from staff and students in the form of donation. Selected students will get financial assistance from SAF.

Coordinator: Ms Haulath K (Dept. of Computer Science)

## Tutorial System

The tutorial system is designed to help the intellectually disadvantaged students who need extra help and guidance to keep themselves abreast of other classmates. Special evening remedial hours are handled by teachers on a structured basis.

Coordinator: Mr Abdul Jaleel M (Dept. of English)

## Advisory System

### Advisory Scheme

An Advisory Committee is formed with the Principal as Chairperson and three other members including advisors to review the implementation of various schemes and programmes for the betterment of the academic ambiance. It includes programmes like Advanced Learners (Principal's Club). The committee is committed to identifying students who need special assistance in their academics. It also extends its care to other related activities undertaken by the college as well as implementation of reservation policy in admission and recruitment for SC, ST, PH, OBC (non-creamy layer) and others, if any. The committee holds its meeting at least once in every month, and actions taken on decisions are reviewed in the subsequent meetings.

## Duties of the advisor in the college

- I. Oversee/monitor various welfare schemes/programmes sponsored by the Government of India/State Government/UGC or any agency/organization as well as those devised by the college/affiliating university for the disadvantaged groups for their effective implementation
- II. Be responsible for the effective functioning of SC/ST Cell and other such Cells/Centres dealing with the problems of different socially disadvantaged groups.
- III. Convene the meetings of in-charge of other Committees/Programmes dealing with social issues such as Gender Sensitization Committee against Sexual Harassment (GSCASH), National Service Schemes (NSS) etc., to review their activities.
- IV. The Advisor shall submit the progress/review report to the Principal. The Coordinators of SC/ST Cell, Remedial Coaching and other schemes/Women's Study Centre, Population Education Cell etc. shall be closely associated with the Equal Opportunity Centre.

Coordinator: **Dr Abdul Muneer V** (Dept. of Journalism)

Joint Coordinator: **Mr. Abdul Jaleel M** (Dept. of English)

## Canteen

A canteen is functioning in the college campus for providing refreshment to the students and staff, at reasonable prices.

Convenor: **Prof. Aboobacker KM** (Dept. of History)

## Co-operative Society

A registered co-operative society is functioning in the college. The membership is open to all students and staff. Books, stationery and provisions are made available to the members in the store operated by the Society.

Secretary : **Mr Aboobacker Sidheeque** (Assistant Professor, Dept. of Commerce)

## Reprographic Centre

Facilities like printing, copying, binding, project work, ect., are provided in the co-operative store premises.

## SC/ST, Minority Coaching Centre

An SC/ST, Minority Coaching Centre, assisted by UGC, is functioning in the college since 1996. It offers intensive coaching for various competitive examinations for entry in service. The centre is extending the facility of remedial classes to those disadvantaged students of Degree and PG classes. Remedial classes are held on working days before/after the regular classes.

Directors:

- 1) **Mr Rafeeqe Ali Mundodan**  
(Dept. of Commerce) - Remedial Coaching
- 2) **Mr Mohamed Shafi T**  
(Dept. of West Asian Studies) - Entry in Service

## Career Counseling Cell

It is a centre for career advancement and placement. It is devoted to guiding students towards advanced studies; prepare them to appear for competitive exams, help them find suitable job opportunities, to establish linkage with job market and to locate career opportunities. It provides suitable exposure and experience to students in facing interviews.

Coordinator: **Dr Afsal PC** (Department of English)

## NET/SET Coaching Centre

The centre conducts coaching classes for preparing students to appear in competitive examinations including NET and SET. For this, question papers of various examinations are collected and discussed. Latest text books, and other course materials are provided and model tests are conducted every week.

Coordinators:

- 1) **Mr Rafeeqe Ali Mandodan** (Dept. of Commerce)
- 2) **Ms Abida KP** (Dept. of English)
- 3) **Mr Subair Wafy** (Office in charge)

## Equal Opportunity Centre (EOC)

As per the guidelines of UGC, College has set up an Equal Opportunity Centre for the benefit of disadvantaged sections of students. This includes guidance and counselling with respect to academic, financial and other matters.

Main functions of EOC are:

- To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion

- To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination
- To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds
- To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities
- To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination
- To look into the grievances of the weaker section of society and suggest amicable solution to their problems
- To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memorandum, office orders of the Government, or other related agencies/organizations issued from time to time
- To prepare barrier free formalities/procedures for admission/registration of students belonging to the disadvantaged groups of society
- To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups
- To organize periodic meetings to monitor the progress of different schemes
- To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances
- To sensitize the college on the problems of SC/ST and other disadvantaged groups

## Scholarships for UG/PG Programmes

Central and State Governments offer various scholarships for talented and financially backward students. Brief descriptions of scholarships are given below: Please visit official website of collegiate education [www.dcescholarship.kerala.gov.in](http://www.dcescholarship.kerala.gov.in) for details. Since the scholarships are distributed through the banks, students are requested to open a savings bank account which is linked with aadhar in a nationalized, scheduled or commercial banks with IFSC code. The attested copy of the same

should be submitted with the application. A student can apply for any number of scholarships, but if selected the student can avail only one scholarship at a time that ensures maximum amount. PTA circulates a Handbook of Scholarship at the time of admission.

Scholarship Officer: Mr Mohammed Sadique PA (Dept. of Arabic)

Assistant Officer: Mr Subair Wafi (Office Assistant)

## e-Grants

The SC/ST department offers fee concession to students studying in Plus Two, Degree, Post Graduation, Polytechnic courses belonging to OBC, KPCR with annual income below 1 lakh. There is no income limit for SC/ST, OEC students for receiving fee concession. The students should apply online for the E-Grants from the Akshya Centers and the copy of the same along with Income Certificate, Community Certificate, copy of the savings bank passbook and Aadar card should be submitted to the head of the institution.

Details of Scholarships Availed by Students		
Scholarship		Website
Blind / PH Scholarship		www.dcescholarship.kerala.gov.in
District Merit Scholarship (DMS)		
Hindi Scholarship (HS)		
Muslim Nadar Girls Scholarship (MNS)		
Post Metric Scholarship (PMS)		
State Merit Scholarship (SMS)		
Suvarna Jubilee Merit Scholarship (SJMS)		
Central Sector Scholarship		www.pfmas.nic.in
Higher Education Scholarship		www.kshec.kerala.gov.in
INSPIRE Scholarship		www.online-inspire.gov.in
Prathibha Scholarship (STARS)		www.kscste.kerala.gov.in
C.H. Mohammed Koya Scholarship		www.minoritywelfare.kerala.gov.in
UGC Scholarship Indira Gandhi PG Scholarship for Single Girl Child	PG Scholarship for University Rank Holders	www.ugc.ac.in

CBSE Scholarship Single Girl Child Scholarship	Central Sector Scholarship	www.cbse.nic.in
Scholarship for the welfare of Forward Caste		www.kswcfc.org
Other Scholarships	Sitaram Jindal Foundation Scholarship	www.sitaramjindalfoundation.org
	ONGC Scholarship	http://www.ongcindia.com
	Fair and Lovely Scholarship	www.fairandlovely.in
	LIC Golden Jubilee Scholarship	www.lic.in
Snehapoorvam Programme		www.socialsecuritymission.gov.in

Coordinators: **Mr Mohammed Sadiq PA & Mr Subair Wafy**

## Civil Services Guidance Centre

The Civil Services Guidance Centre of EMEA College started functioning in 2018-19. It provides orientation, guidance and coaching for PSC/UPSC and other competitive examinations. The Centre aims at ensuring placement and excellence of its aspirants in various government services at the national level, including the prestigious IAS/IPS and other coveted posts of the UPSC.

