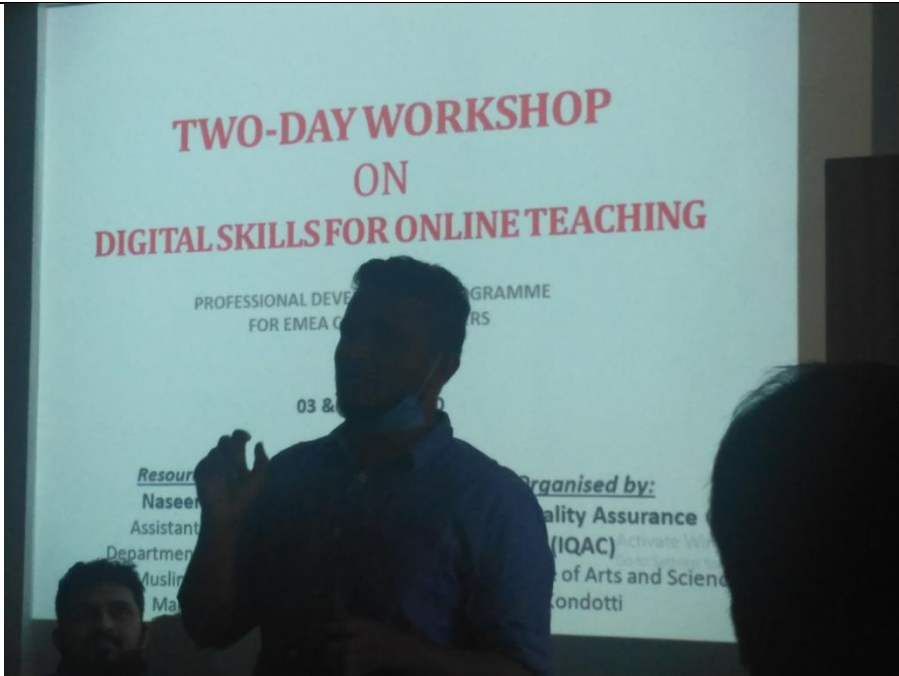
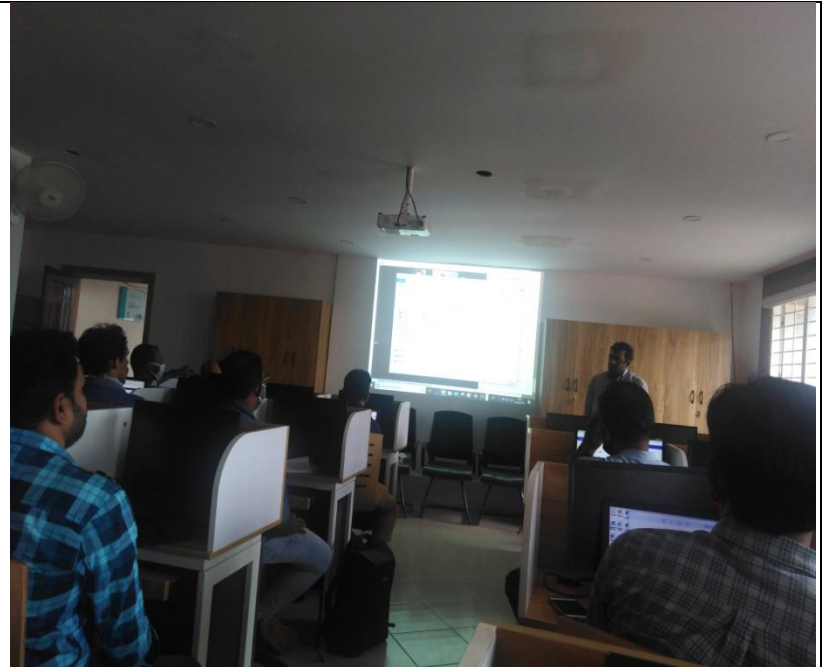
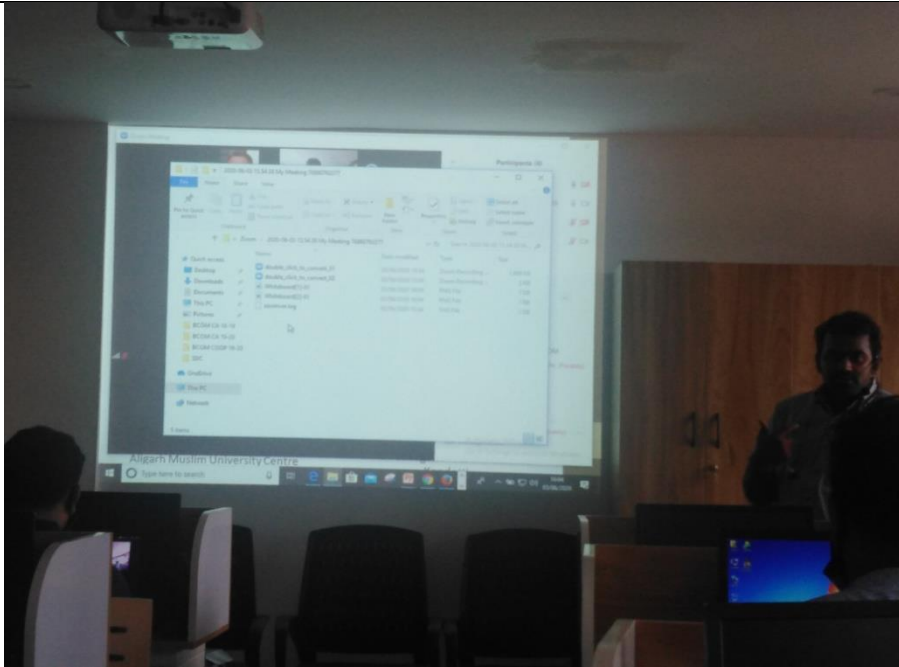



