



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTI

**KUMMNIPARAMBA P.O KONDOTTY MALAPPURAM DISTRICT
673638**

www.emeacollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

EMEA College of Arts and Science, Kondotti, is an embodiment of a long cherished dream of people of Ernad, a backward region in erstwhile Malabar district of British India. The college is situated in a remote village namely Kumminiparamaba, paradoxically earshot distance from Calicut International Airport. The college is run by Ernad Muslim Educational Association, a registered society formed by a group of social reformers to establish educational institutions to uplift the socially and economically backward populace of this region. Started in 1982, as a humble institution offering pre-degree courses in commerce and humanities, the college gradually developed into a higher education institution with five P G, ten diverse U G programs and a Ph.D program in Economics. It was firstly accredited in 2005 with B++ grade. The second cycle was in 2014 and accredited with A grade. Now, the college is moving towards its third cycle accreditation with full confidence and with a record of encouraging improvements.

Vision

Vision: To be a centre of excellence in higher education, affordable to common man.

The vision of the college mainly emphasises on quality and access. The assessment and accreditation process would definitely make help the institution accomplish the dream to become a centre of excellence. Since, this area where the college is situated is unique for the consolidation of marginalised sections of people, the question of access is more significant. The cost of education, thus needs to be affordable to common man. With this end in view, the college aims at:

- providing quality based academic space for progression to higher studies to the younger generations, irrespective of color, caste, religion, creed, sex or place of birth.
- working as a provider of special support to weaker sections of the society like Scheduled Caste, Scheduled Tribes, Other Backward Castes to fulfill their educational dreams and aspirations.
- working for the removal of the educational and social backwardness of Muslim minorities and thus to strengthen the process of national integration.

Mission

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

This college is committed to identify and develop the multiple intelligence of the learner. This kind of a perception inspires the institution to create and maintain a variety of structures for the benefit of different learner groups promoting capacities in cognitive, affective and psychomotor domains. The institution upholds the idea of value based education. Good citizenship with due importance to right character formation has been accepted as the mission of the college. The mission statement also declares its commitment to nation building

process. It understands and upholds the importance of class rooms in making a good nation.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Socially committed management
- Efforts to address local needs
- Willingness to offer unaided programmes
- Relatively larger components of skill development courses
- Faculty contributions in curriculum designing/redesigning
- Transparent and inclusive admission policy
- ICT enabled teaching-learning Process

- Staff training programmes
- Research oriented teachers
- Extension Activities
- The infrastructure augmentation
- Scholarships
- Freeships

- Ladies hostel
- Decentralized multi-lateral governance
- Internal quality assurance system
- Resource mobilization
- Alumni engagement

Institutional Weakness

- Insufficient number of P G Programmes - Lack of UG programmes in Core disciplines like, Mathematics, Chemistry, and Physics- Lack of academic autonomy- inadequate number of enrichment

programmes

- The non-permanency of faculty engaged in un-aided stream – relatively small size of class rooms - insufficient growth of text book library
- Impact factor, Citation Index- Lack of Major research projects- the failure to generate income through consultancy services
- Staff quarters- Conveyance facility for boys- Absence of well established health centre
- Adequate Infrastructure facility for coaching/training centres – Poor record of campus placement – Rigid class time –
- Inadequate measure to attract and retain eminent faculty- Unfulfilled efforts to build up industry - institution engagement

Institutional Opportunity

- RUSA Funding - The decision to construct new Humanities Block , Road rennovation- Library annex- Corporate office
- The proximity to Calicut International Airport
- The proximity to University of Calicut
- Growing demand for civil service coaching/coaching in entry in services/ coaching in NET- SET examinations
- The need for fulfilling the genuine aspirations of the socially backward sections- the support from governmental and non governmental agencies- Finishing school- Internal professional development programmes
- Proximity to KINFRA, Kakkancherry
- Cargo Services in Calicut International Airport
- Pilgrim tourism
- Eco-tourism
- Reserch centre in Economics

Institutional Challenge

- Financial resources – Insufficient command in computation software– Inhibitions in academic reporting
- Growing maintenance cost of ICT equipments- The growing demand for hi-tech and virtual class rooms-
- Poor socio- economic background of the students- general aversion towards coaching classes held during holidays –discontinuation due to early marriages of girls-

- Command in universal language
- The usual reluctance to perform leadership role – delay in decision making - the difficulties in human resource management
- Down sizing policy of the government

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Since this college is affiliated to the University of Calicut and aided by the Government of Kerala, it mainly follows the curriculum prepared by the affiliating university, with an indirect involvement in curriculum designing by way of faculty representation in various academic bodies like Boards of Studies, Faculties and Academic Council.

Total Campus Solution (TCS) is a multipurpose online platform used by the institution for administrative and academic purposes. It includes modules like academic management, student management, faculty details, attendance, timetable and examinations, which augment effective curriculum delivery.

The android version of TCS directly enhances effective curriculum delivery and its documentation process. The mobile app is mainly used for marking day-to-day attendance and assessment details of the students.

LMS platforms like Edmodo and Google Classrooms are mainly utilized for the conduct of internal evaluation.

WhatsApp, one of the popular messaging platforms, is also widely used in effective curriculum delivery. Syllabus, lecture notes, syllabus-oriented audio clips, videos, Power Point presentations, additional reading materials, messages regarding additional contact classes, assignments, test papers, internal marks are being circulated by using class wise WhatsApp groups.

The average percentage of students enrolled in last five years is 1485. There are 458 courses offered through 16 programs. Further, the college offers 27 certificate courses and 37 value added courses. The average percentage of students enrolled in subject related certificate /diploma programmes/ add on programmes during last five years is 31.83%.

Out of total full time teachers an average of 14 are participating in various academic bodies like Boards of Studies, Faculties and Academic Council which constitutes 20% of total strength.

Out of total students of last five years, 24.18% undertook field projects/internships

Teaching-learning and Evaluation

Average student enrollment percentage for the last five years is 97.53% which shows that only miniscule and negligible portion of seats are unfilled and vacant.

- Meanwhile, average percentage of students from other States and Countries during the last five years is 1.31%.
- As per the constitution provisions certain percentage of merit seats are reserved for marginalized sections like scheduled castes, scheduled tribes, and differently abled students. Apart from sports quota, there are also special provisions to admit foreign students. Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years is 93.59%.
- The ratio between students and full-time teachers of the current year is 414:19.
- The average number of full time teachers for the last five years is 71.
- Meanwhile, the average percentage of differently abled students (Divyangjan) on rolls is 1.36.
- The institution has been incorporating specific methods into the formal teaching framework, such as projects, workshops, group discussions, debates, brainstorming sessions, practical sessions, competitions, presentations; field visits etc. and appropriately employing audio-visual aids, ICT and so on.
- The average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. is 81.69%.
- Further, the average percentage of fulltime teachers with Ph.D. during the last five years is 18.84%.
- Average years of teaching experience per full time teacher are 8.23.
- Average percentage of full time teachers obtained their qualifications from other States against sanctioned posts during the last five years is 25.57%.
- The Average pass percentage of Students (last Year) is 63.25%.

Research, Innovations and Extension

- The number of teachers recognized as research guides during the last five years is 7 which constitute 9.86% of total fulltime teachers. Of which, 3 teachers got University departments as their respective research centers.
- The average number of research projects per teacher, funded either by government or non-government agencies, during the last five years is 0.46%.
- Meanwhile, number of research projects funded by government and non-government agencies during the last five years is 33.
- Average number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years is 11.
- Number of research papers per teacher in the Journals notified on UGC website during the last five years is 1.86.
- Further, the number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years is 1.59.
- The total number of awards and recognitions received for extension activities from government /recognized bodies during the last five years is 60.
- The number of extension and outreach programs conducted in collaboration with industries, community and non- government organizations like NSS/ NCC/ Red Cross/ YRC etc., during the last five years is 86.
- Further, the average percentage of students participating in extension activities with government organizations, non-government organizations and programs such as Swachh Bharat, Aids Awareness, Gender Issues, etc. during the last five years is 96.34.

- The total number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc. during the last five years is 261.
- The total number of functional MoUs with institutions of national/ international importance, other institutions, industries, corporate houses etc. during the last five years is 26. Here, functional MoUs with ongoing activities only considered for calculation.