The Centre imparts proper orientation, guidelines, current and up to date materials, systematic preparation strategies to clear the competitive examinations in the very first attempt. The Centre equips the students and nurtures their traits of hard work to realise their long cherished dreams of government services. The Centre also runs the "Hindu Readers' Forum" to inculcate the reading culture, analytical & writing skills of the aspirants, and conducts various programs like debate, quiz, paper presentation and invited talks by experts sponsored by The Hindu Daily.

Coordinator: **Dr Afsal PC** (Dept. of English)

## ASAP

Our college is a Training Partner Institution (TPI) of Additional Skill Acquisition Programme (ASAP) since 2013. ASAP is an initiative of Higher Education and General Education Departments, Govt. of Kerala, which aims to equip students with employable skills along with their regular studies. It comprises of a Foundation Course that constitutes modules on communication skills in English and Information Technology and moreover a Skill Course chosen by the student for specialization.



The college has also been selected as Training Partner Institution of Communicative English Trainer (CET) Programme which is another initiative of ASAP for the selected graduate and postgraduate students from different colleges across Kerala.

Coordinator **Roy PP** (Dept. of English)

## Language Lab

Language Lab focuses on the improvement of communication skills. The lab is equipped with 24 computer systems and other hi-tech facilities.

Coordinator: **Lt. Abdul Rasheed P** (Dept. of English)

## Campus Wi-Fi (Internet Facility)

College has become a Wi-Fi campus with high speed Internet connectivity. All forty classrooms are ICT-enabled smart classrooms with uninterrupted Internet facility. EMEA College Digital Library, UGC Network Resource Center and Digital Language Lab, Audio Visual Theatre and Seminar Hall are well-equipped with computers exclusively set aside for browsing. To promote the use of Internet for academic purpose, students are allowed Wi-Fi access to Internet in their laptop or tablet free of cost. Internet can be accessed on the campus from 8.30 am to 3.30 pm on all days except Sundays and holidays.

Coordinator: **Mr Naseel Ismail** (Computer Technician, Dept. of Computer Science)

## Total Campus Solution (TCS)

The college administration is completely automated through TCS (Total Campus Solution), an online software which provides facilities like office administration, attendance recording, study material uploading, downloading etc. Teachers, office staff, students and parents can login to the site by using their user name and password.

Coordinator : **Mr Naseel Ismail** (Computer Technician, Dept. of Computer Science)

# Statutory Bodies

## Anti-Ragging Cell

The Anti-Ragging Cell is headed by the Principal and includes representatives of faculty members, parents, students and non-teaching staff. It shall consider the recommendations of the Anti-Ragging Squad and take appropriate decisions.

Coordinator: **Mr Riyad AM** (HoD, Computer Science)

## Anti- Ragging Squad

The Anti-ragging squad shall be nominated by the Principal and shall consist of representatives of faculty members, parents, students and non-teaching staff. The squad has vigil, oversight and patrolling functions. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Cell.

Convenor: **Mr Roy PP** (Dept. of English)

## Board for Adjudication of Student Grievances (BASG)

This cell looks at the grievances of students in the campus and also investigates into multifarious issues like internal evaluations, external examinations and other problems connected with curricular and extracurricular activities. This has three levels. First at the level of teacher concerned, second at the level of department committee and third at the level of college committee.

The BASG committee is constituted to provide meaningful and effective intervention against any act of discrimination on the basis of age, sex, marital status, sexual orientation, religion, caste, creed, disability and complaints pertaining to harassment, ragging, misbehavior or any other offensive acts from the part of staff and students.

Coordinator: **Ms Kamalam Edathil** (HoD, Commerce)

## Committee against Sexual Harassment

This committee looks into various types of complaints from the part of girl students/female staff, and suggests various procedures for its prevention and continually monitors the well being of girls inside and outside the campus.

Coordinator: **Ms Abidha KP** (Dept. of English)

## Women Development Cell (WDC)

Gender Cell is a platform for the concerted effort of the students as well as the teachers to tune a democratic conscience among the student community inside and outside the campus. At an hour of gender inequality and violence, this cell aims at convening programmes and openings for the student community to equip them to engage in the cultural needs of the time.

Coordinator: **Ms Jisha PJ** (Dept. Microbiology)

## Dropout Management Cell

As mentioned in NAAC report, the number of dropout students is increasing every year. To reduce the number of dropout students, a Dropout Prevention Cell is formed to look into the problems of such students and to give them proper counseling and motivation.

Convenor: **Ms Dufaida** (Dept. of Microbiology)

## Examinations and Test Papers

There will be periodic test papers and two internal examinations in each semester. Progress Cards will be issued to the parents in the class wise PTA meeting convened by the class advisor after the internal examinations. No student is permitted to abstain himself or herself from these examinations. Students who fail to apply for the university examinations or not having sufficient Attendance, Progress and Conduct (APC) cannot write university examinations.

Chief Controller: **Mr Mohamed Jamshad K** (Dept. of Computer Science)

Additional Controllers: 1. **Mr Muhammed Nisar TV** (Dept. of Economics)

2. **Mr Nahas Shaha AA** (Dept. of Commerce)

### University Examinations

Chief Supdt. : **Mr Askerali A** (HoD, Malayalam)

Assistant Supdt. : **PM Abdurazaque** (Dept. of Economics)

## Old Students Association of EMEA (OSAMEA)

The purpose of the OSA of EMEA is to actively support the mission and educational objectives of the EMEA College and to maintain a relationship with its alumni. Also, the Old Students Association operates as a charitable trust. The aim of the Old Students Association is to encourage the alumni to maintain links with the college and with each other in order to promote the welfare and interests of the college.

The association involves in activities which contribute to improvement of infrastructure and academic activities of the college. It also has instituted different endowments and scholarships. The first Mega OSAMEA Meet conducted in 2017 was a stunning success. The association takes initiatives to help meritorious students with financial assistants. It identifies those alumni who have made outstanding contributions to their profession or society, and honours their achievements. Moreover, it keeps a keen eye upon the possibilities of making use of and available the resource persons of the alumni for benefit of the current generation in the college.

President	: Mr Basheer Thottiyar	9947444402
General Secretary	: Mr Mohammed Saleem	9895432891
Treasurer	: Mr Abdurazaque PM	9847508011
Coordinator	: Mr Firoz KT	9847587685

## College Union

The College Union is constituted according to the instructions issued from the University from time to time.

## The Union Council

The objective of the College Union is (i) to train students of the College in the duties and rights of citizenship, (ii) to promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among students, (iii) to organise sports, arts and other cultural and recreational activities and (iv) to take all such other activities that are relevant and incidental to the objectives of the University Union.

There shall be a Union Executive Committee comprising of the following offices:

Principal, Staff Advisor, Chairman, Vice Chairman, General Secretary, UUC 1, UUC 2, Fine Arts Secretary, Student Editor and General Captain.

The Union Secretary shall act as the Secretary of the Executive

Committee. The Union Council shall meet at the beginning of the academic year and formulate its activities for the year. It shall also meet subsequently whenever necessary. The Staff Advisor will provide advice for the effective and smooth functioning of the College Union. Secretary/ Staff Advisor shall keep the minutes of all meeting in the Union Register Book.

The union consists of both faculty and elected student representatives. The college principal is the president of the union and a staff advisor is nominated by the principal. All other offices like Chairman, Vice Chairman, Secretary, Joint Secretary, Fine Arts Secretary, Student Editor, General Captain and University Union Councilors are decorated by the elected candidates.

