

# **EMEA COLLEGE OF ARTS & SCIENCE KONDOTTY CLUBS & ASSOCIATION REPORT 2021-22** Name of Club/Association: **Internal Quality Assurance Cell (IQAC)**

### **GENERAL PERFORMANCE :**

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.

College IQAC has a tradition of reviewing the effectiveness of teaching learning process, structures and methodologies of operations and learning outcome s at periodic intervals. Major Quality Assurance Initiatives includes the following:

- 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

SL NO	LIST OF ACTIVITIES
1	Team Kudeyund – An initiative of EMEA College Counselling Centre that Helps
	Recover Students and Public from the Trauma of Covid 19 and Related Issues via
	Tele-counseling:
	With COVID-19 being declared a pandemic and with more and more people being affected
	directly or indirectly, there is a need to provide psychological first aid to relieve the distress
	of students and prevent them from developing more serious mental health issues. It is
	expected for affected (both directly and indirectly) individuals to feel stressed and worried.
	Some of these fears and behaviours are realistic, while many are just borne out of lack of
	knowledge, rumours and misinformation. Steps are needed to prevent social stigma and
	discrimination associated with COVID-19.



Under Counseling centre, E.M.E.A College of Arts and Science decided to build a team of teachers and train them to help students to deal with trauma of Covid and related issues. Lt Abdul Rasheed P and N. K. Zaheera Banu were selected as the coordinators.

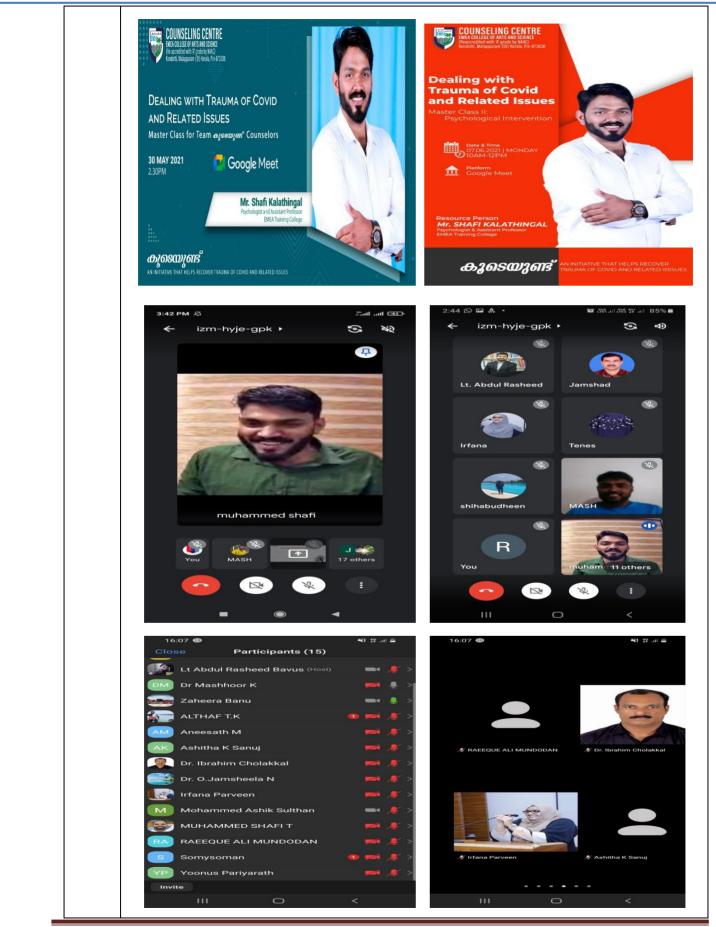
The team members are enlisted below:

1.	Mr Firoz K.T.
2.	Dr Mashhoor K
3.	Mr Hussain
4.	Dr Jamsheela
5.	Mrs Abidha
6.	Mr Yunus P
7.	Mr Shihabudheen P
8.	Mr Rafeeqali Mundodan
9.	Dr Somy Soman
10.	Mr Ashiq Sulthan
11.	Mr Althaf
12.	Mrs Ashitha Sanuj
13.	Mrs Aneesath
14.	Mrs Irfana Parveen
15.	Mr Mohammed Shafi

Two master training sessions were planned and conducted on 30 May 2021 and 07 June 2021. The sessions were conducted in Google Meet. The sessions were handled by Mr Shafi Kalathingal, Psychologist and Assistant Professor, E.M.E.A Training College. On the first day basic principles of psychosocial counseling were discussed. Different supports provided and characteristics of good counselor were explained.

