

# STAFF CLUB REPORT 2014-2019



**EMEA** COLLEGE OF  
ARTS & SCIENCE

Affiliated to the University of Calicut | Re Accredited with A Grade by NAAC  
Kondotty, Malappuram Kerala - 673638

# EMEA COLLEGE OF ARTS AND SCIENCE

## STAFF CLUB

EMEA College Staff club has been set up for all of the teaching staff. It is constituted as a platform for all of the teaching staff to gather, relax, and interact with members of different departments of the college and it has been setup from the very inception itself. Being a meeting place, it helps impart camaraderie among teachers. It focuses upon staff welfare activities also. Under the aegis of staff club, training for the staff to keep abreast with the new trends in the teaching is also conducted.

### Details of Staff Club

1. Any person who is a teaching faculty (permanent teachers and teachers-on-contract including librarian) of any of the departments shall be the member of Staff Club.
2. All such members shall constitute the general body of the staff club.

### Objectives of Staff Club

- a. To encourage recreational activities of the staff members.
- b. To facilitate positive interaction among the teachers of various departments of the college.
- c. To carry out expert talks on various topics for the benefit of teachers.
- d. To conduct an annual get-together cum cultural night of the club members and their families.
- e. To recognize the achievements of the faculty members and their children.
- f. To give a token of love on the special occasions of club members (Wedding and house warming) on behalf of all staff members.
- g. To organise a retirement/send-off function.
- h. To conduct a staff-tour every academic year with all members.
- i. To conduct/introduce various activities/scheme for the benefit of staff club members.

### The Executive Committee of the Staff Club

1. President, General Secretary, Joint Secretary and Treasurer of the club shall be elected in the General body.
2. There will be seven executive members, including President, General Secretary, Joint Secretary and Treasurer. The remaining three members will be a woman representative, a member from teachers on contract and former general secretary.
3. Amendments in the policies of the staff club passed by the executive members shall be discussed in the General Body, and will be in effect only after the approval of the majority in the General Body meeting. Recommendations of the General Body shall be incorporated after the discussions.

### Quorum

1. There should be minimum 75% attendance in the executive committee
2. The minimum quorum for General body is 60% of attendance

### Tenure of the Staff Club

- a) The tenure of the elected staff club shall be of two years.
- b) The first general body of the Staff Club members shall be convened before 30 July of every academic year
- c) The yearly accounts of the Staff Club should be presented and approved in the General Body of July.
- d) The new committee will be elected in the first general body.

**Funds of the Club**

1. The working fund of the Staff Club is the subscription of its members.
2. A monthly subscription of staff club members shall be collected. Permanent teachers subscription is 200/- per month, while teachers on contract shall pay 50/- rupees every month.
3. The subscription amount shall be deducted from the salary of the club members or as decided by the principal and the staff club committee.
4. A separate joint bank account (Principal and General Secretary) for staff club will be maintained.

|    | Event               | Items  | Expected Time     |
|----|---------------------|--|-------------------|
| 1. | Big Day             | a) First General Body<br>b) Know Each Other<br>c) Children's Achievement Recognition<br>d) Entertainment   | July              |
| 2. | Training Activities | a) Talks<br>b) Symposium<br>c) Workshops   | August-December   |
| 3. | Staff Tour          | Tour and Entertainment   | March Second Week |
| 4. | Open Day            | 1. Teachers Inter department Stage Competitions<br>2. Sports Competitions<br>3. Recognitions<br>4. Entertainment programme<br>5. Retirement function<br>6. Gala Dinner | April             |

**Definitions**

1. An office and a special room for recreational activities such as caroms, chess, reading newspapers shall be provided by the institution.
2. Staff achievements include PhD, NET, Book publication, Awards etc.
3. Special moments of staff members include Weddings, House warming etc. A gift of rupees not more than 5000 shall be given.
4. Children Achievements include Full A plus in SSLC, Plus two, First and Second prize in the District and State Arts and Sports events, Awardees of Talent Search Exams(LSS, USS, NMMS, NTS, Olympiads etc.
5. Staff Tour is for all staff members and their family members. The tour destination will be discussed by the executive committee. Staff club share of rupees 5000/ will be given to the staff tour. The rest of the amount should be borne by member who take part in the tour.
6. Teachers' Beneficiary scheme includes Loan Scheme, and Chitties. Loan scheme will be introduced with the guarantee of cheque leaves.

# STAFF CLUB REPORT

## 2014-2015

Following are the programs conducted by staff club during the year 2014-2015

### Welfare Programme

1. Wedding Assistance to Ms Ramya Vasudevan, Guest Faculty, Department of Microbiology

An amount of rupees 10000 has been given to the wedding as an assistance to Ms Ramya Vasudevan, Guest Faculty, Department of Microbiology by staff club

### Retirement Programme

1. Retirement programme for retiring members in 2014 has been conducted on 6<sup>th</sup> June 2014. Prof Hamza, department of Economics and Prof A Muhammed, Department of English were given adequate fair well presenting the mementoes and with a gala dinner.
2. Another retirement programme is also conducted on 31/03/2015 to the retiring teachers Prof Muhammed Basheer and Prof Muhammed Ashraf of Commerce department.