## College Magazine

There shall be an Editorial Board consisting of the Staff Editor nominated by the Principal, Student Editor and a few other members. A magazine, which is the mouth piece of the college, is published every year. Students are the major contributors. This brings out young talents into the limelight. In an attempt to develop social commitment, the students are encouraged to prepare inquisitive reports on various issues of the society and are included in the magazine. The college magazine is published annually. The Principal is the final authority in all matters concerning the magazine. Our college magazines stand out and have won many awards at University and State level competitions.

Staff Editor: **Mr Hussain V** (Dept. of Economics)

## Parent Teachers Association

The Parent Teacher Association (PTA) of the College provides remarkable support to the activities of the institution. The PTA assists the overall development of students by extending financial and other supports to the curricular, co-curricular and extracurricular activities of students.

General Secretary: **Mr Mohamed Sadique PA**

## PTA Executive Committee 2022-23

President	<b>Lt. Abdul Rasheed P</b> Principal	9400600786
Vice President	<b>Mr KP Musthafa Thangal</b> Pallikkal PO, Pallikkal Bazar	9847980100
Secretary	<b>Prof. Mohammed Sadique PA</b> Dept. of Arabic	9746268646
Joint Secretary	<b>Mr Ashraf Madan</b> Kondotti	9447318341
Treasurer	<b>Prof. Asif N</b> Dept. of Business Administration	9746219413
Executive Members	<b>Dr Mashhoor K</b> Dept. of Biotechnology	9947869914
	<b>Mr Sulfiker Ali</b> Dept. of Biochemistry	9746381148
	<b>Mr Abdul Jaleel M</b> Dept. of English	9492438013
	<b>Mr Mohammed Nisar TV</b> Dept. of Economics	9895250071
	<b>Dr Nisar U</b> Dept. of West Asian Studies	9745204910
	<b>Mr Moideen Shafeeq A</b> Dept. of Commerce	9747666192

# Skill Development Centre (SDC-EMEA)

EMEA College has become a Training Partner of National Skill Development Corporation (NSDC) which fall under the Ministry of Skill Development & Entrepreneurship, to impart Skill Education to the students by partnering with KELTRON, a Government of Kerala undertaking 2018-19. Having this responsible mission in mind, EMEA has signed a memorandum of undertaking (MoU) with KELTRON in March 2019. Skill development programmes thus introduced in the campus came under the broad platform of Skill Development Centre of EMEA (SDC-EMEA).

A student of SDC-EMEA is entitled to obtain dual certification on the successful completion of the programme, one from KELTRON and the other from NSDC, subject to the NSDC examination rules stipulated by the NSDC from time to time. The key advantage of the SDC-EMEA skill development programme is that it is a part of the Industry Institute Linkage Training Programme (IILTP) which is meant to connect the studies with the Industry leaders of the respective service or technology. Moreover, these certification programmes are recognized by the Kerala State Public Service Commission. This gives students tremendous exposure and hands-on practical experience as they are carried out in the computer lab.

SDC-EMEA offers three courses in different technology and service to the degree program students according to their area of interest. SDC-EMEA has identified that providing skill development education can certainly enhance the employability of the youth as it would pave way for their economic wellbeing.

Courses Offered are:

Name of Programme	Category
Computerised Financial Accounting – Tally and MS Office	BCom., and BBA Students
Word Processing and Data Entry	BA and BSc., (Except BSc CS) Students
Basic Android Applications	BSc Computer Science Students
Director	Dr Shamsudeen E
Faculty	Mubeena Ameer A

# Co-Curricular Activities

## National Cadet Corps (NCC)

The NCC unit of EMEA College, established in 2013, commanded by Lt. Abdul Rasheed. P of the Post Graduate Department of English, comes under the 29 Kerala Battalion with a strength of 54 cadets for three years (A, B & C certificates), splitting the intake capacity 18 cadets each year. Within a short span of time, EMEA NCC unit has brought laurels to the college and to the district as well, hosting National Integration Camp two times in 2013 and 2015, unprecedented in the history of Malappuram District and 29 Kerala Battalion, that more than 800 cadets from all states of India came and camped at college upholding the unity in diversity to reiterate the national integrity. EMEA College was honored when it was adjudged as one of the best venues for NIC of NCC India. Each year EMEA NCC cadets take part in various camps including NICs, CATs, ATCs, Trekking, Thal Sainik Camps, Republic Camps, ALCs, and BLCs conducted throughout India. NCC helps groom the personality, character, discipline and responsibility among the youth and guiding them achieve success in any circumstance. NCC A, B, & C certificate holders are eligible for grace marks in each semester of UG, and reservation at various University examinations including UPSC and PSC. In 2017, NCC won the Best Institution State Level Award and received the trophy from the Chief Minister.

NCC Officer: Lt. Abdul Rasheed P (Dept. of English)

## National Service Scheme (NSS)

The main objectives of National Service Scheme (NSS) are:

- Understand the community in which they work. Understand themselves in relation to their community. Identify the needs and problems of the community and involve them in problem solving.
- Develop among themselves a sense of social and civic responsibility. Utilize their knowledge in finding practical solutions to individual and community problems



- Develop competence required for group-living and sharing of responsibilities. Gain skills in mobilizing community participation. Acquire leadership qualities and democratic attitudes. Develop capacity to meet emergencies and natural disasters and practice national integration and social harmony.

In 2017, NSS won the Best Institution Award at State and District level. **Mr KT Firoz** achieved the Best Programme Officer Award in the state.

In 2020 Mr. Muhammed Shafi T won the Best NSS Programme Officer Award at University Level. Again in 2021, Mr. Muhammed Shafi T won Best NSS Programme Officer Award both at University Level and State Level.

### **Programme officers:**

Unit 102: **Mr Shihabudheen Paikarathodi** (Dept. of Physical Education)

Unit 115: **Mr Munawar Jasim PK** (Dept. of History)

## **Fine Arts Samithi**

The Samithi envisages an overall development of the potential of the students in the field of art and literature. The Samithi is assigned the following tasks to accomplish the objectives:

1. To monitor the smooth conduct of the college arts festival
2. To prepare the students to attend various competitions in and around the campus
3. To provide ample support to the students for participating zonal competitions

Director: **Mr Mohammed Jamshad K** (Dept. of Computer Science)

### **Coordinators**

1. **Mr Abdul Jaleel M** (Dept. of English)
2. **Mr Rajesh TK** (Dept. of Microbiology)
3. **Ms Aneesath M** (Dept. of Commerce)

## **Students Initiative in Palliative (SIP)**

Students Initiative in Palliative (SIP) is a sub organisation of Palliative Care. It aims to encourage active participation of the students in the sacred works of the palliative care. The key motto of the SIP is to provide able care and attention to the bed ridden patients and encourage them to show positive attitude toward life. Each volunteer of the SIP is actively involving the programmes of a palliative care and provide enough

confidence and energy to the suffering.

Coordinators: 1) **Mr Shihabudheen Paikarathodi**

(Dept. of Physical Education)

2) **Mr Muhammed Shafi T** (Dept. of History)

## **Human Rights Cell**

Human Rights Cell of the college aims at:

- Promoting equality, dignity, non-discrimination and respect to each member of the college community.
- Empowering students and staff to become active members of a global community.
- Enabling the students to reach their full potential through education, in particular those who are marginalized due to their gender, color, caste, religion and status.
- Protecting all members of the college community by making safety and security a shared priority and responsibility

Coordinator: **Dr Jamsheela O** (Dept. of Computer Science)

# Clubs and Associations

## Literary Club

Literary Club is an initiative of the PG Department of English of the college. The club aims at enhancing the creative abilities of the students and providing them with necessary inputs and facilities. Literary Club organizes various programmes such as Invited Lectures, Reading Sessions, Writing Workshops and Litvanza - The annual Literary and Cultural Fest. The club has founded Ambedkar Study Circle - a platform for discussing and debating contemporary socio-political issues.