The second session was on the intervention. The members were trained to act upon counselee's mental health needs and the phase of recovery. A detailed knowledge was given to the members on special considerations for providing counseling services over the phone and also for adapting counseling skills to suit the medium of the telephone.





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## 2 Webinar on Improving the Quality of Life:

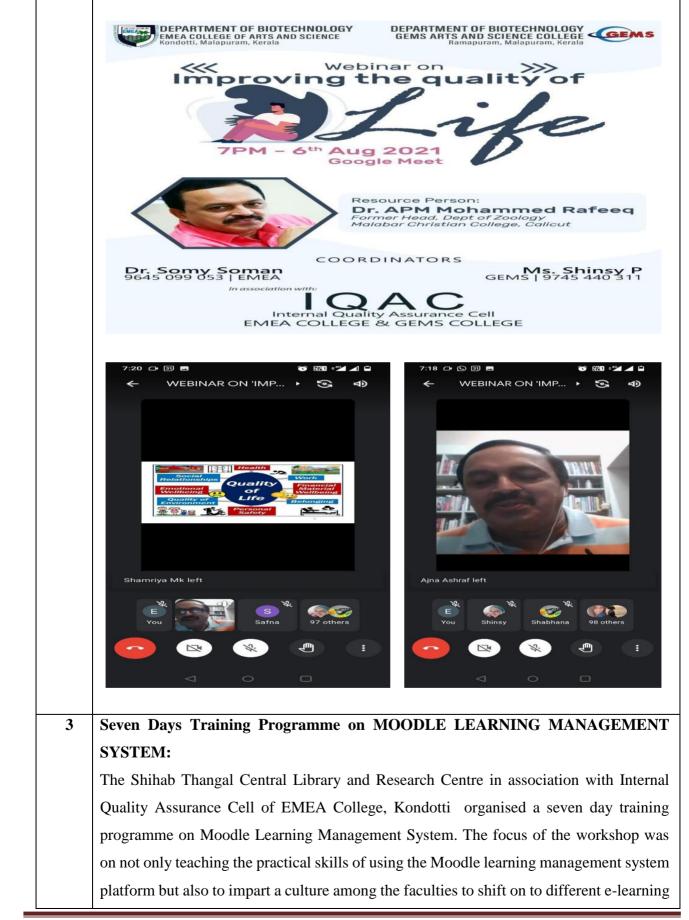
The Department of Biotechnology, EMEA College of Arts and Science and Department of Biotechnology GEMS College of Arts and Science, Ramapuram organized a webinar as a joint venture with the support of IQAC on 06.08. 2021. The webinar was hosted in order to create awareness and to put an insight in to the overall wellbeing of human race.

The webinar was conducted on Google meet platform. There were 119 participants in total. The webinar started by a welcome address from Dr. K. Mashhoor, Head, Department of Biotechnology, EMEA College of Arts and Science with a brief introduction of the resource person. He also explained the importance of the topic at this current scenario Dr. Somy Soman, Asst.professor, Department of Biotechnology, EMEA College of Arts and Science and Ms. Shinsy.P Head, Department of Biotechnology, GEMS College of Arts and Science acted as the coordinators of the webinar. Dr. APM. Mohammad Rafeeq, the honorable resource person took over the platform capturing the audience with his authentic presentation. The webinar came to an end with question-and-answer forum with the audience, followed by a vote of thanks from Ms. Shinsy. P, Head, Department of Biotechnology, GEMS College of Arts and Science.