EMEA COLLEGE OF ARTS & SCIENCE KNODOTTY

CLUBS & ASSOCIATION REPORT 2020-'21

Name of Club/Association: **Internal Quality Assurance Cell (IQAC)**

| | |
|-----------|--|
| 1. | <p>GENERAL PERFORMANCE :</p> <p>Internal Quality Assurance Cell (IQAC) of the college is very much active in framing and implementing quality-oriented activities on the campus related to all quality criteria. It also gives emphasis to integration of modern methods of teaching, professional development of teachers and promoting research among teachers and students.</p> <p>College IQAC has a tradition of reviewing the effectiveness of teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals.</p> <p>Major Quality Assurance Initiatives includes the following:</p> <ul style="list-style-type: none"> • Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC • Feedback collection, analysis and action taken • Academic Administrative Audit (AAA) and initiation of follow up action • Participation in NIRF • Participation in ARIIA • Activities to promote Alumni • Activities to promote and strengthen research activities on the campus • Green Audit and other quality audit • Result analysis • Activities to promote ICT enabled teaching and learning |
| | LIST OF ACTIVITIES |
| | <p>1. Two Day Workshop on Digital Skills for Online Teaching: IQAC organized a two day workshop on digital skills for online teaching for teaching faculties of the college on 3rd and 4th June 2020 at College Computer Lab. The workshop was inaugurated by the college principal Dr.Ayoob.C.P. Mr. Naseerali.M, Assistant Professor, Department of Education, Aligarh Muslim University was the resource person. Lt. Abdurasheed, Department of English welcomed the session, Dr. Ibrahim Cholakkal, IQAC Coordinator chaired the session and Mr. Nahas Sha, Assistant professor of Commerce delivered the vote of thanks. The certificates to the participants were distributed by the principal in the valedictory session.</p> |





EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTY

This is to certify that

Dr. Ibrahim Cholakkal



has actively participated in the

TWO-DAY WORKSHOP ON DIGITAL SKILLS FOR ONLINE TEACHING


03 and 04 June 2020
DATE

CERTIFICATE OF PARTICIPATION

Certificate ID PR4HJA-CE0002

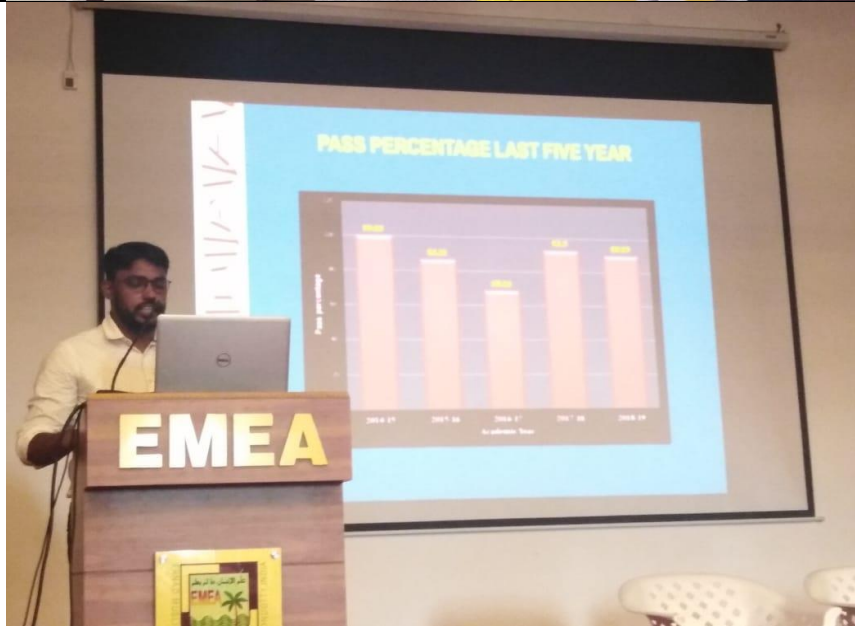
PRINCIPAL
EMEA COLLEGE OF ARTS & SCIENCE, KONDOTTY
MALAPURAM ST. 603 008



EMEA
COLLEGE OF ARTS & SCIENCE
AFFILIATED TO THE UNIVERSITY OF CALICUT
RE-ACCREDITED WITH A BY NAAC

Made for free with Certifyem

2. NAAC Preparation: Department Presentation and Mock Visit: IQAC organized two day Mock Visit and department slide presentation on 10th and 11th July 2020 in connection with third cycle NAAC visit. Prof. Abdul Azeez, Principal, Farook Arts and Science College Kottakkal and Prof. Mohammed Kutty, Principal, Markaz Arts and Science, College Valanchery were the Mock Peer Team members. In the first day they completed the department visits and the in the second day the heads of the departments were presented their department slides before the peer Team. The mock peer team members suggested some modifications in the files kept and in the slides. They also submitted the mock visit report to the principal. On the basis of this report principal and IQAC gave instructions and cut off date to the department concerned to modify the works and get ready for the coming Academic and Administrative Audit (AAA).



3. Internal Academic Audit and HODs Preparation: IQAC organized the internal academic audit and Power Point Presentation of Departments in IQAC office on 30-12-2020. All heads of the departments presented their slides in the presence of Principal, IQAC coordinator and NAAC coordinator. The internal audit team suggested some specific modifications in the department files and presentations according to the qualitative matrix of the NAAC criteria.



4.Seminar on NAAC Accreditation : How to Prepare files of Administrative Office:

IQAC organized a one day seminar for Non Teaching Staff on the procedures of file preparation in the NAAC perspective on 04-01-2021 at the College Seminar Hall. The seminar was inaugurated by the principal Dr. Ayoob .C.P. Dr. Abdul Muneer .V., NAAC Coordinator made a presentation and discussed on the files to be maintained for the NAAC visit.



Proceedings of IQAC meeting with office staff in connection with the preparations for NAAC visit held at 3.00 PM on 04/01/21.