Coordinators: Ms Abidha KP & Mr Abdul Jaleel M

## Bhoomitra Sena Club

Environmental education has become an inevitable tool in creating awareness on imperatives of environmental sustainability. Bhoomitra Sena Club is an idea conceived by the Directorate of Environment & Climate Change under Department of Environment and Climate Change. Agencies like Kerala State Pollution Control Board, Kerala State Biodiversity Board and Kerala Suchitwa Mission extend support to this programme. The Bhoomithra Sena Club of EMEA College is aimed at encouraging college students to appreciate the environment and to react positively to environmental issues. The club organizes Seminars, Debates, Lectures and talks on environmental issues. It also arranges visits to Wildlife Parks and environmentally degrading areas etc. Other activities include cleaning and maintaining the polluted or environmentally degraded sites, planting and maintaining trees in the campus, etc.

Coordinator: Mr Sulfikerali M

## Tourism Club

Tourism in Kerala is going through a significant phase of growth and development. The sustained efforts of the department of tourism over a period of several years have played a crucial role in achieving this

momentum and direction. The department of tourism is committed to preserving this trend and working towards long-term goals of establishing tourism as a major development factor in the state. It is with this objective that the Department of Tourism is envisaging a massive awareness campaign in the state. Setting up of tourism clubs in colleges and schools is aimed at creating proper awareness about tourism among the youth.

Coordinator: **Mr Rafeeqe Ali Mundodan**

## **Red Ribbon Club**

The RRC aims at directing the potential of the youth by equipping them with correct information on HIV/ AIDS prevention, Care and Support and Treatment. It also aims in building their capacities as peer education in spreading message on positive health behaviour in an enabling environment and increasing voluntary blood donation from among youth.

Coordinator: **NSS Officers**

## **Theatre Club**

The purpose of Theatre Club is to foster attitudes, understandings, skills and enjoyment. So, each student's artistic potential may be developed. In developing their potential, students will realize that lifelong participation in the arts is a valuable part of a life fully lived.

Coordinator: **Mr Abdul Jaleel M**

## **Nature Club**

Nature Club is an initiative towards pitching conservation efforts at societal level, which would have direct bearings upon decisions that we make as individuals, in the interest of the environment of which we all form different parts. The Nature Club successfully specializes in helping youngsters of our college to take the first step towards the conservation of nature.

Coordinator: **Mr Mohammed Nisar TV**

## **Debating Society**

Debating is regarded as an educational tool for developing students' analytical and communication skills. Since debating is largely about developing arguments that are stronger than the arguments of the other

side of the debating. But it's not just the quality of the argument; it's also the delivery. Hence, developing communication skills in general is possible. The language of debating is English, which for most of us is not the first language, and using one's language skills in such a dynamic way is sure to improve them. It's also very important to remember the improvement one can notice in thinking skills after debating for time. Because people will often have to debating against their own personal opinions, debating inevitably improves critical thinking skills. One has be able to question one's own opinions and see different points of view to an issue. Also, because the preparation time for the debating is very short, only 15 minutes, and one might be asked unexpected questions during the debating, one also learns to think fast, and think well.

Coordinator: **Ms Irfana Parveen**

## **Music Club**

The Club focuses on bringing out the musical talents (both vocal and instrumental) of the students and providing them a stage to perform.

Coordinator: **Ms Aneesath M**

## **IT Club**

IT Club aims to sharpen the ideas and expertise of the students in various fields of Information Technology. The main objective of the club is total IT literacy. Moreover, the club aims to horn the IT skills of students which will be beneficial for them in their studies and career. With this project in mind, the club is actively involved with many IT related activities.

Coordinator: **Dr Jamsheela O**

## **Entrepreneurial Skill Development Club (ED Club)**

The Entrepreneurial Skill Development Club (ED Club) is a student-run organisation that is committed to bring together the people and ideas to foster an interactive learning environment of entrepreneurship. Our mission is to foster the spirit of entrepreneurship and the entrepreneurial way of thinking and to help students find the contacts, resources and real world experiences necessary to launch or grow a successful enterprise.

Coordinator: **Mr Muhammed Faisal T**

## **Film Club**

The Film Club of EMEA attempts to provide both the faculty and student communities exposure to the world cinema. The club also provides a certificate course in Film Appreciate Screening of film is followed by open discussion under the scholarship of invited lecture.

Coordinator: **Dr. Afsal PC**

## **Commerce Club**

Commerce Club strives to make the students to go beyond the classroom learning and to confidently face the ever changing demands of the commercial world and to prove themselves as the best business leaders.

Coordinator: **Mr Nahas Sha AA**

# Students' Accommodation

## College Hostels

The college hostel for girls functions in a permanent building in the college campus. Hostel accommodation is available for a limited number of students only. Those who wish to join the hostel shall submit separate application after obtaining admission in the college and shall pay the fixed establishment charges and caution deposit at the time of admission. The mess dues and rent are to be paid monthly. Admission to the hostel is not the right of students. It will be offered to students based on the availability of seats, the academic merit and need of the applicants.

Principal is the chief warden and he is the final authority to grant admission/re-admission. Residents of the hostels shall strictly adhere to the directions/rules framed by the College authorities from time to time. Violation of such rules will entail the expulsion from the hostel/dismissal from the college.

## Hostel Rules

1. Hostel is a “home away from home” and therefore, hostellers should maintain a cordial and healthy relationship with all the inmates.
2. Students should abide by the decisions of the hostel warden and co-operate in the enforcement of the hostel rules failing which strict disciplinary action may be taken.
3. Students should follow the general timetable fixed for the hostel.
4. Students must keep their rooms neat and clean. They should keep their belongings in proper order.
5. Students should sleep only in their own allotted rooms.
6. Students are accountable for their belongings and shall avoid wearing costly ornaments. The hostel authorities will not be responsible for any loss of cash or other valuables from the room.

7. Students should keep their rooms locked when they leave the hostel.
8. Save water and electricity. Use them as per requirement only.
9. Allotment of rooms is at the discretion of the Warden. Students should refrain from defacing walls and furniture with drawings and writings.
11. The hostel warden/deputy warden/matron has the right to check the room at any time for maintaining discipline in the hostel.
12. Students cannot bring outsiders into the hostel. Guest may be allowed on prior written permission from the warden.
13. Consumption of alcohol, smoking and use of drugs and other intoxicants in the hostel and its premises are strictly prohibited. Anyone found violating the rules will be subjected to serious disciplinary action.
14. Hostellers desiring to go out of the campus shall obtain prior permission from the warden and register their whereabouts in the movement register. They shall reach the hostel before 5.30 pm in the normal working days.
15. Admission to the hostel is on an annual basis and may not be renewed for lack of compliance with the hostel discipline. Serious breach of hostel discipline will invite dismissal from college also.
16. Financial commitments of the hostel shall be met on time and failure to do so will invite dismissal.
17. No fund shall be collected or meetings organized in the hostel without prior consent of the warden.
18. Mess due will be published on the first week of every month and inmates shall remit the dues before 15<sup>th</sup> of every month without fine.
19. Students will be permitted to go home during holidays/vacations with their parents/guardians/authorized persons who should produce an identity card while taking the ward from the hostel. However, in special cases/occasions a written request to the principal from parent/guardian will be honoured and inmate may be permitted to go home alone or with other neighbouring students.
20. Principal as chief warden reserves the right to dismiss a student from the hostel on the specific reasons noted or reported.