The resource person started defining the quality of life and put a great insight in to the value system based on health, economy and environment. He also explained on the four domains physical health, mental health, social health and functional health. His presentation proved to be more an eye-opener, for the youth who struggle to improve life. He also enforced that happiness and contentment, as a state of mind always help one to improve the quality of life. The webinar by Dr. Rafeeq sir really was a need of the hour during this pandemic issues. He inspired the audience with his lovely interaction. The webinar got concluded with a deep sense of contentment and Happiness.



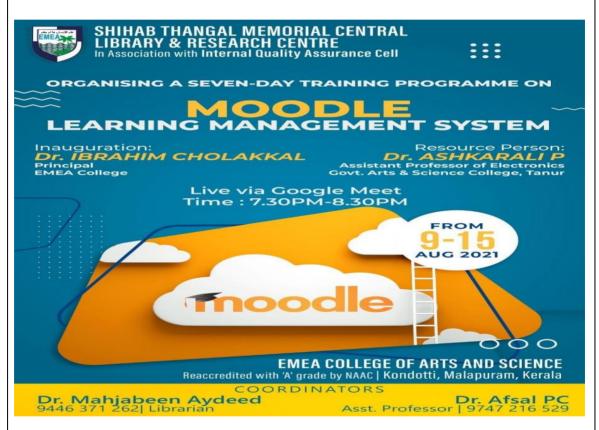
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platforms. This online training programme is mainly intended to build the capacity of the faculty members for developing unique courses and its effective delivery using Moodle–LMS platform. The training will also build a unique capacity to adopt different techniques to provide highly collaborative student-centred courses and multiple learning styles in Moodle environment. The training programme utilized GoogleMeet Video Conferencing Tool for live class and discussion. A focused FDP WhatsApp group is created for better coordination among the learners and facilitators. Each session comprised Lecture, Discussion, Demonstration and Hands on Activities starting from 7.30 pm to 10.30 pm on all seven days.



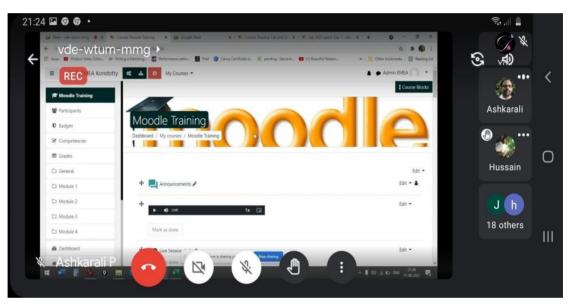
### Day 1 (09-08-2021): Overview of Moodle LMS

The Moodle training programme was inaugurated by the principal of the college, Dr.Ibrahim Cholakkal on 9th August 2021 at 7.30 pm. His inaugural address shed light over the essentiality of shifting to online learning platforms especially in this pandemic situation. The principal also added the necessity of such training programmes as part of the initiative of the Faculty Development Centre of the Kerala State Council of Higher Education (KSHEC) which is envisaged to implement the Moodle-based LMS in all higher education institutions in the state as part of the Digital Enablement Drive. The



coordinators of the programme Dr. Mahjabeen Aydeed and Dr. Afsal P.C. delivered the welcome address and the vote of thanks respectively.

The first day of the training programme was initiated by giving an overview of the Moodle Learning management system by the resource person, Dr.Askerali P, Assistant Professor, Department of Electronics, Govt Arts and Science College, Tanur. he resource person taught the participants to create and edit the profile and also to create a new course in a moodle framework along with the course details including course full name and short name, course start/end dates, course summary and the appearance and image of the course. The session was concluded at 9.45 pm.



## Day 2 (10-08-2021): Adding & Managing Contents

Asker sir continued on the second day also by tutoring on the methods of adding different modules to the course page and different resources to various courses. The session which started at 7.50 pm extended up to 10 pm because of the active participation of the participants. The resource person gave many activities to the participants to be done in Moodle platform.