### Honouring Programme

Staff club honoured following faculty members presenting gifts and mementoes for securing PhD on 31/03/2015

1. Dr Muneer Hudavi, Department of Arabic.
2. Dr Mashhoor, HOD, Department of Biotechnology.
3. Memento and gift presentations

### Staff Assistance Drive

Staff Club conducted a staff assistance drive to upload Income Tax of all faculty members appointing a chartered accountant

### College Day- Sponsorship

A trophy for college day has been sponsored by the staff club in the year 2014-15

### Staff Recreation

A football championship for all department staff has been organized. In the championship. Language and Literature faculty members crowned beating the Commerce faculty members in the final.

Retirement Programme



Photo taken on the occasion of the farewell function of Prof. MOHAMED ASHREF.M (HOD Commerce) & Prof. MOHAMMED BASHEER NALAKATH. (Dept of Commerce) EMEA College Kondotty On 31.03.2015



**STAFF FOOTBALL TOURNAMENT**





# EMEA COLLEGE OF ARTS AND SCIENCE

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**2015-2016**

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### **Retirement Programme**

1. A retirement programme for retiring principal Prof Palengara has been conducted on 30/03/2015
2. Librarian Sri Mammad and typist Sri Haneef were also given adequate send off by staff club on 30/03/2015
3. The retirement programme was followed by a gala dinner.

### **House Warming Presentation—**

Sri Abidha Anvar, Assistant Professor has been given a present on her house warming function by the staff club  
Sri Krishna Kumar, Assistant Professor, was also presented a gift on the occasion of his house warming function

### **Charity Contributions**

Three needy persons from different walks of life were given teachers contributions by staff club.

### **Honouring Programmme**

Dr Abdul Muneer Valappil and Dr Shamsudheen were honoured for completing their Ph.D.











# EMEA COLLEGE OF ARTS AND SCIENCE

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2016-2017

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### **Wedding Assistance**

Ms Ayesha, guest lecturer, West Asian Studies has been given a wedding assistance of Rs 40,000/- on her wedding day.

Mr TK Muhammed, Peon, was given Rs 18000/- as a wedding assistance for his daughter's wedding.

### **Staff Tour**

A staff tour has been organised to Ootty. It was attended by more than 25 teachers and their families.

















# EMEA COLLEGE OF ARTS AND SCIENCE

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2017-2018

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### **Staff Tour**

A staff tour to Kodaikanal has been carried out. Families of the teachers along with the kids have attended on April 05, 2017.

### **Retirement Programme**

Retirement programme for Dr Abdulla, Principal of EMEA College has been organized. After he was presented a memento for his coveted service to the organization, a gala dinner was followed. All teachers including former retired faculty members participated in the programme. It was conducted on 30/03/2018.

### **Staff Welfare Programmes**

#### **Mr. Sreedharan's (Driver) Daughter Wedding**

A handsome amount has been given to Sri Sreedharan, office staff, EMEA College, for his daughter's wedding on 27 Oct 2017.

#### **Ms Laxmi ( Sweeper) Daughter Wedding**

A good amount that has been collected from the teachers has been to the wedding of Ms Laxmi's daughter

#### **Ms Suhra (Lab Assistant) Daughter Wedding**

The staff club has given a collected amount towards the wedding of the daughter of Ms Suhra on the occasion of her wedding

### **Applause for Staff Achievement**

#### **PhD Holders**

Dr Shiji, Dr Jamsheela, and Dr Murshid Ahammed were given special tokens of appreciation for finishing their PhDs.

#### **State Award Winners**

Lt Abdul Rasheed and Mr KT Firoz were applauded by staff club for winning state awards for best institution in the category of NCC and NSS.

#### **Staff Training**

On 25<sup>th</sup> October 2017, a training for all staff on the topic 'professionalism' has been carried out. Dr Babu, the principal, MES Mampad College was the resource person. The class was highly informative.















**Mr. Sreedharan's (Driver) Daughter Wedding**



**Ms Laxmi ( Sweeper) Daughter Wedding**



**Staff Tour**







**Staff Training**







**Ms Suhra (Lab Assistant) Daughter Wedding**



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2018-2019

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### **Welcome party for Principal**

A welcome part for new principal Dr Ayoob CP has been conducted.

### **Send off party**

The assistant professors namely Jahfar Odakkal and Lalith S were posted to govt colleges. A programme has been conducted to congratulate them and the staff club also bid them farewell.

### **Retirement Programme of Dr Ummer**

Dr Ummer has been given a befitting send off for his spectacular service at EMEA College of Arts and Science. He has been congratulated by a large number of teaching staff including former staff members.

Staff Club also bid farewell for those who retired from college office. Mr Muhammed Shah, Assistant; Mr Latheef PV , Peon; Mr Abdul Latheef, accountant; Sri Muthu Koya Thangal, Superintendent; Mr Chekutty, Clerk were retired after their long service spanning more than two decades.

### **Staff Recreation at Turf**

A football Championship for staff has been organized at Kondotty by Staff Club. 34 Jersies with shorts have been distributed to the staff under the aegis of Staff club. The staff has been divided into six teams and Team A won the championship.

### **Open Day Celebrations**

Open Day Celebrations has been carried out for the staff members. Different types of competitions, group games and cultural evening were also conducted. All staff members were present with their family for the programme.

Send off party



Open Day Celebrations







Staff Recreation at Turf





**Retirement Programme of Dr Ummer**