## Office Bearers 2022-'23

Secretary, College Council		Prof. Mohamed Najeeb PM
IQAC Coordinator		Mr. Abdurazaque PM
RUSA Coordinator		Mr. Abdurazaque PM
SAAC Coordinator		Ms. Haulath
Public Information Officer		Mr Roy PP
Additional Public Information	Officer	Mr. Abdul Kareem PV Office Superintendent
	Member	Mr. Irshad P
Appellate Authority		Lt. Abdul Rasheed P
Nodal Officer - Admission PG & UG (University)		Dr. Riyad AM
Examination (University Level) Chief Supdt	Chief Supdt.	Mr. Askarali A
	Addl. Chief Supdt.	Mr. PM Abdurazaque
NCC Officers		Lt. Abdul Rasheed P
NSS Officers	Unit 102	Mr. Shihabudheen P
	Unit 115	Mr. Munavar Jasim PK
ASAP Coordinator		Mr. Roy PP
Anti-Ragging Cell Coordinator		Dr. Riyad AM
Anti-Ragging Squad Coordinator		Mr. Roy PP
Internal Committee for Welfare of Students with Disabilities Coordinator		Mr. Shihabudheen P
RUSA Research Network Group (PRNG) Coordinators	Science	Dr. Rajashekharan K
	Social Science	Dr. Abdul Muneer V

Board for Adjudication of Students Grievance (BASG) Coordinator	Ms. Kamalam Edathil
Committee Against Sexual Harassment Coordinator	Ms. Abidha KP
Dropout Management Cell Coordinator	Ms. Jisha PJ
Research Advisory Committee Coordinator	Dr. Ibrahim Cholakkal
Infrastructure and Timetable Committee Convener	Mr. Askarali A
FLAIR Coordinator	Dr. Rajashekar KE
National Institute Ranking Framework (NIRF) Coordinator	Mr. Mohamed Jamshad K
Human Rights Cell Coordinator	Adv. Hassan AV
Energy & Environment Conservation Club Coordinator	Dr. Mashhoor K
Hygiene Maintenance Committee Coordinator	Prof. Aboobacker KM
Intellectual Property Rights (IPR) Cell for the Academic Coordinator	Mr. Jamsheer CK
Minority Cell	Dr. Dhanya PS
OBC Cell	Ms. Dufaidha KM
SC/ST Cell	Dr. Dhanya PS
PTA Secretary	Mr. Mohamed Sadiqu PA
Staff Advisor to College Union	Mr. Hussain V
Counselling Centre Coordinator	Lt. Abdul Rasheed P
College Calendar Editor	Dr. Afsal PC
College University Linkage Coordinator	Dr. Dhanya PS
E-Learning Coordinator	Dr. Mahjabeen Aydeed

College Union Election	Returning Officer	Mr. Mohamed Sadiqu PA
	Members	Mr. Asif N
		Mr. Shihabudeen P
Skill Development Centre (SDC EMEA)	Director	Dr. Shamsudheen E
	Assistant Director	Mr. Mohamed Faisal T
Centralised College Portal (University of Calicut) Nodal Officer		Mr. PM Abdurazaque
All India Survey of Higher Education (AISHE) Nodal Officer		Mr. Mohamed Jamshad K
Public Fund Management System (PFMS) Nodal Officer		Dr. Rajashekaran KE
National Scholarship Program (INO-NSP) Nodal Officer		Mr. Mohamed Sadiqu PA
Young Innovators Programme (YIP) Nodal Officer		Mr. Hussain V
SWAYAM Mentor		Mr. Aboobacker Siddeeq KC
Controller of Internal Examination (College Level)	Convenor	Mr. Mohammed Jamshad K
	Members	Mr. Mohamed Nisar TV
		Mr. Nahas Sha AA
		Mr. Asif N
Girls Hostel Warden		Ms. Dufaida KM
Internal Marks, APC & Registration	Coordinator	Dr Jamsheela O
	Joint Coordinator	Ms. Jisha PJ
Students Advisory Scheme	Coordinator	Dr. Abdul Muneer V
	Joint Coordinator	Mr. Abdul Jaleel M

Fine Arts	Convenor	Mr. Mohamed Jamshad K
	Asst. Convenors	Mr. Abdul Jaleel M
		Mr. Rajesh TK
		Ms. Aneesath M
Staff Editor		Mr. Hussain V
Staff Club	President	Mr. Askarali A
	Secretary	Ms. Haulath K
Centre for Innovation and Incubation Coordinators		Mr. Rafeeque Ali Mundodan
		Mr. Mohamed Ashik Sulthan
Career Guidance & Placement Cell Coordinators		Dr. Ashraf Valoor
		Mr. Rafeeque Ali Mundodan
Co-operative Store Secretary (Adhoc)		Mr. Aboobacker Sidheeque KC
Quiz Club Coordinator		Ms. Zahira Banu NK
Principal's Club	Coordinator	Mr. Abdul Jaleel M
	Joint Coordinator	Ms Zabeera Banu NK
Student Welfare Dean		Mr. Muhammed Najeeb PM
Scholarship Coordinator		Mr. Muhammed Sadiqu PA
Social Media Campaign (SMC)		Mr. Mohamed Jamshad K
Discipline Committee Convenor		Dr. Shamsudeen E
Remedial Coaching Convenor		Mr. Nahas Shah AA
Tutorial Programme Coordinator		Ms Balkees KS
College Website	Coordinator	Dr. Jamsheela O
	Joint Coordinator	Mr. Naseel Ismail C, Technician
Student Initiative in Palliative (SIP) Convenors		Mr. Shihabudheen Paikarathodi
		Mr. Muhammed Shafi T
Students with Special Needs Coordinator		Mr. Muhammed Shafi T
Equal Opportunity Centre	Coordinator	Mr. Mohammed Sadiqu PA
	Joint Coordinator	Mr. Subair Wafy
News Bulletin Editor		Dr. Afsal PC

Learning Enhancement Centre Coordinator		Dr. Nizar U
Legal Matters Coordinator		Adv. AV Hassan
Liaisoning Officer (Administration) Coordinator		Mr. PM Abdurazaque
Post Graduate Programme Coordinator		Prof. KM Aboobacker
Life Long Learning Centre	Coordinator	Ms. Haulath K
Nature Club Coordinator		Mr. Mohammed Nisar TV
Tourism Club Coordinator		Mr. Rafeeqe Ali Mundodan
Theatre Club Coordinator		Mr. Abdul Jaleel M
Music Club Coordinator		Ms. Aneesath M
Movie Club Coordinator		Mr. Abdul Jaleel M
Readers Forum Coordinator		Mr. Firoz KT
Red Ribbon Club Coordinators		NSS Officers
ED Club Coordinator		Mr. Muhammed Faisal T
Debating Society Coordinator		Ms. Irfana Parveen
NET/SET Coaching Centre	Coordinator	Mr. Rafeeqe Ali Mundodan
	Joint Coordinator	Mr. Subair Wafy
Student Aid Fund and Internal Scholarship Coordinator		Ms. Haulath K
Bhoomithrasena Club Coordinator		Mr. Sulfikarali M
English Literary Club	Coordinator	Mr. Abdul Jaleel M
	Joint Coordinator	Ms. Abidha KP
IT Club Coordinator		Dr. Jamsheela O
Commerce Club Coordinator		Mr. Nahas Sha AA
Women Cell Coordinator		Ms. Jisha PJ
Library Club	Coordinator	Mr. Firoz KT
	Joint Coordinator	Ms. Zaheera Banu NK
Microbiology Club Coordinator		Ms. Ashitha K Sanuj
Ek Bharath Shreshtha Bharath		Dr. Afsal PC