## Day 3 (11-08-2021): Creating and Grading Quiz

The third day of the training programme was taken over by Dr. Ramesh R., Assistant Professor & Research Guide in Chemistry, Govt. Victoria College, Palakkad. Ramesh sir explained the steps for creating the quiz activity by setting its options which specify the rules for interacting with the quiz. The class started at sharp 7.30 to wind up at the correct time.



## Day 4 (12-08-2021): Utilizing question bank for quiz

The fourth session of the programme was continued by Ramesh sir on 12th August that was mainly focused on adding activity in the moodle platform and focusing on building quiz by adding questions utilizing the inbuilt question bank, setting up grade and time limit in the Moodle platform. Ramesh sir explained the two step procedure for setting up the quiz features and adding questions. The session was interactive as many participants cleared their queries about conducting exams and quiz

## Day 5 (13-08-2021): Assignment setting & grading using Rubrics

Dr. Biju R, Assistant Professor of English, Central University of Tamilnadu managed the fifth day of the training programme. The topics which were discussed on the fourth day were based on setting up the course outcomes, setting an assignment to test whether the outcomes are achieved, grade setting using rubrics or grading guide. Biju sir elaborated the method of systematic grading using the Rubrics which is useful for ensuring consistent grading practices for assignment. The tutor concluded that a forum can also be set inorder to discuss and clear the doubts with the students.

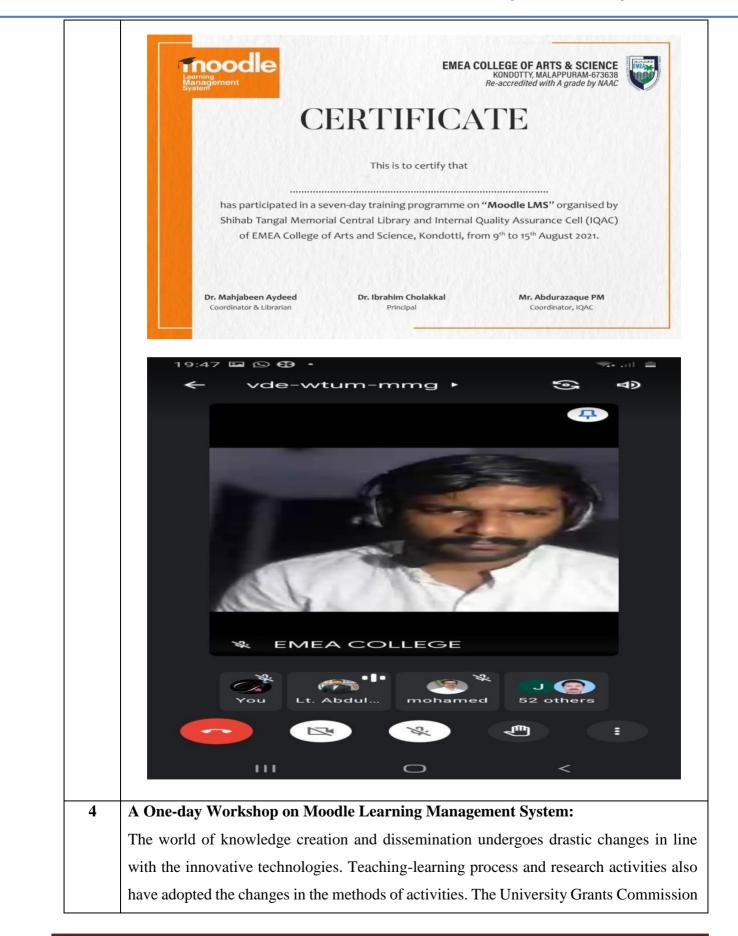
### Day 6 (14-08-2021): Managing course class & Attendance tracking

The faculty development programme on its 5th day commenced at 7.30 pm. The speaker of the Session Ramesh Babu sir discussed on the steps involved in tracking attendance of students in moodle platform after enrolling the students to different courses