Infrastructure and Learning Resources

- The college has 36 class rooms equipped with LCD projectors, LAN , Wi-Fi and power back up facilities.
- For UG Computer Science Program, the college has an exclusive Computer Science Lab with 60 systems and one server.
- Another separate Computer Applications Lab with Language lab facility is there for the students of complementary courses.
- There is a fully-air conditioned, Audio-Visual Theater with a seating capacity of 300 which is exclusively utilized for the conduct of seminars, workshops, invited lectures and other academic events.
- Two additional Seminar halls are there with AC, interactive boards, Wi-Fi facility and projectors.
- There is a full-fledged Auditorium with a seating capacity of 1500.
- Further, an open-air stage is there for conducting out door teaching learning and extra curricular activities.
- Open Air theatre for performing theatrical skills is another feature of the campus.
- Total Campus Solution (TCS) supported e governance system and TCS Mobile App for attendance management are the highlights of digitization.
- Separate research room is there for Ph.D. Scholars in Economics with desktops, printers, internet connection, and an exclusive library.
- Housed in an independent, two-storied building with a carpet area of over 6700 sq. ft., the central library is fully automated using Integrated Library Management System (ILMS). It has a collection of nearly 30000 books, and 5000 journals and a separate section for periodicals and newspapers. INFLIBNET, digital library, data space, remote access, Internet browsing and reprographic facilities are the other features.
- Further, the college library provides Anti-plagiarism software **URKUND** for plagiarism checking of articles, dissertations of PG programs.
- Average annual expenditure for purchase of books and journals during the last five years is 4.1(INR in Lakhs).
- The percentage per day usage of library by teachers and students is 9.46.
- Average percentage of budget allocation for infrastructure augmentation during the last five years is 39.74.
- IT Infrastructure of the college comprises of 164 computers, 2 laptops, and 42 projectors.
- The student computer ratio of the institution is 213:19.
- Available bandwidth of Internet connection in the Institution (Lease line) is 50MBPS.

Student Support and Progression

- Average percentage of students benefitted by scholarships and free ships provided by the Government during the last five years is 97.34.
- Meanwhile, average percentage of students benefitted by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years is 20.85
- Average percentage of students benefitted by guidance for competitive examinations and career counseling provided by the institution during the last five years is 72.2.
- Average percentage of students benefitted by Vocational Education and Training (VET) during the last five years is 5.72.
- The percentage of student progression to higher education (previous graduating batch) is 29.36.
- Average percentage of students qualifying in State/ National/ International level examinations during the last five years (e.g.: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations) is 13.2.
- The total number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years is 17.
- There is ample presence of an active Student Council. Further, sufficient representation is there for students on various academic & administrative bodies/committees of the institution.
- Average number of sports and cultural activities/ competitions organised at the institution level per year is 67.
- Old Student's Association of EMEA, a registered society under Societies Registration Act XXI of 1860 (No. MPM/CA/348/2019), is the official platform of college alumni.
- Number of meetings of Alumni Association / Chapters held during the last five years is 31.

Governance, Leadership and Management

- The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution. This institution emphasizes decentralization and participative management.
- The college believes in the idea of participatory management. Representation has been given to various stakeholders in important committees. Various Committees formed for specific purposes have given representation to students, parents and local community.
- Governing body, Principal, Staff Council and IQAC formulate working procedures and designate the academic and functional decisions of the institution.
- Organizational structure of the institution includes governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism.
- The IQAC functions to enhance and sustain a culture of quality and excellence in the institution and to prepare the AQAR. It ensures effective implementation of both academic and non academic schedule every year. It is constituted under the chairmanship of Principal as per the guidelines of the UGC and NAAC guidelines.
- Students with grievances can directly approach the principal, head of departments, class advisor, tutor, or any faculty. A full-fledged grievance redressal cell looks into grievances/ complaints raised by stakeholders. Grievances of internal assessment is handled by the departmental and institutional examination redressal committees.

- PUBLIC INFORMATION OFFICER is appointed by the principal. The primary responsibility of a PIO is to provide information to the public and media as necessary and to meet the legal requirements.
- Average number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the last five years is 3.6.
- Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years is 28.58.
- Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs) is 272.63.
- Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. Average number of quality initiatives by IQAC for promoting quality culture per year is 10.6.

Institutional Values and Best Practices

- Percentage of annual power requirement of the Institution met by the renewable energy sources is 8.
- Annual power requirement met by the renewable energy sources (in KWH) is 10.
- Total annual power requirement of the campus (in KWH) is 125.
- Percentage of annual lighting power requirements met through LED bulbs is 90.
- Annual lighting power requirement met through LED bulbs (in KWH) is 2.7.
- Waste Management initiatives of the campus include :
 - Solid waste management
 - Liquid waste management
 - E-waste management
- Rain water harvesting structures are well utilized in the campus
- Green Practices initiatives include
 - Students, staff using of:
 - a) Bicycles
 - b) Public Transport
 - c) Pedestrian friendly roads
 - Plastic-free campus
 - Paperless office
 - Green landscaping with trees and plants
- Average percentage of expenditure on green initiatives and waste management excluding salary component during the last five years is 7.17.
- Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Ramp / Rails
3. Braille Software/facilities
4. Rest Rooms
5. Scribes for examination
6. Special skill development for differently abled students
7. Wheel Chair

- Number of Specific initiatives adopted to address locational advantages and disadvantages during the

last five years is 86.

- The institution offers a course on Human Values and professional ethics
- Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years is 145.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	EMEA COLLEGE OF ARTS AND SCIENCE, KONDOTTI
Address	Kummniparamba P.O Kondotty Malappuram District
City	Kondotti
State	Kerala
Pin	673638
Website	www.emeacollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Ayoob C P	0483-2712030	9995042688	91-2713530	mail@emeacollege .ac.in
Associate Professor	Zacaria T V	04902-302734	8848734833	91-2302734	zacariatv@emeacol leg.ac.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Certificate.pdf
If Yes, Specify minority status	
Religious	Muslim Minority
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	01-11-1982			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Kerala	University Of Calicut	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	30-09-1998	View Document		
12B of UGC	30-09-1998	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Kummniparamba P.O Kondotty Malappuram District	Rural	20	13072

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics	36	Plus Two	English	68	68
UG	BCom,Commerce	36	Plus Two	English	63	63
UG	BCom,Commerce	36	Plus two	English	62	62
UG	BA,English	36	Plus Two	English	48	48
UG	BA,West Asian Studies	36	Plus Two	English	67	67
UG	BSc,Microbiology	36	Plus Two	English	38	38
UG	BSc,Computer Science	36	Plus Two	English	37	37
UG	BSc,Biotechnology	36	Plus Two	English	36	36

UG	BSc,Biochemistry	36	Plus Two	English	38	38
UG	BBA,Business Administration	36	Plus Two	English	49	49
PG	MA,Economics	24	Degree	English	20	20
PG	MCom,Commerce	24	Degree	English	22	22
PG	MA,English	24	Degree	English	21	21
PG	MA,West Asian Studies	24	Degree	English	20	20
PG	MSc,Microbiology	24	Degree	English	12	12
Doctoral (Ph.D)	PhD or DPhil,Economics	36	PG	English	6	4

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				5				29			
Recruited	0	0	0	0	4	1	0	5	21	7	0	28
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				44			
Recruited	0	0	0	0	0	0	0	0	19	25	0	44
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				7
Recruited	5	1	0	6
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				35
Recruited	19	16	0	35
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2
Recruited	1	0	0	1
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	0	0	7	3	0	13
M.Phil.	0	0	0	0	1	0	5	1	0	7
PG	0	0	0	1	0	0	8	3	0	12

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	1	0	4
M.Phil.	0	0	0	0	0	0	3	5	0	8
PG	0	0	0	0	0	0	13	14	0	27

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	4	0	6

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	4	0	0	0	4
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	887	0	0	0	887
	Female	471	0	0	0	471
	Others	0	0	0	0	0
PG	Male	34	0	0	0	34
	Female	151	0	0	0	151
	Others	0	0	0	0	0
Certificate / Awareness	Male	418	0	0	0	418
	Female	705	0	0	0	705
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	59	55	66	61
	Female	156	156	143	128
	Others	0	0	0	0
ST	Male	2	3	2	1
	Female	6	7	6	7
	Others	0	0	0	0
OBC	Male	452	436	432	431
	Female	826	802	813	727
	Others	0	0	0	0
General	Male	10	9	10	12
	Female	11	18	19	14
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1522	1486	1491	1381

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 432

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	16	16	16	16

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1547	1522	1486	1491	1381

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
189	189	189	186	184

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
468	481	463	437	405

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
71	72	73	73	66

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
71	72	73	73	66

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 42

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
131.0557	47.79773	31.12003	60.22543	345.0642

Number of computers

Response: 138

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

This college is affiliated to University of Calicut and aided by the Government of Kerala. It follows the curriculum prepared by the affiliating university, with an indirect involvement in curriculum designing by way of faculty representation in various academic bodies like Boards of Studies, Faculties and Academic Council.

It has a well-planned and documented process for an effective curriculum delivery by using tools like Teachers Diary, Academic calendar, Semester/ Annual Plans and Course Design. ICT is being used to make the process more fruitful.

Teachers Diary

Teachers Diary helps the faculty deliver curriculum by framing out the academic and classroom activities for a semester/ year. It contains general instructions related to teaching learning process, calendar, number of working days, time table, workload statement ,teaching plan, activity register for curricular and co- curricular activities, internal examination details, semester report, record of additional duties assigned, details of examination duties, and student feedback forms . Teacher's diary thus helps both effective curriculum delivery and a proper documentation of the process.