# Committee for the Academic Year

NAAC Steering Committee	
Chairman	Lt. Abdul Rasheed P, Principal
Vice-chairman	Mr Mohamed Najeeb PM
Coordinator	Mr Abdurazaque PM
Assist. Coordinator	Ms Houlath K
Criteria Coordinators	Dr Afsal PC
	Mr Abdul Jaleel
	Mr Shihabudheen P
	Dr Rajasekharan KE
	Mr KT Firoz
	Mr Aboobacker Siddeeqe K
	Mr Rafeeqe Ali Mundodan
Discipline Committee	
Chairman	Lt. Abdul Rasheed P, Principal
Convenor	Dr Shamsudeen E
Joint Convenor	Mr Muhammed Jamshad K
Members	Mr Firoz KT
	Mr Mohammed Nisar TV
	Mr Aboobacker Sidheequ K C
	Mr Yoonus P
	Dr K Mashhoor
	Mr Shihabudheen P
	Mr Asif N
	Mr Sulfikar Ali M

Anti – Ragging Squad	
Chairman	Lt. Abdul Rasheed P, Principal
Convenor	Mr Roy PP
Members	Mr Mohamed Jamshad K
	Ms Jisha PJ
	Dr Ibrahim Cholakkal
	Ms Haulath K
	Mr Rafeeqe Ali Mundodan
	Mr Moideen Shafeeqe A
	Dr K Mashhoor
	Mr Asif N
	Mr Sulfikar Ali M
	Mr Muhammed Shafi T
	Mr Abdul Jaleel M
	Mr Yoonus P

Anti Ragging Cell	
Chairman	Lt. Abdul Rasheed P, Principal
Convenor	Dr Riyad AM
NGO Representative	Mr Mohammed Rafeeqe PM
Ex-officio members	Sub-Inspector of Police, Karipur
	PTA Vice President
	Village Officer, Karipur Village
	Coordinator, IQAC
	Chairman, College Union

Ethics Committee	
Chairman	Lt. Abdul Rasheed P, Principal
Convenor	Mr Mohamed Jamshad K
Members	Mr PM Mohamed Najeeb
	Mr Abdurazaque PM (Coordinator, IQAC)

Fine Arts Committee	
Chairman	Lt. Abdul Rasheed P, Principal
Fine Arts Advisor	Mr Mohamed Jamshad K
Jt. Advisor	Mr Rajesh TK
Jt. Advisor	Ms Aneesath M
Members	Mr Firoz KT (Staff Advisor)
	Dr Dhanya PS
	Mr Abdul Jaleel M
	Mr Asif N
	Ms Zaheera Banu NK
	Dr Afsal PC
	Mr Shihabudheen P
	Mr Muhammed Shafi T
	Student Representatives
	Fine Arts Secretary
	College Union Chairman
	College Union Secretary

Research Committee	
Chairman	Lt. Abdul Rasheed P, Principal
Convener	Dr Ibrahim Cholakkal
Joint Convener	Dr Krishna Kumar T
Members	Dr Abdul Muneer V
	Ms Kamalam Edathil
	Dr Shiji Thomas
	Dr Rajasekharan KE
	Dr Riyad AM
	Dr Mashhoor K
	Dr Afsal PC
	Dr. Fasil N
Ex-officio members	Coordinator, IQAC
	Editorial Board Members, IJARED



Admission Committee	
Chairman	Lt. Abdul Rasheed P, Principal
University Nodal Officer	Dr Riyad AM
Members	Mr Yoonus P
	Mr Abdul Kareem PV, Superintendent

Grievance Redressal Cell	
Chairman	Lt. Abdul Rasheed P, Principal
Convenor	Ms Kamalam Edathil (HoD, Commerce)
Members	Mr Mohamed Sadiqu PA (Asst. Professor, Arabic)
	Dr Shiji Thomas (HoD, Microbiology)
	Mr Muhammed Shafi T (NSS Officer)
	Mr Firoz KT (Staff Advisor)
	PTA Vice President
	Member, Pallikkal Grama Panchayath
Ex-officio member	Mr. Abdurazaque PM

Library Advisory Committee	
Chairman	Lt. Abdul Rasheed P, Principal
Secretary	Dr Mahjabeen Aydeed
Jt. Secretary	Dr Rajasekharan KE
Members	Dr Abdul Muneer V
	Ms Kamalam Edathil
	Mr Askerali A
	Mr Abdurazaque PM (Coordinator, IQAC)
	Ms Jisha PJ
	Mr Firoz KT
	Ms Abidha K P
	Ms Zaheera Banu NK
	Ms Ashitha K Sanuj
	College Union Chairman

### Committee For Sports & Games

Chairman	Lt. Abdul Rasheed P, Principal
Convenor	Mr Shihabedheen Paikkarathodi
Members	Dr Shamsudeen E
	Mr Mohammed Nisar TV
	Prof. KM Aboobacker
	Mr KT Firoz
	Ms Zaheera Banu NK

### PSC Coaching

Convenor	Mr Rafeeqe Ali Mundodan
Members	Dr Ashraf Valoor
	Dr Nisar U

### Student Advisory Committee

Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Dr Abdul Muneer V
Jt. Coordinator	Mr Abdul Jaleel M
Members	Ms Ashitha K Sanuj
	Dr Somy Soman
	Mr Sulfiker Ali M
	Ms Zaheera Banu NK
	Mr Moideen Shafeeqe A
	Mr Jamsheer CK
	Ms Sehla Khansah P
	Dr. Muhammed Fazil N
	Mr. Rafeeqe Ali Mundodan
	Ms Irfana Parveen
	Mr. Mohamed Jamshad K
Ex. Officio members	IQAC Coordinator
	RUSA Coordinator
	SSP Coordinator

<b>NSS Advisory Committee</b>	
Chairman	Mr Roy PP
NSS Officers	Mr. Shihabudheen P
	Mr. Munavar Jasim PK
Members	Mr KT Firoz
	Mr Mohammed Sadiqu PA
	Mr Abdurazaque PM
	Mr Mohammed Najeeb PM
	Pallikkal Punchayat Ward Member
	Pallikkal Punchayat Agricultural Officer
	Pallikkal Punchayat Health Inspector

<b>Women Development Cell</b>	
Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Ms Jisha PJ
Members	Ms Kamalam Edathil
	Dr Shiji Thomas
	Ms Haulath K
	Ms Abida KP
	Dr Mahjabeen Aydeed, Librarian
	Student Representatives
	Vice Chairman, College Union
	Joint Secretary, College Union
	Ladies Hostel Secretary
	One PG II Year Student

<b>Committee for Students with Disabilities</b>	
Chairman	Lt. Abdul Rasheed P, Principal
Convenor	Mr Shihabudheen P
Jt. Convenor	Mr Muhammed Shafi T
Members	Mr Abdul Jaleel M
	Mr Hussain V
	Mr Mohammed Nizar TV

### Anti-Sexual Harassment Committee

Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Ms Abidha KP
Members	Dr Shiji Thomas
	Dr Afsal PC
	Ms Dufaidha KM
	Mr Shihabudheen P
	Ms Amla K