### Day 7 (15-08-2021): Assignment setting & grading using Rubrics

The last day of the training programme involved discussion on the advanced aspects of moodle learning management system which was led by Asker sir. The different steps involved in enrolling students including self and manual enrolment methods to different courses were discussed. The class was very active in all aspects as the resource person gave an outline of all the features which were discussed earlier for those who missed the earlier sessions. The valedictory session started with a welcome speech by Dr.Afsal P.C., Assistant Professor of English at 9.30 pm. The principal, Dr.Ibrahim Cholakkal made the valedictory address and appreciated the team for the successful completion of the program. The IQAC co-ordinator Mr.Abdurazaque P.M, staff club coordinator Ms.Haulath K and Dr. Fasil N, Assistant professor of English delivered positive comments on the training programme. The valedictory session ended with a formal vote of thanks by Dr. Mahjabeen Aydeed, Librarian and coordinator of the programme.







(UGC) also promotes the paradigm shift from the traditional mode of education to a digitised one. Realising this fact, Internal Quality Assurance Cell of EMEA College organises various orientation and workshop programmes on various Learning Management Systems (LMSs).

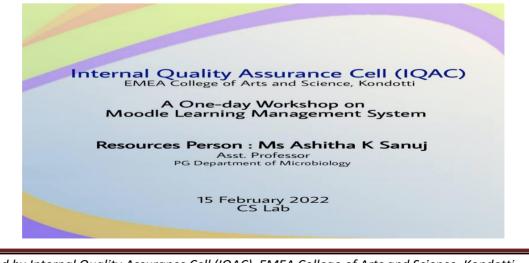
A one-day workshop was arranged by the IQAC on "Moodle Learning Management System at 1:30 pm on 15 February 2022 at Computer Science Lab. Dr. Afsal PC, Coordinator, Criterion-I, NAAC, welcomed the gathering. The programme was inaugurated by Mr. PM Abdurazaque, Coordinator, IQAC. Ms. Ashitha K Sanuj, Assistant Professor, PG Department of Microbiology, acted as resource person. She elaborated on different nuances of the leaning management system and trained other faculty members to use the LMS. As many as 36 faculty members from different departments attended the workshop. Ms. Haulath K, Assistant Coordinator, IQAC, proposed a vote of thanks.

### **Objectives:**

- 1. Providing adequate training for the faculty members in Moodle Learning Management System
- 2. Motivate faculty members to adopt the recent trends in teaching-learning activities
- 3. Providing platforms to create online study material

### **Expected Outcome:**

- 1. The faculty members are expected to incorporate Moodle into their teaching method.
- 2. Faculty are expected to create and share online study materials on Moodle Platform
- 3. They are expected to conduct various assessment by making use of the LMS.