Agenda :-

- 1- Welcome : Dr. Ibrahim Cholekhal (IQAC Co-ord)
2. Presidential Address C.Dr. Ayoub C.P. and Chairperson of IQAC
- 3- How to Prepare for NAAC Visit (Presented by Dr. Abdul Muneer V. NAAC Co-ordinator)
4. Discussion on the file to be ready for NAAC visit
5. AOB

Members Present

- 1- Dr. Ayoub C.P. (Principal) *Umm*
2. Dr. Abdul Muneer V. (NAAC Co-ordinator) *Umm*
3. Dr. Ibrahim Cholekhal (IQAC Co-ordinator)
- 4- K. Shafiq Hameed
- 5- K-i-Mustafa
- 6- Muhammed Saffar P
- 7- M. Abdulaziz M. P
- 8- M. Shameel K M
- 9- H. Abdul Kadir M
- 10- Mohammed Najeeb M
- 11- Mohamed Nishad. NK
- 12- Jabir. Cle
- 13- Ibrahim Muneer
14. Abdul Shabbar C

The meeting resolved the following:

- 1- To prepare a detailed power point presentation to present before the NAAC team.
- 2- To prepare the flow chart of duties of every office bearers.
- 3- To modify the personal files of office

5. External Academic and Administrative Audit:

IQAC conducted an external academic and administrative audit on 5th and 6th January 2021. Prof. Abdul Azeez, Principal, Farook Arts and Science College Kottakkal and Prof. Mohammed Kutty, Principal, Markaz Arts and Science College Valanchery were the auditors.



6. IQAC Meeting with Various Committees in connection with NAAC Visit:

IQAC organized the meeting of various committees in connection with NAAC Visit. IQAC oriented all the committees and clubs and associations as per the following schedule.

| Sl.No. | Name of the Committee/Clubs | Date of Orientation |
|--------|--|---------------------|
| 1. | Clubs and Associations | 13-01-2021 |
| 2. | Committee for Cultural Programme | 29-01-2021 |
| 3. | Committee for Pavilion | 30-01-2021 |
| 4. | Committee for Student Interaction | 01-02-2021 |
| 5. | Committee for parent interaction | 02-02-2021 |
| 6. | Committee for Alumni Interaction | 03-02-2021 |
| 7. | Committee for Food and Refreshment | 05-02-2021 |
| 8. | Committee for Reception | 08-02-2021 |
| 9. | Committee for Conveyance | 08-02-2021 |
| 10. | Committee for Management Interaction | 08-02-2021 |
| 11. | Committee for Public Relation | 10-02-2021 |
| 12. | Committee for Technical Support | 10-02-2021 |
| 13. | Pavilion Committee and Co-ordinators of all Clubs and Associations | 11-02-2021 |
| 14. | Committee for Research Activities | 11-02-2021 |
| 15. | Committee for hospitality and clerical assistance | 11-02-2021 |
| 16. | Committee of Exit Meet | 12-02-2021 |

7. Atal Ranking of Institutions Innovation Achievements (ARIIA):

IQAC uploaded the data for ARIIA ranking on 21-01-2021.



ARIIA

ATAL RANKING OF INSTITUTIONS ON INNOVATION ACHIEVEMENTS



MoE
Ministry of Education
Government of India

Submitted Institute Data for Atal Ranking of Institutions on Innovation Achievements (ARIIA) - 2020-21

Institute Name: EMEA ARTS & SCIENCE COLLEGE, KONDOTTY [ARI-C-8191]