### Cooperative Store

President	Lt. Abdul Rasheed P, Principal
Secretary (Honorary)	Mr Aboobacker Siddeeqe K Asst. Professor, Dept. of Commerce
Directors	Mr Mohamed Najeeb PM, Associate Professor and Head, Dept. of Economics
	Dr Dhanya PS, Head, Dept. of Hindi
	Dr Mahjabeen Aydeed, Librarian
	Ms Abidha KP Asst. Professor, Dept. of English
	Mr Abdul Kareem M, Superintendent

### Internal Complaint Committee against Sexual Harassment of Women at Workplace

Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Ms Abidha KP
Members	Dr Shiji Thomas
	Mr Shihabudheen Paikarathodi
	Ms Amla K
	Ms Naseera Kannanari Member Pallikkal Grama Panchayath

### Intellectual Property Rights (IPR) Cell

Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Mr Jamsheer CK
Members	Mr Asif N
	Ms Jaseena PP
	Ms Munavar Jasim PK

Minority Cell	
Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Dr Dhanya PS
Members	Adv. Hassan AV
	Ms Kamalam Edathil
	Ms Dufaidha KM
	Ms Jisha PJ

OBC Cell	
Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Dr Nisar U
Members	Mr Nahas Shah AA
	Mr Yoonus P
	Ms Jaseena PP
	Ms Lubna KT

SC/ST Cell	
Chairman	Lt. Abdul Rasheed P, Principal
Coordinator	Dr Dhanya PS
Members	Adv. Hassan AV
	Ms Suja U
	Ms Sehla Khansah P
	Ms Hasna KP

# Regulations for Choice Based Credit and Semester System for UG Curriculum-2019

Refer to University Website

## Useful Websites

National Repository of Open Educational Resources	: <a href="http://nroer.gov.in/home">http://nroer.gov.in/home</a>
INFLIBNET Subject Gateway for Indian Electronic Resources	: <a href="http://infoport.inflibnet.ac.in">http://infoport.inflibnet.ac.in</a>
Free E-books Library	: <a href="http://ebooksgo.org">http://ebooksgo.org</a>
Free E-books	: <a href="http://www.gutenberg.org">http://www.gutenberg.org</a>
Digital Library of India	: <a href="http://www.dli.ernet.in">http://www.dli.ernet.in</a>
World Digital Library	: <a href="http://www.wld.org/en">http://www.wld.org/en</a>
National Programme for Technology Enhanced Learning National Mission on Education through ICT	: <a href="http://vwww.nmeict.iitkgp.ernet.in">http://vwww.nmeict.iitkgp.ernet.in</a>
MHRD-E-contents	: <a href="http://mhrd.gov.in/e-contents">http://mhrd.gov.in/e-contents</a>
GOI Directory	: <a href="http://goidirectory.nic.in/intex.php">http://goidirectory.nic.in/intex.php</a>
Internet Public Library	: <a href="http://www.ipl.org/">http://www.ipl.org/</a>
Online encyclopedia	: <a href="http://www.encyclopeida.com">http://www.encyclopeida.com</a>
Power points	: <a href="http://www.slideshare">www.slideshare</a>
Ph.D.Thesis (shodhganga)	: <a href="http://shodhganga.inflibnet.ac.in">http://shodhganga.inflibnet.ac.in</a>
Ph.D. Synopsis (shodhgangotri)	: <a href="http://shodhgangotri.inflibnet.ac.in">shodhgangotri.inflibnet.ac.in</a> : <a href="http://googleacademia.edu">googleacademia.edu</a>

## Former Faculties

Name	Designation & Department	Date of Retirement	Contact Number
Prof. T.P. Mohammed Kunhi (Late)	Principal	31-10-1985	
Prof. P.A. Ali Kunju	Principal	07-01-1991	9446167908
Dr Abdul Latheef	Principal	18-11-1998	9447081118
Mohamed Musthafa K	SI Gr Lecturer-Malayalam	31-05-2001	9447161454
Kunharu K	SI Gr Lecturer-History	31-03-2005	9400748551
Dr TP Ahamed	Principal/Economics	31-05-2006	9447113530
Mohamed Musthafa K	SI Gr Lecturer English	31-03-2007	9745321485
Suhadu NV	Principal/ Arabic	31-03-2007	9447189994
Mohammed Ismail TU	SI Gr Lecturer History	31-03-2008	8547060879
Jameela Pullambalavan	Associate Professor-Hindi	31-03-2011	9567140064
Dr Abdul Hameed K	Principal/ Economics	31-03-2012	9745025574 0483-2713530
Kunhimohammed K	Principal/ Islamic History	30-06-2013	9400625044 0483-2125044
Hamza K	Associate Professor-Economics	31-05-2014	9446470486 0483-2773484
Mohamed A	Associate Professor - English	31-03-2014	9048390893 0495-2441647
Muhammed Basheer Nalakath	Associate Professor-Commerce	30-04-2015	9447128150 04933-228150
Mohamed Ashref M	Associate Professor - Commerce	31-05-2015	9446881845 04933-283828
Mohamed Palengara	Associate Professor-Mathematics	31-05-2016	9846883457 0483-2105791
Dr Abdurahiman PA	Associate Professor - Commerce	31-03-2017	9605508494, 0494-2120070
Dr Abdulla MP	Principal/Economics	30-04-2018	0483-2712030
Dr Ummer EK	Assistant Professor-Economics	31-05-2019	9847988526
Dr. CP Ayoob	Associate Professor & Principal	31-03-2021	9447108960

## Staff Moved to Other Institutions

Sl. No	Name	Relieving Date	Name of Institution joined with designation	Contact Details (Phone number & mail id)
1	Dr Mohamed Basheer K	28-08-1995	Sullamussalam Arts & Science College, Areacode; Former V.C., University of Calicut	9895586590 basheerprinci@gmail.com
2	Dr Abdul Saleem	26.09.2001	Govt. College Attingal, Trivandrum	9446476187 abdulsalim01@gmail.com
3	Dr Y.C Ibrahim	26.09.2001	Govt. College Malappuram	9446156983, ycibrahim@gmail.com
4	Dr. Shaheed Ramzan CP	26.09.2001	Associate Professor of Economics, Govt. Arts and Science College, Kozhikkode	cpsramzan@gmail.com 9745866606
5	Mr Abdul Latheef K	04-03-2005	Govt. College, Kondotty	8592063007
6	Dr Bindhu PP	09.07.2008	Assistant Professor of Statistics, Govt. Arts and Science College, Kozhikkode	ppbindukannan@gmail.com
7	Dr. Zabeena Hameed P	12.03.2009	Assistant Professor of Economics, Dept. of Economics, University of Calicut, Dr. Jhon Mathai Centre, Thrissur	zabeena73@gmail.com 9446480002
8	Mr. Ameen Das	19.09.2012	Govt; College Attappadi	9447938073 ameendasap@yahoo.com
9	Dr. Sakkeer Hussain	18.06.2015	Director, Physical Education, University Of Calicut	9447383611
10	Mr. Lalith	04.06.2018	Govt. Brennan College, Thalassery	9446542563, lalith2026@gmail.com
11	Mr. Jahfar Odakkal	19.06.2018	Sri. Achuthamenon Govt. College, Thrissur	9895142839, jahfarodakkal@gmail.com
12	Dr. Premkumar	01.08.2019	Resigned from the service	9447337058
13	Dr Zackaria TV	08.09.2020	Principal at Amal College, Nilambur	9995042688 zackariatv@yahoo.com