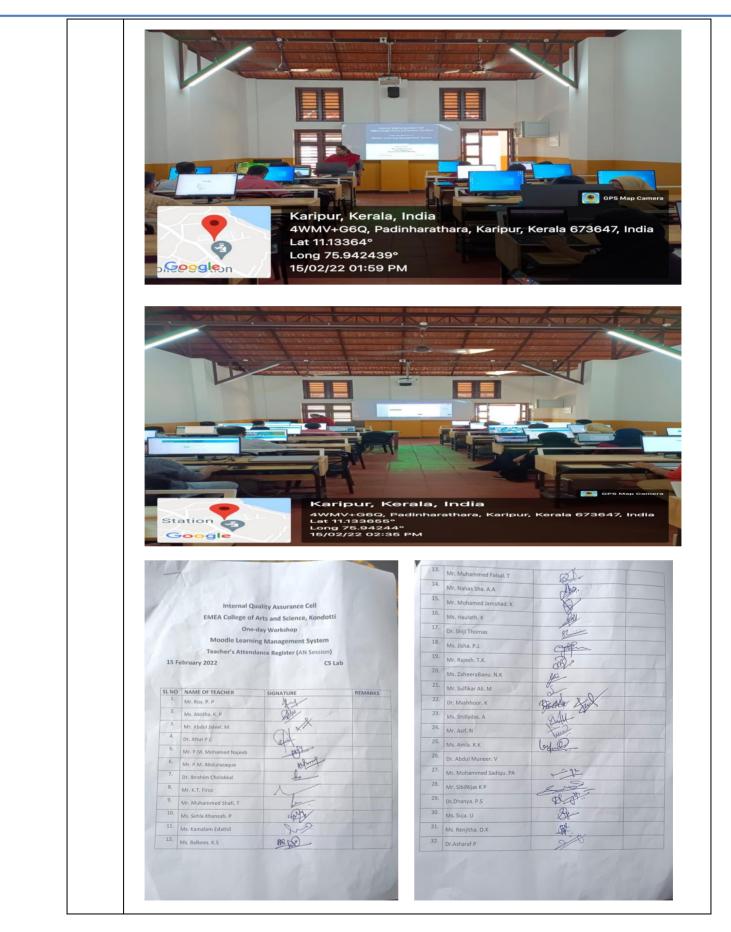
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	33. Mr. ShihabudheenPaikarathodi Josh   34. Mr. Althaf T K Josh   35. Mr. Moideen Shafeeque. A Josh   36. Ms. SuneenaP.D Josh
5	Digital Skills for Teachers (EMBASE) – Professional Enhancement Training Series:
	The aim of this workshop is to enhance the digital skills of teachers in the ERP Embase. Embase is the ERP of the institution which enables better communication and collaboration with the overall process of the institution. The e-governance system helps in integrating all stakeholders of the institution and to automate various functionalities. E- governance brings transparency in the system and empower the all stakeholders in better administration of college. The following are the modules of the E-governance application EMBASE • Administration • Finance and Accounts • Student Admission Support • Attendance • Internal Assessment • Staff leave • Events Assessment • Students feed back • Mentor-Mentee Supports



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### **6 JCI Youth Empowerment Training Programme:**

On the basis of youth empowerment emea nss unit & IQAC in association JCI Kizhisseri jointly conducted a future training program on March 14, 2022 at Seminar hall. NSS leader Anjana welcomed the gathering. NSS program convener Mr Munavir Jasim presided over the function. He pointed out the impact of JCI training programs on the empowerment of the younger generation.

Principal Lf. Abdul Rasheed inaugurated the function. He appreciated the JCI team for providing such excellent training programs for a long time. He said that every student should be aware of their own future and the training programs conducted by JCI will help the students to achieve their goals. He concluded by quoting Eleanor Roasvelt's famous quote, "Future belongs to those who believe in the beauty of dream."