College Calendar

The college calendar published annually presents the details of programmes, courses, and curricular and co-curricular facilities the college provides. The detailed list of courses that fall under different UG and PG programmes is another attraction of college calendar. It also contains a brief profile of the faculty members and the non-teaching staff, general rules and regulations, fee details, details of scholarships, library rules, details of anti-ragging regulations and regulations for CBCSS 2014.

Course Outline

A separate course outline for each course is made available to students at the beginning of the semester. It contains the number of credits, course description , course objectives, course outcome, teaching methods, details of text books and reference materials, assessment methods which includes both continuous internal evaluation and External examinations, graduate attributes, course schedule and contact details of faculty member(s).

Total Campus Solution

TCS or Total Campus Solution is a multipurpose online platform used by the institution for administrative

and academic purposes. It includes modules like academic management, student management, faculty details, Attendance, Time Table and Examinations which support effective curriculum delivery.

TCS Mobile App

The android version of TCS directly supports effective curriculum delivery and its documentation process. The mobile app is mainly used for marking attendance and assessment details of the students.

Learning Management System (LMS)

LMS platforms like Edmodo and Google Classrooms are mainly used for the conduct of internal evaluation.

Social Media

WhatsApp, one of the popular messaging platforms is widely used in curriculum delivery. Syllabus, Lecture notes, syllabus-oriented voice clips, videos, Power Point Presentations, additional reading materials, messages regarding additional contact classes, assignments, test papers, internal marks are being circulated by using class wise WhatsApp groups.

Principal and HODs of various departments have been entrusted with the duty of monitoring the process of curriculum delivery and its proper documentation. Agencies like College Council and IQAC also play the supervisory role in this regard. Periodic meeting of these bodies assess the quality of the process and suggest remedial measures, if found necessary.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 12

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
07	01	02	0	02

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 102.82

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
13	14	14	16	16

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 100

1.2.1.1 How many new courses are introduced within the last five years

Response: 432

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 93.75

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 15

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 12.91

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
485	135	115	118	120

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

This institution is instrumental in integrating cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum which is carried out mainly in

two ways; firstly, by formal teaching learning process in connection with those courses with a direct reference to these issues and secondly, by programs of various clubs, associations and similar other agencies. The details of these attempts are given below.

Gender

- Talk on Mind and Success(23.11.2016)
- *Nirbhaya* (7.3. 2015)
- Golden Girl (13.02.19)
- Workshop in Liquid Painting(20.6.2018)
- Know Your Rights (11.8.19. 2017)
- Inter National Women's day observations(March 7)

- NSS Volunteers visit to rescue home for women (31.11.18).
- Self-defense training for girls in association with Kerala Police Department (7.3.18)
- Inter National women's day hair donation for cancer patients (7.3.19)
- Breast cancer detection camp for women in the adopted village.

- Film festival 'Rithu' screened 9 *Pen Cinimakal* (Film by women).
- Lecture on 'Women and Literature', 'Change of Colors'(2016)
- Debate with the team WOMENSES (7.3. 2016)

- PTA sponsored incinerator attached to ladies toilet (2018-19).
- Kerala government sponsored Pre-Marital counseling Course(2018-19)
- Annual *Mehandi* fest competition by College Union(2014-19)
- Public address by Transgender Sheethal Syam in connection with College Union Inauguration(2017-18)
- Two buses exclusively for ladies for ladies

Professional Ethics

- One day seminar on 'Cyber security and Ethical Hacking'(2017)
- **Erace 2018** , a four day professional development program organized in association with Deputy Directorate, Calicut, Collegiate Education , Government of Kerala(2017-18)
- Four day CALEM National Workshop for Academic leadership organized in association with Aligarh University(2018-19)
- Vigilance day Observation organized in association with Airport Authority of India(2018-19)
- Talk on 'Right Attitude Right Life organized as part of Walk with Scholar Programme(2018-19)
- Yoga class (21.6.18)

Human Values:-

- Visit to old age homes, rescue home and child home(31.12.2018)
- Blood donation camps(3.10. 2018)
- Free medical camps in the adopted villages (2014-19)
- Cancer care programs Eid kit distribution to poor families in the adopted village
- Observation of world mental health day (10.10.2018)
- Observation of International day for older persons (October 1)

- Observation of International food day(11.11.2018)
- Chennai flood relief (2018)
- shelter for the needy ‘ in the adopted villages (9.7.18 , 2014-19)
- Flood relief activities by NSS volunteers(2018 Kerala flood)

Environment and Sustainability

- Nature study tours to wild life sanctuaries like silent valley, Peppara as part of certificate course environment awareness (2014-19)
- Natural farming campaign at Kottukara, Arimbra, Kummniparamba to promote bio fertilizers and pesticides (2014-19)
- Cleaning work at Calicut International Airport as part of ‘SWATCHTHA HAI SEVA’ by NSS volunteers(1.10. 18)
- Afforestation campaign on the campus as part of environment day observation(30.8.18)
- Pre monsoon cleaning on the campus(20.3.18 to 27.5.18)
- Paddy harvesting campaign by NSS volunteers (2017-18)
- Energy conservation awareness program, in association with Kerala State Electricity Board (2018-19).
- Construction of check dams as part of special camp activity by NSS volunteers (2014-19)
- Massive ‘Swatch Bharath cleaning program at Mini Ootty. By NCC cadets(2018-19)
- One UGC sponsored national conference on ‘sustainable Bio technology(2015-16)
- technology in connection with world environment day observation.5.6.2018)
- workshop on Mushroom Cultivation’ by department of business administration(25.1.19)

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 10

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 10

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 24.18

1.3.3.1 Number of students undertaking field projects or internships

Response: 374

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

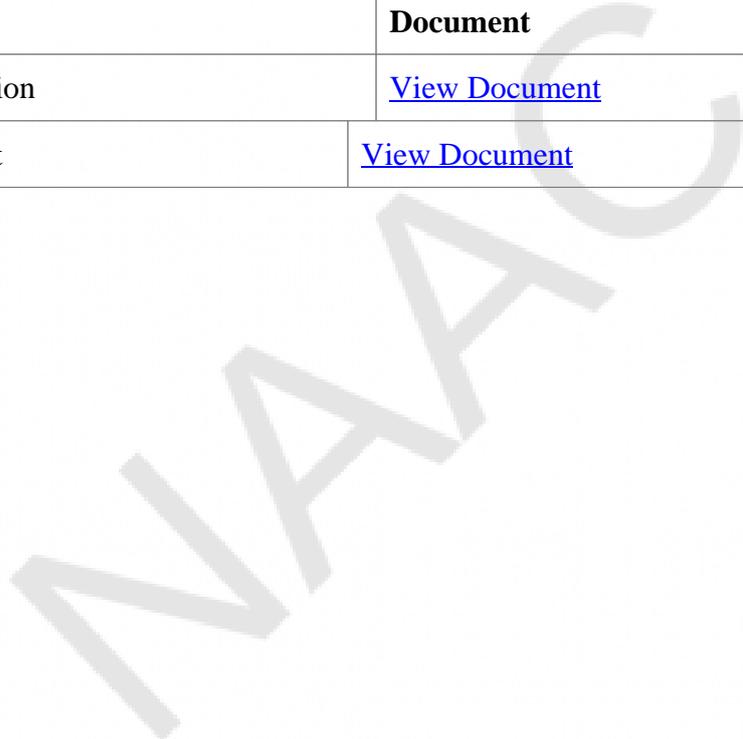
B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document



Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 1.31

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
25	23	24	16	10

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 97.53

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
601	573	567	561	520

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
601	582	585	572	552

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years**Response:** 93.37

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
176	178	180	174	167

File Description**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The institution has the holistic development of students as its prime focus. As part of this, the dissemination of knowledge has been done giving importance to different, but important variables, and the focus has been given to all the three major domains of knowledge transmission: cognitive, psychomotor and affective domains. Each year, once the admission processes is over, induction program for newly enrolled students and parents, at the college level as well as department level is organized. Immediately after the commencement of the classes, the department level bridge course is introduced to familiarize the subjects students are enrolled to and also to identify the remedial steps for pitfalls in the students, if found any. SAS has been active in the college and has been closely monitoring the mentoring process and providing timely directions and interventions to enhance the mentor – mentee relationship. The institution is hosting the government aided programs such as Walk With the Scholar (WWS) and Scholar Support Program (SSP). Besides these, at the institutional level and monitoring, another set of students is identified as ‘Advanced Learners’ and thus a ‘Principal’s Club’ is formed. To find out members for these above mentioned categories, an entry level Entrance examination is conducted for all the first year students. Special question papers are set having proportionate questions to check the proficiency of students in English language skills, GK and Current Affairs and the subject of their Plus Two Intermediate course. Candidates for these clubs are selected giving equal weightage for their performance in the entrance examination and their Plus Two percentage. The members of this clubs are given opportunities to interact with eminent personalities including academicians, politicians, diplomats and scholars.