## Former Supporting Staff

Name	Designation	Date of Retirement	Contact Number
Komukutty M (Late)	L D C HG	30-06-2003	
Mossankutty	Peon II Higher Grade	30-06-2003	0483 2772704
Chekutty A (Late)	Head Accountant	31-05-2004	
Kunhi Mohamed KP	U D Store keeper Higher	31-12-2005	0494 2401436, 2400606
Mohamed KV (Late)	Sanitation worker II	30-04-2006	
Shahul Hameed Koya Thangal KP (Late)	Peon II Higher Grade	31-01-2007	
Ayamu P	Peon II Higher Grade	31-05-2007	0483 2713509
Ibrahim A	Peon III Higher Grad)	31-03-2011	0483 2772292
Ismayil Cheemadan (Late)	Head Accountant	03-07-2011	
Mohammedali Kunnummal Mekkat	Junior Superintend	30-09-2012	0483 2712913
Abdul Gafoor Kalappurath	Watchman-IV HG	31-06-2014	0483 2711696
Mohamed Haneefa C	U D Typist HG	30-04-2016	0483 2776077
Mammed M	Librarian UGC	31-05-2016	0483 2772265, 2711109
Zainudhin K	Lab Assistant	31-05-2017	0483 2714430
Muhamed TK	L D C	31-05-2017	0494 2401761
Mammedisa UK	Lib Assistant	31-05-2018	0483 2710630
Abdul Azeez.P	Lab Assistant	28-02-2019	0483 2712046
Abdul Latheef KM	U D C	31-05-2019	0483 2773363, 2773829
Cheakutty T	L D C	31-05-2019	0483 2725313
Abdul Latheef Puthenveetil	Library Assistant	31-07-2019	0483 2712732
Muthukoya Thangal KP	Head Accountant	30-09-2019	0483 2790124

# EMEA College, Kondotti

## Application for Leave

Name of the Student:.....

Semester, Course and Core Subject: .....

Class No: .....

Date of Leave: .....

Total number of days on leave: .....

Reason for leave: .....

.....

.....

.....

.....

.....

Dated Signature of the Applicant

Dated Signature of the Parent/ Guardian

Name and Signature of the Teacher in Charge

(In Case of Extra curricular activities): .....

Signature of the Tutor : .....

Principal's Orders: .....

.....

- \* Medical Certificates should be attached in case of leave on medical grounds
- \* The leave application should be forwarded by the teacher-in-charge in case of leave on account of participation in extracurricular activities

# Important Telephone Numbers

College Office	: 0483 2712030
Principal	: 0483 2713530
Manager, EMEA Institutions	: 9447128107
President, EMEA Institutions	: 0483 2734229, 9847017786
General Secretary, EMEA Institutions	: 0483 2700394, 9496606060
Treasurer, EMEA Institutions	: 9447109014
Vice President , PTA, EMEA College	: 9847980100
President, Alumni Association, EMEA College	: 9895432891

## Sister Institutions

EMEA Training College, Kondotti, P.O. Kumminiparamba,  
Malappuram, Kerala; Tel: 0483 2716533

EMEA Higher Secondary School, Kondotti, Pandikkad, P.O.  
Thurakkal, Malappuram, Kerala, Tel: 0483 2714450

PTMHS, P.O. Kodyathur, Mukkam, Calicut, Kerala;  
Tel: 0495 2209557, 9446480623, 9745115756

## University of Calicut

University Numbers	: 0494 2401144 to 48
	: 0494 2401150 to 52
	: 0494 2401665 to 72
Vice Chancellor	: 0494 2407102
Registrar	: 0494 2407104
Controller of Examinations	: 0494 2407200
NSS Office	: 0494 2401638
Enquiry	: 0494 2400809, 400816
Exam Enquiry	: 0494 2401144 - 227
CHM Koya Library	: 0494 2401144 - 285
Employment Guidance Bureau	: 0495 2303234 - 278

## Universities

Kerala University	: 0471 2306422
MG University	: 0481 2731050
CUSAT	: 0484 2577290
Kannur University	: 0497 2782351

## Neighbouring Colleges

TMG College, Tirur	: 0494 2630027
Farook College, Feroke	: 0495 2440660
Govt. College, Malappuram	: 0483 2734918
PTM Govt. College, Perinthalmanna	: 04933 227370
NSS College, Manjeri	: 0483 2766136
MES Mampad College	: 04931 200754
Unity Women's College, Manjeri	: 0483 2767142
Marthoma College, Chungathara	: 04931 230510
MEASS College, Areacode	: 0493 2850700
MES College, Ponnani	: 0494 2666077
PSMO College, Thirurangadi	: 0494 2460335
MESKVM College, Valancheri	: 0494 2642670
Malabar Christian College, Kozhikode	: 0495 2768219
Govt. Arts College, Meenchantha	: 0495 2320694
Guruvayoorapan College, Kozhikode	: 0495 2331046
Providence Women's College, Kozhikode	: 0495 2347581
St. Joseph's College, Devagiri	: 0495 2355901
MAMO College, Mukkam	: 0495 2297319

## Other Often Dialed Numbers

Relief Hospital, Kondotti	: 0483 2712078
Govt. Taluk Hospital Kondotti	: 0483 2710586
Calicut International Airport	: 0483 2711406 0483 2719491
Railway Station, Feroke	: 0495 2482280

Post Office, Kondotty	: 0483 271 2020
Post Office, Kumminiparamba	: 98468 08366
Taluk Office, Kondotty	: 0483 271 3311
Municipal Office, Kondotty	: 0483 271 2037
Grama Panchayath Office, Pallikkal	: 0483 279 0114
Police Station, Kondotty	: 0483 271 2041
Police Station, Karippur	: 0483 271 2598
Fire Station, Malappuram	: 0483 273 4800
Indian Airlines, Kondotti	: 0483 2710100
Air India	: 0483 2712401
Hajj House	: 0483 2710717
Kozhikode Railway Station	: 0495 2701234
Tirur Railway Station	: 0494 2422240
Parapanangadi Railway Station	: 0494 2410235
KSRTC Malappuram	: 0483 2734950
KSRTC Kozhikode	: 0495 2723796
Deputy Director Office, Kozhikode	: 0495 2722215

### Anti-Ragging Helpline

Mobile Number : 1800 – 180 – 5522 (24\*7 Toll free)

UGC Monitoring Agency (Aman Satya Kachroo Trust)

Mobile: 09871170303, 09818400116  
(only in case of emergency)

Email IDs: [helpline@antiragging.in](mailto:helpline@antiragging.in)

Website: [www.ugc.ac.in](http://www.ugc.ac.in), [www.antiragging.in](http://www.antiragging.in)

For understanding ill effects of ragging, see the documentary films available on the link [ugc.ac.in/page/Videos-Regarding-Ragging.aspx](http://ugc.ac.in/page/Videos-Regarding-Ragging.aspx).

## Important Notes

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# Time Table (Odd Semester)

Days	I Hour	II Hour	III Hour	IV Hour	V Hour	VI Hour
Mon						
Tue						Tutorial UG (I Sem) & PG (I & III Sem)
Wed						Tutorial UG (III & V Sem)
Thu						Certificate Course
Fri						

**Time Table (Even Semester)**

Days	I Hour	II Hour	III Hour	IV Hour	V Hour	VI Hour
Mon						
Tue						Tutorial UG (II Sem) & PG (II & IV Sem)
Wed						Tutorial UG (IV & VI Sem)
Thu						Certificate Course
Fri						