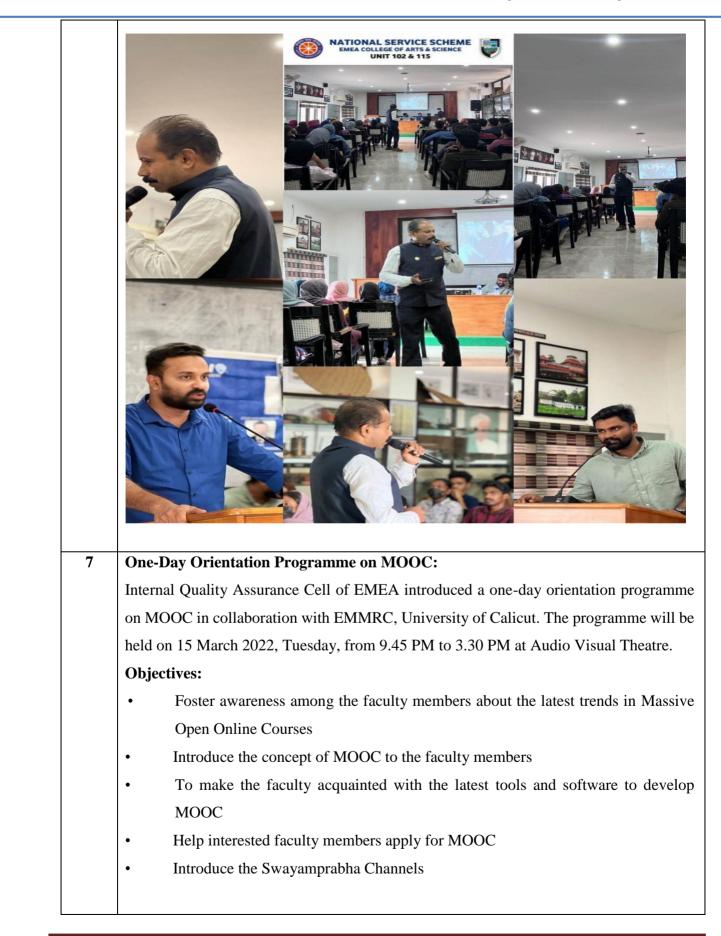
Then with the students. Afterwards the training session was started by the chief guest of the program and JCI Kizhisseri Zone Trainer, JFM Salam Kizhisseri, based on the topic "Decision making". He made it clear that each of us must decide what our future holds and that we are not obligated to live as others wish. He emphasized the importance of making decisions in life. He presented the story of many eminent personalities who stood firm in their own decisions despite opposition.

He stated that life should always be viewed only through a positive vibe, then any kind of challenge can be faced easily. He ended the training session by wishing all the best to the future youngsters. Later, JCI Secretary Mr Saif Valappara shared his thoughts and views with the students. The event was attended by nss programme convenor Mr Shafi sir, JCI Treasurer Mr Jahfar, Program Director Mr Sarath and Mr Jamsheer. Nss Volunteer Ansaba held the vote of thanks. The event ended at 4:00 p.m.



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## Session I: Inauguration:

Dr. Afsal PC, Assistant Professor and coordinator presented the theme of the orientation programme. Dr. Abdul Muneer V, Associate Professor of Journalism and coordinator welcomed the gathering. Lt. Abdul Rasheed P, Principal, delivered the Principal's Address. Mr.Abdurazaque PM, Coordinator, IQAC, felicitated.The programme was inaugurated by Shri. Damodar Prasad D, Director, EMMRC, University of Calicut. Ms. Haulath K, Joint Coordinator, IQAC, proposed a vote of thanks.

## Session II:

Shri. Damodar Prasad D, Director, EMMRC, University of Calicut, delivered the key-note address on the topic "Virtual Education." In his speech, he deliberated on various concepts like ICT-based Learning, MOOC and New Trends in Teaching and Learning, and Transition from Classroom to Online Teaching-learning.

## Session III:

In the third session, Shri. Aneesh KR, Graphic Artist, EMMRC, University of Calicut dealt with the topic "Multimedia Tools for Developing MOOC." He introduced different software to develop MOOCs. He also imparted the technical aspects of creating educational videos using various tools.

## Session IV:

The fourth session was handled by Shri. Sajeed Naduthody, Producer, EMMRC. The resource person spoke on "Classroom Teaching to Electronic Teaching" incorporating the concepts like the New Teaching Environment, Scripting for MOOC and Online Medium, Programme Production Stages for Online Teaching, and Strategies for Developing Attractive and Effective Educational Programmes.

## Session V:

The fifth session was "Swayamprabha DTH Programmes & Use of Electronic Devices for Teaching." Shri. Samjith N Engineer, EMMRC, handled the session. He introduced different channels of Swayamprabha and procedures of applying for permission to producing videos. He also spoke on useful electronic tools to develop effective educational video programmes.