List all the departments / centers / units are part of innovation and startup ecosystem of the institute

| Department / Center / Unit Name | Type of Department / Center / Unit | Mention the Stream / Discipline / Sector of focus | Department / Center / Unit Level | Program Type | Student / Beneficiary Strength (2019-20) | Academic Staff Strength (2019-20) | Non-academic Staff Strength (2019-20) |
|---|---------------------------------------|---|----------------------------------|---------------|--|-----------------------------------|---------------------------------------|
| PG and Research Department of Economics | Academic Department with lab facility | Social Science | UG / PG / PhD | Non-Technical | 247 | 7 | 0 |
| PG Department of Commerce | Academic Department with lab facility | Commerce | UG / PG / PhD | Non-Technical | 415 | 12 | 0 |
| PG Department of English | Academic Department with lab facility | Social Science | UG / PG / PhD | Non-Technical | 205 | 11 | 0 |
| History and West Asian Studies | Academic Department with lab facility | Social Science | UG / PG / PhD | Non-Technical | 223 | 6 | 0 |
| Business Administration | Academic Department with lab facility | Business Administration | UG / PG / PhD | Non-Technical | 157 | 4 | 0 |
| PG Department of Microbiology | Academic Department with lab facility | Natural Science | UG / PG / PhD | Non-Technical | 150 | 7 | 1 |
| Department of Computer Science | Academic Department with lab facility | Computer Science | UG / PG / PhD | Non-Technical | 120 | 5 | 1 |
| Department of Biotechnology | Academic Department with lab facility | Natural Science | UG / PG / PhD | Non-Technical | 108 | 4 | 1 |
| Department of Biochemistry | Academic Department with lab facility | Natural Science | UG / PG / PhD | Non-Technical | 111 | 4 | 1 |
| Department of Statistics | Academic Department with lab facility | Social Science | At all level | Non-Technical | 0 | 2 | 0 |
| Department of Arabic | Academic Department with lab facility | Language | At all level | Non-Technical | 0 | 4 | 0 |
| Department of Mathematics | Academic Department with lab facility | Mathematics | UG / PG / PhD | Non-Technical | 0 | 1 | 0 |
| Department of Hindi | Academic Department with lab facility | Language | At all level | Non-Technical | 0 | 2 | 0 |
| Department of Malayalam | Academic Department with lab facility | Language | At all level | Non-Technical | 0 | 2 | 0 |
| Department of Journalism | Academic Department with lab facility | Social Science | At all level | Non-Technical | 0 | 1 | 0 |
| Department of Political Science | Academic Department with lab facility | Social Science | At all level | Non-Technical | 0 | 1 | 0 |

8. NAAC Visit:

The Peer Team visit of third cycle was held on 24th and 25th February 2021. All the committees organized for the smooth conduct of the visit functioned successfully. The accommodation for the peer team was arranged at Ravees Kadavu restaurant, Calicut.

9. Applause21: The Alumni and Achievers Award Distribution Ceremony:

IQAC organized the third edition of the Alumni and Achievers Award distribution ceremony on 20-03-2021 at AVT. The function was inaugurated by Dr. P.M. Mubarak Pasha, Honourable Vice Chancellor, Sreenarayanaguru Open University. The function was presided over by the college principal Dr. Ayoob.C.P. Following awards were distributed in the function.

| Sl.No. | Category | Name of Awardee |
|------------------|----------------------------------|-------------------------------------|
| 1. | Best Women Entrepreneur | Shahla Backer |
| 2. | Best Teacher (General Education) | Shabeer Ali |
| 3. | Best Trainer | Ajisha Mohammed |
| 4. | Best Artist | Abdu Razak.T.K |
| 5. | Best Researcher | Dr. Mohammed Manzoor.A.P |
| 6. | Best Teacher (Higher Education) | Dr. Lirar Pulikkalakath |
| 7. | Best Professional | Muhammed Shereef Mattil |
| 8. | Best Sports Person | Sohail.T |
| 9. | Best Social Worker | Hamza Chakkunnan |
| 10. | Best Alumni Batch | EMEA 88-90 Batch |
| 11. | Best Alumni Chapter | Riyad Chapter |
| 12. | Best Entrepreneur | Mohammed Afsal Mayakkara |
| Achievers Awards | | |
| 1. | Best Teacher | Dr. Abdul Muneer.V |
| 2. | Best Department | Post Graduate Department of English |
| 3. | Best Administrative Staff | Mr. Zubair Wafi |
| 4. | Best NSS Programme Officer | Mr. Mohammed shafi.T |
| 5. | Best NSS Volunteer | Mr. Mohammed Nishad.M |