In order to improve the physiological aspects of students, the institutions provides them with various opportunities like enrolling them to various clubs and schemes such as NSS, NCC, Nature Club,

Bhoomitrasena Club, etc. College has very strong teams for athletics and games like football, volleyball, basketball, cricket, boxing, body building, badminton, net ball, etc. Physical trials are done for the selection of all these above mentioned items and clubs.

Being proponents of outcome based education; the institution provides the students with opportunities to facilitate their emotional affective domains as well. The institution not only preaches human and humane values to the students but also involve them in activities of human and humane interests, through the programmes of various clubs and associations. They are made to be part of construction of houses under NSS, Compulsory Social Service, etc. Students also become part of palliative services under the Students Initiative in Palliative (SIP) programme. As part of extension activities students are allowed to visit the adopted village and facilitate themselves in various activities including giving special classes in the LP Schools, providing computer classes for villagers, etc.

In short, the institution selects students with different calibres and provides them ample amenities to enhance their different domains, and thus to shape them as better citizens useful for society and the nation.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 21.79

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 1.36

2.2.3.1 Number of differently abled students on rolls

Response: 21

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Incorporating specific methods into the formal teaching framework, such as projects, workshops, group discussions, debates, brainstorming sessions, practical sessions, competitions, presentations; field visits etc. and appropriately employing audio-visual aids, ICT according to various disciplines, the institution put into practice student centric methodology

Interactive method

It is a participatory learning activity adopted by the institution, used to discuss fundamental concepts and students are encouraged to ask questions and discover ideas and facts. Learners' contributions are ensured by motivating them to work on their own and prepare learning models, charts and presentations.

- As part of the teaching-learning process, Departments organize regular student seminars, conferences and debates to ensure independent and self-reliant learning.
- Invited lectures of eminent personalities.
- Free internet access in the library and departments.
- Career guidance, personality development classes .

Project-based learning

This is an integral part of the curricula at U.G. and P.G. levels. The teacher assigns minor individual and group projects to provide opportunities for the learner to discover core ideas.

Computer Assisted learning

Teacher uses Information and Communication Tools -ICT enabled classrooms, computer labs, laptops, LCD projectors, Internet, E mail and Blogs.

Experiential learning

Heritage walks, field trips, various fests etc. are conducted to ensure experiential learning. Practical sessions are conducted in science disciplines through which learner validates theories.

Clubs

- Community development programmes are undertaken by NSS, NCC, SIP, Home Care Unit, Women Cell, Nature Club, BoomithraSena etc.
- Learners are actively participating and organising various club activities like Film Festival, Film Criticism, Photography Competition, Nature Camps etc. under Literary Club, Debate Club, Fine Arts and Culture Club, Nature Club, ED Club etc.
- Scholar Support Program (SSP) and Walk with a Scholar (WWS) initiatives are ongoing to support

slow and promising students respectively.

- An active Principal's Club is functioning with the students of WWS and Advanced Learners.
- The college is identified as a venue for ASAP, the state government initiative, which provides guidance for students in self-employment and soft-skill development.

Brainstorming

Brainstorming allows creative thinking and can be a viable teaching strategy for students as it encourages everyone's viewpoints and generate a large number of ideas for the solution to a problem.

Problem based learning

The teacher presents a problem for exploration and suggests a line of enquiry for students to investigate and equip them with required skills to plan and carry out investigations.

Collaborative learning

Students engage in collaborative learning through group learning, peer teaching, student-assisted teaching, group discussions and projects. Here, responsibility is shared among the members of the group.

Skill enrichment programmes

- Handwritten magazines.
- Management Fest, food fest and exhibitions.
- Training for competitive exams such as NET, PSC tests.
- Students are encouraged to attend seminars and present papers.

Leadership building programmes

- By assigning specific role, we boost their self-confidence and develop leadership skills.

Other adopted methods:

- Role plays
- Flipped classrooms
- Industrial visits, field trips
- Participation in intercollegiate competitions.
- ICT used seminar presentations and assignments.
- Research paper presentation.
- Workshops on hand embroidery, Cake making etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.**Response:** 35.21

2.3.2.1 Number of teachers using ICT

Response: 25

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues**Response:** 21.79

2.3.3.1 Number of mentors

Response: 71

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning**Response:**

Active involvement of the students in teaching-learning process is ensured through students' seminar and assignments, lectures by subject experts, practical sessions, mock sessions in the class, subject-based quiz programmes, brainstorming sessions, group discussions, documentary/film shows etc. Apart from classroom interactions, the Departments employ methods like study tours, Industrial visits, field level survey, academic competitions, attending seminars and workshops etc.

- Remedial coaching classes, tutorial mentoring sessions, walk with a Scholar programme for Advanced Learners, SSP for slow learners; peer group teaching, motivational talks are regularly and effectively in practice. Personality development programmes, enrichment certificate courses are also offered to students.
- Training for competitive examinations such as UGC-NET, Bank Tests, PSC tests are provided. Sports, Fine Arts club, Debate club, Literary club, ED club, College union, Departmental associations, NCC, NSS, Women cell, Music club, Nature club, Anti-Ragging cell, and function actively in the college. Entrepreneur Development club and ASAP provide guidance for students in self-employment and soft skill development respectively.

- Short-term and long-term measures for environment protection, conservation and sustenance such as plastic eradication, awareness campaigns, cleaning exercise etc. are done with the help of NCC, NSS and other clubs.
- Advanced learners are identified through a test based on Plus-two syllabus and general English. An active Principal's club is functioning in the college with the students of WWS and Advanced Learners.
- Interaction with Successful Alumni
- The college organizes a well-structured one-day orientation programme for the entire fresher's, which include a session by an external expert. The programme aims at orienting the students on the vision and mission of the college, available college facilities, examination system, discipline, ragging prevention, clubs and forums in college etc.
- Theatre performances and film/documentary shows are incorporated in the teaching-learning practices. For example , Department of English conducted a drama competition based on plays of Girish Karnad and '9 Pen Cinemakal', a documentary show during the assessment period.
- A Readers forum is actively functioning in the college. A Book Expo was conducted under this forum which was a tremendous success.
- The certificate course in Parliamentary proceeding and the model parliament conducted by the department of Political Science provided the students a different learning experience.
- Flipped Classroom have become common in departments of statistics, Hindi and Malayalam
- An eco-friendly Mahagony Park is used for conducting Open-air classes and cultural programmes.
- A Museum of Antiques collected by the students, Heritage Walks, etc., are conducted under the Department of West Asian Studies.
- A Professional Development Programme (PDP) is organised for the enhancement of professional skills of teachers.
- An Open Theatre is set for students to develop their talents particularly theatrical skills.
- An eco-friendly classroom is constructed in one of the mahogany grooves of the campus.
- Online attendance marking and evaluation system is up 24 hours through onlinetcseamachilologic.co.in
- MCQs, assignment, text papers are prepared and shared through LMS platforms like Edmodo, Google Class Room, etc
- Student Advisory scheme is maintained through WhatsApp groups. Each class has its own WhatsApp group which acts as an effective communication system.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 18.84

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
18	15	12	12	10

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 8.31

2.4.3.1 Total experience of full-time teachers

Response: 590

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 25.57

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
25	18	19	16	13

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The continuous internal evaluation is an integral part of evaluation system irrespective of programs and courses. It has been given a share of 20 % total value in the process of evaluation with four components;

Test Papers	50 %
Seminars	25 %
Assignments	
Attendance	25 %

Test Paper

- Internal exams are conducted at least twice in a semester. As a step to make the internal test papers more transparent the college follows a practice of appointing one of the faculty members as Controller of Examinations for Internal Examinations who shall be responsible for conducting the written tests scientific and transparent. Two more assistant controllers are appointed to help the

controller.

- As an act of reforms, we have implemented a new method successfully which reduces the chances of malpractices to a great extent. The method includes two boxes containing numbered coins with two different colours kept with the invigilator in each hall. In each bench, side seats are numbered with one colour and middle seats with the other. Students are allowed to take a numbered coin of the respected colour and are seated there. With this, students will not be having any clue regarding their seat in advance, which reduces their chances for malpractices. After the exams, answer scripts are collected and are distributed to the concerned teachers for valuation. A last date is mentioned for publishing the results.
- Receiving financial assistance from Parent Teacher Association the college has set up a separate examination hall with a seating capacity of 150 and CCTV surveillance.
- Question Bank consisting of previous questions papers is kept at departments and central library
- Use of LMS platforms for the conduct of test papers

Seminars/Assignments

- Class room seminars
- Online submission of assignments by using LMS platforms, email,
- Use of WhatsApp for giving assignments

Attendance

- Introduced TCS Mobile App for attendance management with facility for student login with effect from 2017-18
- Introduced Automated Time and Attendance marking system to save time and money by eliminating a great deal of manual processes involved in attendance and leave entry and calculating hours attended. It also help teachers to prepare Auto-generate various types of reports of class or student attendance
- Introduced a procedure for waiving unexcused status of student absence due to admissible grounds

General Reforms

- Use of class wise WhatsApp groups for the purpose of publishing the draft / final list of internal marks and collecting feedback /grievances on the system of continuous evaluation.
- **Excuse orders** for general purposes such as the conduct of national/ international seminars/ workshops, College Union elections, Fine Arts, Sports day and College Day. The new system consolidate and validate the request for excuses and issues general excuse orders to faculty members in charge of attendance management.