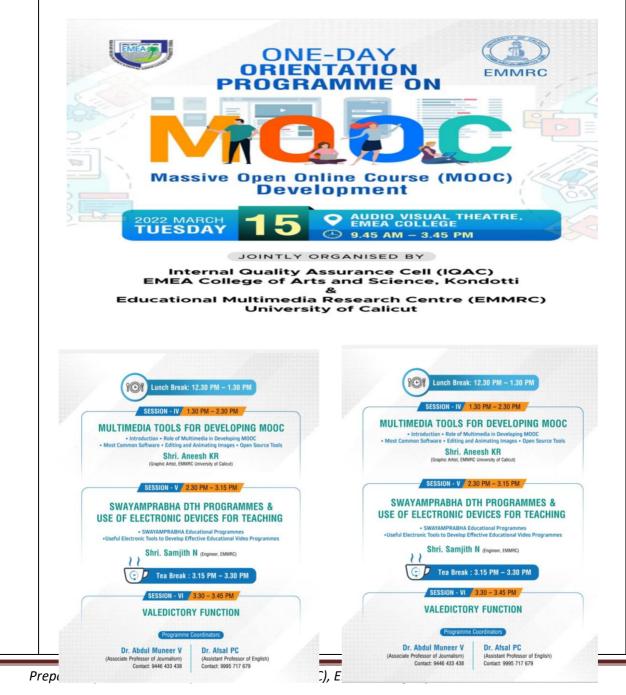
Session VI: Valedictory Session



In the valedictory session, Dr. Afsal PC, coordinator of the programme, welcomed the gathering. Principal Lt. Abdul Rasheed P delivered valedictory address. Participation Certificates were distributed by Shri. Damodar Prasad D, Director, EMMRC, University of Calicut. Dr. Abdul Muneer V, Coordinator of the programme proposed a vote of thanks. Dr. Shiji Thomas and Mr. Althaf TK registered their feedback on the programme.

### **Expected Outcome:**

- The faculty members are expected to apply for MOOC
- The faculty members are now well aware of the procedures of applying for MOOC.



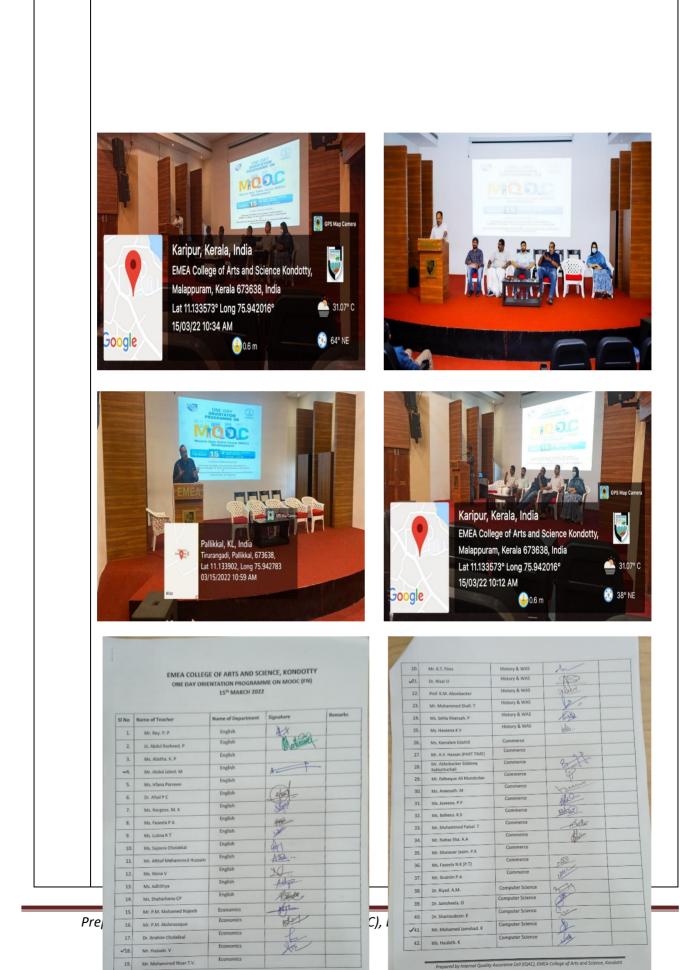


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