EMEA COLLEGE OF ARTS & SCIENCE

(Reaccredited with 'A' grade by NAAC) - Kondotti, Malappuram (Dt) Kerala, Pin-673638

IQAC ORGANISES

APPLAUSE' 21
ALUMNI & ACHIEVERS AWARD CEREMONY

2021
MARCH **20** | 2 PM - SATURDAY
@ AUDIO VISUAL THEATRE

INTERNAL QUALITY ASSURANCE CELL (IQAC)



Inauguration &
Alumni Awards Distribution

Dr. P.M. MUBARAK PASHA

(Hon'ble Vice-chancellor, Sreenarayanaguru Open University)

EMEA COLLEGE OF ARTS & SCIENCE

(Reaccredited with 'A' grade by NAAC)

IQAC ORGANISES

APPLAUSE' 21
ALUMNI & ACHIEVERS AWARD CEREMONY

PROGRAMME NOTICE

- 2.00 PM - Prayer
- 2.05 PM - Emzee's Note :
Ms. Irfana Parveen (Asst. Professor of English)
- 2.15 PM - Principal's Address :
Dr. C.P. Ayoob Keyi
- 2.20 PM - Inaugural Address :
Dr. P. M. Mubarak Pasha
(Hon'ble Vice-chancellor,
Sreenarayanaguru Open University, Kerala)
- 2.35 PM - Award Distribution
- 2.45 PM - Acceptance Speech
- 3.00 PM - Vote of Thanks:
Ms. N.K.Zaheera Banu
(Asst. Professor of Biochemistry)

INTERNAL QUALITY ASSURANCE CELL (IQAC)









10. Skill-based Training and Education Programme (STEP)

A Four-day Workshop for Enhancing Office Administrative Skills

In view of enhancing the efficiency and knowledge level of the administrative affairs of the college, the Internal Quality Assurance Cell (IQAC) of EMEA College of Arts and Science, Kondotty, organised STEP: A Four-day Workshop for Enhancing Office Administrative Skills on 24, 25, 26 & 27 May 2021 at 11 AM to 12 PM on Google Meet. The thrust areas of the webinar were Office Functioning, File Keeping, and Correspondence with Directorate of College Education, GAINPF and PRISM. All the office and administrative staff attended the webinar. Mr. Abdurahim M coordinated.

Day 1: 24 May 2021

Topic: Office Functioning and File Keeping

Mr. Abdurahim M, coordinator of the programme welcomed the gathering and introduced the resource person. Dr. Ibrahim Cholakkal, Principal of the college, delivered the inaugural address. Mr. Hussainar M, Superintended, Darunnajath Arabic College, Karuvarakund , Malappuram, acted as the Resource Person and spoke discussed the topic "Office Functioning and File Keeping." As many as 25 participants across different colleges attended the session. Mr. Zubair Wafi, Office Assistant, proposed a vote of thanks.

Day 2: 25 May 2021

Topic: Correspondence with Deputy Directorate of Collegiate Education

Mr. Abdurahim M, coordinator of the programme welcomed the gathering and introduced the resource person. Mr. Suhail Farooq M, Superintendent, Deputy Directorate of Collegiate Education, Kozhikode, delivered his keynote address on "Correspondence with Deputy

Directorate of Collegiate Education.” As many as 24 participants attended the seminar. Mr. Irshad P, Office Assistant, proposed a vote of thanks.

Day 3: 26 May 2021

Topic: GAINPF and PRISM

Mr. Abdurahim M, coordinator of the programme welcomed the gathering and introduced the resource person. Mr. Robin VS, Senior Clerk, Directorate of Collegiate Education, Kozhikode, spoke on the topic **GAINPF and PRISM** and interacted with the participants. As many as twenty four participants attended the session. Mr. Mohammed Nishad NK, Office Assistant, proposed a vote of thanks.