File Description	Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

EMEA College of Arts and Science Kondotty, being affiliated to the Calicut University, follow the guidelines of Calicut University. Assessing the progress made by the students at regular intervals is mandatory to analyse whether the desired course outcomes are being achieved or not. End semester external evaluation at the university level as well as institution level continuous internal evaluation at regular intervals are conducted to understand analyse the attainment of intended outcome. A primary introduction to various evaluation methods and patterns adopted by the college is given to students and parents at the time of institution level as well as department level induction programmes. Students are further made aware of more detailed and comprehensive rules and regulations regarding the external and internal evaluations through the college calendar/diary as well as the college website. The main focus in the CIE is given to attendance, assignment/seminars and internal examinations. The institution has set up a separate examination calendar and circulated to each department. According to the examination calendar, students are given prior information so as to get ready for the evaluation process in advance. Calendar for each year includes entries like Last date for assignment submission, Last date for seminar presentation, Commencement of First internal exam, Commencement of Second internal exam, Date for displaying of Internal marks, Last date for Internal mark related grievances, etc. College is resolute to the idea that two internal examinations have to be conducted each academic year and cumulative percentage of these exams has to be considered for final grading. Besides the already mentioned two centralized internal examinations, tutors of each course are allowed to have special unit tests for the quarterly or midterm assessment of students, if the situation demands. In addition to this, evaluation of assignments submitted and seminar presented are also taken in to consideration for grading. Students are supposed to have adequate percentage of attendance to appear for the end semester examinations. Attendance and discipline of the students in the class are considered vital in awarding 25 % of the marks for internal evaluation.

Each student is notified about the internal marks obtained a few days prior to the final uploading to the university website. As part of this, internal marks are, either displayed on the notice board of each department or read out in the respective classes; and students are given ample time to approach the teacher concerned with grievances, if any. Grievances are addressed by grievance cell of each department and steps towards necessary rectifications are taken. If some students fail to appear for the internal examinations, he/she will be given separate chance either in the form of viva or separate individual tests.

Centralized Internal Examinations are conducted in the halls equipped with CCTV cameras and hence malpractices of any sort are not entertained. The members of the committee formed for the Centralised Internal examination pay surprise visits to the examination halls for ensuring malpractice-free examinations.

File Description	Document
Any additional information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

The institution has a proper and well organized Continuous Internal Evaluation system that assesses the progress made by the students at regular intervals and analyses to what extent the desired course outcomes

are achieved. The college calendar/diary encompasses a section called 'Regulations for Choice Based Credit and Semester System' as its appendix, in which the 9th point deals with 'Evaluation and Grading'. This section provides the students with meticulous comprehension about the detailed and transparent method of internal assessment prescribed by the University of Calicut. As a result, students are well aware of the methods of calculation of internal marks. Each student is notified about the internal marks obtained a few days prior to the final uploading to the university website so as to give students ample time to approach the teacher concerned with grievances, if any.

The institution has set up a college level Students Grievance Redressal Cell as well as a department level grievance cell. The college level Grievance redressal cell has the Principal as its chairman and some of the senior faculties of the institution as its members. Department level grievance cell usually consists of three senior members of the department and HOD acts as its Chairman. Grievance Cells have the responsibility to address grievances, complaints, concerns, suggestions or recommendations of any sort from the student community and discuss, analyse and redress them. Internal evaluation related grievances constitute the major chunk among such grievances/complaints. Lack of physical facilities in the examination hall including deficiency of proper lighting, damaged benches or desks, etc are brought in to the notice of the authorities concerned by students. But, major chunk of the complaints are related to the marks given in the internal examinations.

As the institution promotes the enrichment of physiological and emotional/affectionate well being of the students, they are allowed to take part various co-curricular and extra-curricular activities such as sports, games, fine arts, NSS, NCC, Students Initiative in Palliative and other similar clubs and associations. The shortage in attendance with regard to these activities is notified to each department through documents signed by respective programme coordinators. In some cases, the principal sends e-mails with details of students to be given attendance for participating in such club activities. These, in turn, help to avoid any divergence that may have occurred.

The first draft copy of the marks obtained as part of each internal examination as well as the end semester consolidated internal mark is not only displayed on the department notice board but also read out in the respective classes. Once such grievance letters are filed in the department the grievance committee analyses and takes necessary steps for redressing the concerns.

Once such grievance letters are submitted to the departments, it is taken in to consideration by grievance committee of the respective department and redressed with immediate effect, in less than a week. Cases to be given special consideration are forwarded to institution level grievance cell.

File Description	Document
Any additional information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college follows the academic calendar of the University of Calicut. The University of Calicut prepares academic calendar before the commencement of each semester and is published in the University website.

Based on the academic calendar prepared by the university, institute prepares an institutional level academic calendar for the smooth functioning of academic as well as extracurricular activities planned in the current semester. The academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. The college prepares this for odd and even semesters with the approval of the college staff council at the beginning of the year and strictly adheres to it. Our academic calendar provides important information about teaching dates, the dates for submitting the assignments and seminars, the dates of the internal tests, the dates for publishing internal marks and also the date for students grievance related to internal marks. The academic calendar is accessible on the college website. A hard copy is displayed on the notice board of all departments at the commencement of each semester. Each subject teacher prepares their own course material based on the prescribed syllabus given by the university, which is distributed to the students for reference. This ensures successful completion of all modules within the allotted time span. The college conducts two internal exams during a semester. The date of the first internal examination is fixed by the concerned faculty tentatively in the first week of August for odd semester and in the first week of January for the even semester. The second centralized internal examination is conducted with a general timetable, invigilation list and seating arrangement probably in the third week of October for odd semester and first week of March for even semester students. The valued answer sheets are given back to the students for their scrutiny. Students can appear for the university examination, only if he/she attains a minimum of 75 percentage attendance in each subject. Monthly attendances are displayed in the notice board of each department in order to make students aware about their attendance status. The details of course specific weightage are available in the college Calendar. The effectiveness of the process is maintained through effective monitoring by the Principal. The Principal sees to it that all departments follows academic calendar. A sample of circular, announcing dates for conduction of continuous internal evaluation has been uploaded.

- Faculty Advisors are entrusted with the responsibility of conducting the Open House sessions (PTA sessions) according to the schedule in the Calendar.
- The College Level Monitoring Committee (CLMC) and the Department Level Monitoring Committee (DLMC) monitor the events mentioned in the Calendar.
- The Teaching Plan/ Course Schedule is shared with the students at the beginning of the semester.
- It is the responsibility of the Course Coordinator and the Course Committee to ensure that the plan is followed.
- The generated internals is uploaded to the university portal by the corresponding subject faculties when the university opens up the link.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Learning outcomes are the specifications of what a student should learn and demonstrate, on successful

completion of the course or the programme. The desired outcome of the learning process can be assessed in terms of acquisition of the skills and knowledge, which are embedded in the curriculum. Achieving learning outcomes needs specific experiences to be provided to the students and evaluation of their attainment. A programme without stated learning objectives and outcomes that are not evaluated or assessed gets neglected in implementation. Student assessment provides an indication of the areas where learning has happened and where it has to be improved upon. This college maintains a proper practice of stating and displaying the POs and Cos on college website. It is also communicated to both teachers and students in a way to achieve best results.

- The Programme outcome and course outcome are stated in the beginning part of the syllabus which is made available on college website. Both faculty members and students can avail this facility.
- The course outline prepared by the faculty in the beginning of the semester gives the students an about the objectives of the course.
- Separate induction programs are held for the newly enrolled PG/ UG students soon after the admissions. The second part of this event is conducted at department level and is mainly used for sharing the expected outcome of the programme. Students will also get an idea about the outcome of specific courses.
- Bridge Courses /Introductory classes conducted by the departments is another occasion for sharing POs and COs.
- Institution also keeps the teachers and students informed about the system for assessing the POS and COs. . The attainment of Learning Outcomes is evaluated at two levels: Continuous Internal Evaluation (Centralized Internal examinations, class tests, seminars, assignment, term papers, attendance, etc) conducted by the institution and the End semester examination conducted by the University.
- Indicators like the clearly stated learning outcomes of the college and the details on how the students and staff are made aware of these, institutional efforts to monitor and communicate the progress and performance of students throughout the duration of the course/programme, and the analysis of the students results/achievements to see the differences if any, patterns of achievement across the programmes/courses offered, structure of the teaching, learning and assessment strategies of the institution to facilitate the achievement of the intended learning outcomes, and the measures/initiatives taken up by the institution to enhance the social and economic relevance of the courses offered are given prominence
- The institution efforts to collect and analyse data on student learning outcomes and uses it for planning and overcoming barriers of learning. For this purpose, the performances of students after each internal as well as university level examination are analysed and necessary remedial steps are taken to enhance the attainment of the desired outcomes. Various programs such as SSP, WWS, Remedial Coaching classes and Advanced Learners Club are made use of for this.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

In a teaching and learning community, the most effective evaluation is that which encourages and rewards effective teaching practices on the basis of student learning outcomes. Assessment of student learning at its best enables students to identify their own strengths and weaknesses and to determine the kinds of

information they need to correct their learning deficiencies and misconceptions. When such evaluation is properly employed, students learn that they can engage in self-assessment and continuous improvement of performance throughout their lives.