Day 4: 27 May 2021

Topic: Internal and External Auditing

Mr. Zubair Wafi, Office Assistant, welcomed the gathering and introduced the resource person. Mr. Manoj superintendent conducted the session on the topic **Internal and External Auditing** and interacted with the participants. As many as twenty three participants attended the session. Mr. Mansoor, Office Assistant, proposed a vote of thanks.



The poster for Day 1 features the IQAC logo at the top left. The main title 'STEP' is prominently displayed in large white letters, with the subtitle 'SKILL-BASED TRAINING AND EDUCATION PROGRAMME' below it. A photograph of a group of people in a meeting room is shown in the background. The text 'A Four-day Workshop for Enhancing Office Administrative Skills (Online)' is written in white over the photo. Below the photo, the text 'DAY 1 OFFICE FUNCTIONING AND FILE KEEPING' is written in blue. The speaker's name 'Mr. Hussainar M' is listed in bold, followed by his title 'Supdt. Darunnajath Arabic College Karuvarakundu, Malappuram'. A small icon of a calendar and clock is next to the date '24 May 2021' and time '11AM-12PM'. The Google Meet logo is on the right, with the text 'Tap on the Google Meet logo to redirect to the chatroom'. At the bottom, the contact information for Abdurahim M (9496 433 015) and the name of the college, EMEA COLLEGE OF ARTS & SCIENCE, are provided, along with its accreditation details.



The poster for Day 2 features the IQAC logo at the top left. The main title 'STEP' is prominently displayed in large white letters, with the subtitle 'SKILL-BASED TRAINING AND EDUCATION PROGRAMME' below it. A photograph of a group of people in a meeting room is shown in the background. The text 'A Four-day Workshop for Enhancing Office Administrative Skills (Online)' is written in white over the photo. Below the photo, the text 'DAY 2 CORRESPONDENCE WITH DEPUTY DIRECTORATE OF COLLEGIATE EDUCATION' is written in blue. The speaker's name 'Mr. Suhail Farooq M' is listed in bold, followed by his title 'Supdt. Dy. DCE Kozhikode'. A small icon of a calendar and clock is next to the date '25 May 2021' and time '11AM-12PM'. The Google Meet logo is on the right, with the text 'Tap on the Google Meet logo to redirect to the chatroom'. At the bottom, the contact information for Abdurahim M (9496 433 015) and the name of the college, EMEA COLLEGE OF ARTS & SCIENCE, are provided, along with its accreditation details.

 **IQAC**
Internal Quality Assurance Cell

STEP

SKILL-BASED TRAINING AND EDUCATION PROGRAMME



**A Four-day Workshop for
Enhancing Office Administrative Skills (Online)**

DAY 3
GAINPF & PRISM (PENSION)

Speaker
Mr. Robin VS
Senior Clerk, Dy. DCE
Kozhikode

Tap on the Google Meet logo to
redirect to the chatroom



Google Meet



26 May 2021
11AM-12PM



Abdurahim M
9496 433 015

EMEA COLLEGE OF ARTS & SCIENCE
Reaccredited with A grade by NAAC
Kumminiparamba PO, Kondotti, Malappuram

 **IQAC**
Internal Quality Assurance Cell

STEP

SKILL BASED TRAINING AND EDUCATION PROGRAMME



**A Four-day Workshop for
Enhancing Office Administrative Skills (Online)**

DAY 4
INTERNAL AND EXTERNAL AUDITING

Speaker
Mr. Manoj
Supt. Govt. College, Tanur



Google Meet



27 May 2021
11AM - 12PM

Abdurahim M.

EMEA COLLEGE OF ARTS & SCIENCE

Date of submission: 14-04-2021

Name and Signature of the Coordinator: Dr. Ibrahim Cholakkal