The college is mostly indebted to the Continuous and Comprehensive Evaluation strategy, where the students are continually evaluated their academic performance in the course and also their taste in the co-curricular and extra-curricular activities. The college is also carrying a ipsative assessment, the practice of determining a student's progress based on their earlier work. Many assignments and rubrics are designed to measure student work in the normative assessment mode; that is, against a static set of criteria.

The institution has an evaluative blue print to assess the student learning outcome. Student learning outcome is also gauged from the following:

1. Achievement test
2. Diagnostic test
3. Placement
4. Student progression
5. Feedback from parents and students
6. Grievance redressal cell
7. Tutoring and mentoring
8. General Body Meetings which discuss the problems of the teaching learning environment.
9. Internal and external audits carried out by the IQAC
10. Management Audit Depending on the performance of each department, remedial measures are suggested and the innovative practices of the departments that have high learning outcome are shared, so as to motivate the other departments to achieve academic excellence. Appropriate corrective measures are taken by the management.

2.6.3 Average pass percentage of Students

Response: 63.25

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 296

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 468

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.61



Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 9.86

3.1.2.1 Number of teachers recognised as research guides

Response: 7

File Description

Document

Any additional information

[View Document](#)

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.28

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 7

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 125

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Realising the fact that, institutions of higher learning like colleges and universities are the ultimate spot to build entrepreneurship, this college has created an innovation ecosystem through Training, Research and development.

The Bioscience departments of EMEA College act as a centre for budding Scientists and Life science Entrepreneurs. Students of MSc Microbiology have identified two new strains of bacteria from Kiltan Island of Lakshadweep, which has high potential applications in industrial sectors. The Zhejiang University, Hangzhou, China has approached Department of Biotechnology to take part in Asian Genome Project for genome sequencing of Brown plant hopper (BPH) insect, a major pest of paddy.

The Bioscience laboratories of the college witnessed successful completion of an average 15 Undergraduate student projects and 12 Postgraduate student projects every year. Bioscience departments prompt the students to publish research works in reputed journals and to present their works in national and international seminars. Ms. Keerthana PP of MSc Microbiology student has secured Best poster presentation award in a National seminar organised by University of Calicut on 26-27 September 2017.

Being motivated from Bioscience, some of our alumnae has started Life science based industries. Amplicone Biolabs, Foster Hot Bread Private Limited, Melonic Bottled Drinking Water *etc.* are some of such ventures. To promote students to the Food industries, the departments conducts Food safety training certificate courses like HACCP.

The college have extended facilities to the postgraduate students of other college to do the dissertation works under the guidance of faculties of this college. Ms Mariyam, a research scholar from Department of Zoology, University of Calicut has utilised the facility of Biotechnology department as part of her PhD work.

With the aim of promoting school students to the research in life science, college opens the doors to the neighbouring schools for student's projects, providing facilities for science fair preparation and training programme.

To uplift the faculties in R&D, Research committee has implemented a Best Researcher award among faculties and provide incentives to the faculties those who have published papers in UGC listed journals. College has implemented Best Post-graduate student projects awards in Commerce, Science and

Humanities streams separately.

Certificate course in survey research conducted Research Department of Economics gives orientation to students on conducting Community and Industry based surveys which develop a Social Scientist in them. 'COMMET' South India Management Meet conducted by Department of Commerce and Management acted as an ideal platform for young managers and Entrepreneurs.

Entrepreneurship Development (ED) Club, conduct training and workshops to develop young Entrepreneurs. Opportunities are provided for students to interact with Young Entrepreneurs. The club conducts training in Mushroom Cultivation and in collaboration with women cell; the commerce club has conducted Skill Development Training in Liquid Painting. Women cell conduct various training programmes like Cake making, stitching for the female students to empower them to start self ventures.

To develop Student Farmers, NSS has undertaken "Ini alpan Chenakkaryam" to cultivate elephant foot yam in the campus and were also involved in Paddy Farming in nearby places.

File Description	Document
Any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 35

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
15	6	2	6	6

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards	
Response: No	
3.3.3 Number of Ph.D.s awarded per teacher during the last five years	
Response: 0	
3.3.3.1 How many Ph.Ds awarded within last five years	
3.3.3.2 Number of teachers recognized as guides during the last five years	
Response: 1	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years											
Response: 1.86											
3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years											
<table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>40</td> <td>16</td> <td>12</td> <td>35</td> <td>29</td> </tr> </tbody> </table>		2018-19	2017-18	2016-17	2015-16	2014-15	40	16	12	35	29
2018-19	2017-18	2016-17	2015-16	2014-15							
40	16	12	35	29							
File Description	Document										
List of research papers by title, author, department, name and year of publication	View Document										
Any additional information	View Document										

3.3.5 Number of books and chapters in edited volumes/books published and papers in

national/international conference proceedings per teacher during the last five years**Response:** 0.87

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
16	11	15	9	11

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities**3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

The Units of National Service Scheme (NSS) and National Cadet Corps (NCC) of the college and other teaching departments have been active in organising various extension activities with a strong ambition of sensitizing students to various social issues and holistic development. Major impact of extension activities are given below.

Sl no	Type of Extension Activity	Impact
1.	Health and Hygiene Campaign	<ul style="list-style-type: none"> • Students in the department of Microbiology came forward to check the quality of water samples collected from households in the adopted village (2014-19). • Students participated in Operation Safe Drinking Water (2018) conducted by Pallikkal Grama Panchayath in association with health department, government of Kerala. • Actively involved in the organisation of Training on 'Water Analysis' for the students of Government Polytechnic, Manjeri(2018) • NSS volunteers organised Free Medical camp for different persons of Pallikkal Panchayth (2017) • NSS volunteers successfully coordinated Blood donation (2017) and prepared a donors directory.(2017) • Student involvement in District level Campaign against Diseases(2017)

		<ul style="list-style-type: none"> • Student participation in Cleaning of Government Home Dispensary(2016) • Student participation in <i>Swachhata Ki Seva</i> programme Municipality(2018) Bike rally with the message of Swachh Abhiyan(2018) • Active student participation in Food distribution to poor Kondotty town(2015) • Active student participation in Hair Donation for cancer (2019) • Volunteer Campaign for Diphtheria Vaccination
2.	IT Literacy Programs(2014-19)	<ul style="list-style-type: none"> • NSS volunteers organised 'Entey gramam, E-gramam' literacy campaign in Kumminiparamba village (Adopted association with Department of Computer Science and C Alumni (2016-17). • The Volunteers successfully organised Digital Nedumkayam–Training program on online banking to (2016-17) • Demonetization – help desk for local people in front Federal bank for 9 days in Kondotti town in 2018
3.	Educational Programmes in the adopted village	<ul style="list-style-type: none"> • The students in department of West Asian Studies active in workshop on 'Local History Writing' for High schools in the neighbourhood. • Students helped to co-ordinated 'Teaching English for E a workshop for English teachers in Pallikkal Panchayath schools(2015) • Students of Hindi department co-ordinated <i>Rang Birang</i> extension programme for promoting Hindi (2015) • Volunteers performed cultural programmes, collected and distributed study materials in connection with Children Programme at schools in the adopted village (2016) • Active volunteer involvement in book donation campaign up a library GLP School ,Kumminiparamba (2017)
4	Sustainability Campaign	<ul style="list-style-type: none"> • Volunteers' manual work in Summer crop and paddy c Nediyruppu (2018) • Active student participation in check dam construction Thttaseriyara(2016) • Active student participation check dam construction at (2015) • Active student participation in check dam construction Kalikav(2019)
5	Relief and Rehabilitation Campaign	<ul style="list-style-type: none"> • Student mobilised the resources for giving Wheelchairs differentially abled in adoptd village • Students came forward to cengage in traffic controlling operations, mobilised money and materials during 2018 Kerala • <i>Pattuvandi</i> fund collection by volunTERS Pain and Palli

		(2018)	
6	Women Empowerment	<ul style="list-style-type: none"> NSS volunteers organised Breast cancer detection and campaign in the adopted village (2016) NSS Volunteers organised Women day celebrations during period 2014-19 	
File Description		Document	
Link for Additional Information		View Document	

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 4

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	03	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 86

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
20	14	20	20	12

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 38.1

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1424	484	510	30	419

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 8

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	0	0	4

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

This college has adequate facilities for teaching-learning as stipulated by the university of Calicut, Government of Kerala and University Grants Commission (UGC) and similar other agencies. It has a campus area of 20 acres. The facilities include,

- 40 class rooms equipped with LCD projector LAN , Wi-Fi and power back up facilities
- Separate block for Commerce with spacious 6 UG and 2 PG Class rooms
- Separate Computer Science Lab with 60 systems and one server exclusively for UG Computer science Program
- Separate Computer Application Lab with Language lab facility for complimentary courses
- Hostel facilities for men and women
- Separate study room at Ladies Hostel
- Ladies Rest Room and Prayer Hall
- Separate Labs for Biochemistry, Biotechnology, PG and UG Microbiology
- Well-equipped Audio-Visual Theater with a seating capacity of 300 exclusively for the conduct of seminars, workshops, invited lectures and such other academic events
- Facility for group discussions, open class rooms etc.
- Two additional Seminar halls with interactive boards, Wi-Fi facility and projectors
- Auditorium with a seating capacity of 1500
- PTA sponsored merit scholarships
- Total Campus Solution(TCS) supported e governance system
- TCS Mobile App for attendance management.
- Government sponsored 'Walk with a Scholar' (WWS) Programme for Advanced learners
- Government sponsored 'Scholar Support Program' (SSP) for slow learners
- Government sponsored Additional Skill Acquisition Program(ASAP)
- Department rooms with Desktops, Printers and Wi-Fi-facilities.
- Ph.D. in Economics and Separate room for Researchers with desktops, printer, and internet connection
- Open-air stage for conducting out door teaching learning activities.
- Fully automated library with a collection of nearly 30000 books, 5000 journals, digital library, data space , remote access, internet browsing and reprographic facilities, separate section for periodicals and news papers
- Department level text book libraries
- LMS Platforms , class wise WhatsApp groups ,
- Firewall hardware for internet sharing and security.
- Clean hygiene drinking water facility
- UGC Sponsored museum
- Linkages with research institutes, industrial enterprises and other institutions of higher learning for

conduct of project works and internships

- Skill Development Centre offering PSC approved certificate courses in Android Applications, Word Processing and Data Entry, Computerized Financial Accounting
- Separate Examination Hall with CCTV
- Open Air theatre for performing theatrical skills
- Provisions for field trips, study tours, and industrial visits
- Special encouragement to use CH Muhammed Koya Central Library(Calicut University)
- Well-functioning Equal opportunity Centre to help socially and educationally backwards students to avail scholarships and free ships
- Management sponsored free ships
- Three Generators as stand by facility to support power supply
- Alumni sponsored scholarship schemes
- Seven Faculty with guide ships in subjects like Economics, Political Science, Commerce, Arabic, Hindi and Journalism
- Centre for NET coaching
- Herbal Garden
- Special public conveyance facility for women
- Co-operative Store for protecting the consumer rights of students and staff
- Canteen Facilities and separate cafeteria for light refreshment.
- Facilities for co-curricular activities and engagements.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

SPORTS FACILITIES

This college has a very strong department for physical education with a history of winning University championships particularly in volleyball and football. It has also hosted several inter collegiate and inter university meets. The following are the major sports facilities available on the campus

- A stadium with an area of 6400 sq. metres with facilities for football stadium, 4 x 400 meters track, cricket pitch, jumping pits.
- Fenced volleyball courts
- Provisions for Sports Quota Admission
- Provisions for Annual Sports day
- Provisions for Inter department Football Match
- Special Camps for Volleyball and Football
- Best Sports Alumni Award instituted by IQAC
- Separate Practicing ground
- Basket Ball courts
- Badminton Court
- Fitness Centre
- Kerala Sports Council Sponsored Sport Hostel for volleyball
- Full time Volleyball coach appointed by Kerala Sports Council
- Separate Coaching facility for Weightlifting
- Besides the Physical Education Director of the College, the service of two full time coaches from Sports Council is available.
- Special coaching facility for netball, throw ball and wrestling
- Yoga Hall
- Sports apparatus for the conduct of training and competitions in athletics and various games

FACILITIES FOR CULTURAL ACTIVITIES

The college is instrumental in promoting cultural activities. In this connection, it maintains following facilities.

- Auditorium with a seating capacity of 1500, two green rooms, separate toilet facilities for men and women, VIP launch and Ramp
- Open Air Theatre with seating capacity of 150 for theatrical performances by the members of theatre club
- Open Stage
- UGC sponsored Audio Visual Theatre with a seating capacity of 300
- Seminar Hall cum historical museum with a seating capacity of 120
- Provisions to use Courtyard of Administrative Block for the conduct selected cultural events
- Flag Post and elevated platform to address gathering at the time of day observations
- Best Artist Alumni Award instituted by IQAC
- Separate Meeting Hall in College Canteen with seating capacity of 60
- Mahogany Park
- Provisions for using Court yard of Ladies Hostel for the conduct of cultural activities
- Stadium for conducting mega cultural events
- Provisions for using the Court yard of Central Library for organizing book fairs, literacy talks etc.
- Provisions for special training in Theatre Arts, Music, Mappila Arts and Folk Art forms
- Linkage with Moieen Kutty Vaidiyer Trust, Kondotti
- Facilities for celebrating Onam, the national festival of Kerala, Independence Day, Republic Day, Teachers Day, Human Rights Day, Xmas etc.
- Provisions for Annual Food Fest

- Provisions for Annual *Mehenthi* Fest
- Provisions for Fine Arts Competitions at regular interval
- Provisions for College Magazine, EMEA News Bulletin
- Provisions for Department level Manuscript Magazine
- Theatre Club
- Music Club
- Debating Society
- Readers Forum
- NSS Regular and Special Camp activities
- NCC
- Provisions for Welcome Party to New Comers
- Provisions fro Farewell Parties
- Provisions for College Day Celebrations
- Provisions for hostel day celebrations
- Provisions for organizing visits to historical and cultural centes.
- College Union

File Description	Document
Any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 73.81

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 31

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 47.41

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
32.50	26.80	23.39	44.00	27.5

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Housed in an independent, two-storied building with a carpet area of over 6700 sq. ft, the central library is automated using integrated library management System. Following are its features;

- Fully automated **Open Access library** with Wi-Fi facility.
- Library was initially automated with Book Magic the library management software developed by Meshilologic. Later, in 2018 it was changed to Koha , the first Open source and web centric library management software. It is a true enterprise- class ILS built using library standards and protocols such as MARC 21, UNIMARC, z39.50 etc.
- Koha customized to suit the requirements and its' OPAC, circulation, management and self-checkout interfaces are all based on standards compliant World Wide Web technologies – XHTML, CSS and JavaScript.
- **OPAC** [Online Public Access Catalogue] provides the bibliographical holdings of the library by browsing through title, author, subject, call number search etc. The users can check the status of their library account and the availability status of books and other documents in the library. Web OPAC of our library is accessible through library blog.
- KOHA software also provides statistical analysis for managing the library system such as weekly and monthly transactions, most circulated items, secondary collections, etc.
- Library is modernized with **bar-coding** technology system that facilitates check-in, check-out and renewal of books and also for all the transactions of library functions/routines/operations.
- **Green stone** was the digital library software initially installed for capturing, maintaining and distributing digital collections. Later, the library migrated to **D space** open source software **which** facilitates the building of institutional repositories that capture and organize knowledge resources produced by faculty and staff – digitized versions of lecture notes, videos, papers, and data sets – into an "institutional repository" that will make it available to future generations in its original digital form.
- Library manages archives of study materials, faculty publications, question papers, syllabus etc. through the institutional repository of D-space in a professionally maintained way.
- Anti-plagiarism software **URKUND** utilized for plagiarism checking of articles, dissertations of PG programs.

- Library provides remote access to e-resources subscribed by library through UGC **INFLIBNET - NList programme**.
- The **College Library blog** play a great role **in** disseminating information and marketing of library products and services to the user community. It act as a gateway for subscribed and open e-collection, previous question papers, online newspapers, career information, research support, institutional repository, library announcements etc.[<https://emealibrary.blogspot.com>]
- Visually challenged students are reserved with separate computer systems to provide the service of **Librivox and epub audio books**.
- A **Gate register** is maintained at the library entrance to mark the attendance of the users.
- Library has 2 separate servers for KOHA database and D-Space institutional repository.
- Broadband Internet surfing facility with 40 mbps
- The library has its own power back up system for uninterrupted power supply.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college central library stocks a rich collection of learning resources in various disciplines and has more than 23000 documents. The library has rare collection of books, special reports, other special knowledge resources and e-resources caters to the information needs of its highly demanding patrons, by offering a wide range of Information services and products. The library is known for its exclusive rare and old book collection in the area of Political Science, Social Science, Sociology, Agriculture and History which are of national and regional importance. Library gives importance to the preservation of these rare books and other special collections as these materials are very useful for research, project and paper presentations in different disciplines which cannot be acquired from any other source.

Library has about 674 special collections under various categories including photographic, illustrated, career guidance, encyclopedias, handbooks, and thesaurus, special and general dictionaries.

Government reports such as Economic Survey; RBI Bulletin etc. are available in the library for reference purpose.

The Knowledge Resources of the institution are managed using the D space open source digital library software that is very essential for preserving an organization's legacy and they facilitate digital preservation and scholarly communication. D Space is a digital service that collects, preserves, and distributes digital material. The resources managed by this software includes previous years question papers, syllabus, study materials, subject based presentations, Faculty publications, Dissertations, photos and videos of programs

conducted by various departments.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 4.1

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
.38294	1.21124	2.85930	1.17082	14.86104

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library	
Response: Yes	
File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students	
Response: 3.09	
4.2.6.1 Average number of teachers and students using library per day over last one year	
Response: 50	
File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi
<p>Response:</p> <p>The institution is equipped with 164 computers 2 laptops 42 projectors. Power supply is ensured by 3 UPS with 10 KVA, 2 UPS with 7.5 KVA, 2 UPS with 5 KVA and 2 UPS with 3 KVA with battery backup. Server room has 9 U Rack, 2 Net Gear 48 port, 60 Ghz switch, 5 Net Gear 24 port, 60Ghz switch. Peripheral devices like printers, photo copiers and scanners greatly help students, teachers and office staff in managing the e-resources. Licensed software owned by college includes Microsoft windows 64-bit Operating system paper licensed, MS Office 2007 and Tally ERP Version 9.</p> <p>The college has also signed AMC (Annual Maintenance Contract) with companies like Zed IT solutions which ensure proper installation, maintenance, periodic checking and the proper disposal of Computers, UPS and other electronic items. Campus is automated with online automation software TCS which facilitate automated student management, attendance, timetable, internal mark preparation, , staff profiling and performance evaluation, TC, Fees, Examination, Accounts, parent portal and student portal.</p>

- The number of systems in the Computer Science Lab was 25. In 2018, it was enhanced to 60+ 1 server.
- Similarly the number of systems in the Computer Application Lab was also increased to 60 during the assessment period.
- A Technical Assistant post was created by the government in 2018 to monitor and maintain all the IT facilities on the campus.
- The number of ICT enabled class rooms increased to 36 during this period.
- The bandwidth of internet connection recorded rose to 100 Mbps by availing new fully structured Networking including optical fibre connectivity.
- The library has a learning resource lab with 18 systems for students to access the internet. They are also allowed to use personal laptops as the library is Wi-Fi enabled.
- Students are provided access to e-resources through D-Space, N-LIST and DELNET.
- Students are permitted to download data and the facility for taking printouts is also available.
- The library is automated with KOHA in 2018 and has remote access through college website.
- The library has additional 10Mbps internet connection.
- Each department is equipped with computer, printer and Wi-Fi devices.
- In 2018, the campus was made Wi-Fi enabled with 20 hotspots providing seamless internet connectivity over 6 buildings with fibre optics as backbone.
- The LAN facility expanded to newly constructed buildings.
- Introduced Firewall hardware for internet sharing and security.
- UGC coaching (NET/SET/JRF) room, NCC and NSS room equipped with computer system, printers and Wi-Fi facility.
- The IQAC room is equipped with 2 computer, two printer and Wi-Fi device.
- The IT facilities at college office which is equipped with 12 computer systems and printers is updated at regular interval
- The IT facilities at research room of Department of Economics include with 3 computer system, printer and Wi-Fi devices is also updated periodically.
- The entire campus including Ladies hostel is protected with CCTV (both IP & DVR) surveillance with 24/7.
- Introduced Biometric Attendance and Access Control for teaching and nonteaching staff of the college.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 11.21	
File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)	
>=50 MBPS	
35-50 MBPS	
20-35 MBPS	
5-20 MBPS	
Response: >=50 MBPS	
File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)	
Response: No	
File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years				
Response: 14.97				
4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)				
2018-19	2017-18	2016-17	2015-16	2014-15
9.73669	13.93057	6.14574	7.42142	21.39277

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The institution has sufficient resources allocated for the maintenance of the infrastructure. There is effective mechanism for the maintenance of the infrastructure facilities and to promote the optimum use of the same. The services of an architect, a structural engineer and a supervisor are availed for consultation and maintenance of the College buildings and infrastructure. The institution has adequate support staff for the maintenance of buildings, classrooms, laboratories and other infrastructure.

Laboratories:

There are mainly 6 labs in the college for various subjects. All are well equipped, well maintained student friendly lab with qualified and well experienced technical assistants. The Heads of the department concerned is responsible for taking care of their labs. A teacher is appointed as lab in charge and he is responsible for maintaining the laboratories, in concurrence with the Head of the department and Principal. The lab assistants in the laboratory assist teachers and students effectively; and are responsible for taking care of the cleaning and arrangement of labs and its equipment's.

Library:

The library offers various services to its users like automated circulation system, online Bibliographic service, internet browsing, use education, inter-library loan service, newspaper clipping etc. The library has separate lounge for PG section, new arrival display, and separate section for career guidance and rare collections. Moreover, the library has its own facilities like Wi- Fi facility, Drinking Water, Shelves for personal belongings, utility area for usage of laptops and charging facility and toilet facility. Library has CCTV Surveillance to monitor activities of students and other patrons towards security measures. The college library is having the membership of UGC INFLIBNET consortia that provides access to 6,000+ e-Journals and more than 3 million e-Books. The library assistant facilitates the effective functioning of the Library and proper maintenance of the gadgets and equipment's therein. The Librarian will inspect and monitor all the maintenance works in the library. There is a library advisory committee to look after the smooth functioning and proper maintenance of library facilities. The IT facilities in the library shall also come under the purview of AMC.

Sports complex

The institution aims at holistic education, hence equal importance is laid on the promotion of interest in sports, games. Students who have talent in sports are trained on the campus under the guidance of teachers in charge and provide training for various sports events, director of physical education and by coaches from the sports council. Along with this, students are encouraged to participate in intra and inter collegiate sports activities. The college has gained reputation by winning university level matches and competitions especially in volleyball and football. During the past many years, the college volleyball team became consecutive winner (23 years from 1996 to 2019) in zone level volleyball championship (B-zone) of the University of Calicut. The college has also contributed many outstanding volley ballers and footballers to the country.

- **Stadium:** In order to ensure maximum utilisation of 7 acres with facility for 4X 400 meter track, football stadium, cricket pitch this ground college has formulated a very liberal policy in allowing local bodies, neighbouring schools, other higher education institutions including University of Calicut for the purpose conducting sports and games. It is widely used by people in the neighbouring area including officials working various offices at Calicut international Airport for their daily exercises. The department physical education takes care of the maintenance of the college stadium.
- **Volleyball courts:** Kerala State Sports Council has selected this college as a training partner in volleyball. When the council pay the mess bill of the selected students and appoint one coach full at the service of students at this institution, the college meets the expenses for the augmentation and maintenance of Sports Hostel and Volleyball courts.
- The UGC Sponsored Basketball Courts and Badminton Courts are also well maintained by haired staff.
- Guests who come to attend seminars and conferences are allowed stay in the hostel paying fixed amounts as rent and mess fee on daily basis. Hotel warden, Clerk in charge and Matron help Principal in ensuring proper use and maintenance of hostel facilities. Hostels are provided with water purifier and sufficient number of water taps. Single room residential facility is available for teachers.

Some of the campus specific initiatives undertaken to improve physical ambience:

- Extension of class rooms in the main block.
- New Commerce Block opened in 2016
- New Canteen in 2016
- Audio Visual Theater (AVT) was setup in 2018 under UGC Scheme
- New Business Administration opened in 2018
- New Building for Co-operative Store 2019
- New Reading Room in Ladies Hostel 2019
- Renovation of Computer Science Lab 2019.
- The sports infrastructure was augmented with the construction of tennis court and basketball court in 2018
- Renovation of football court and volleyball court(2018)
- Construct a separate toilet facility for boys (2017)
- Renovation of Ladies waiting room.(2018)
- New Examination hall with CCTV surveillance (2017)
- New College 2 buses for girl students(2018)
- LED Display board and name board (2018)
- New Examination Room(2018)

- Hostel Compound Beatification (2019)
- Renovation of visitor’s room, mess hall including tiling and furniture replacement in ladies’ hostel(2018)
- The entire campus including Ladies hostel is protected with CCTV surveillance.
- Three Full time staff for supervising construction and maintenance works; an .electrician cum plumber, a Technical assistant, and a gardener.
- Four cleaning staff
- Full time lab assistants for maintaining Laboratories
- Full time Security staff round the clock.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 93.36

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1341	1400	1400	1400	1381

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 20.85

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
332	303	308	296	308

File Description

Document

Any additional information

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling

- 3. Soft skill development
- 4. Remedial coaching
- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 58.66

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1121	1060	1054	547	602

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 2.68

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
85	40	0	79	0

File Description**Document**

Details of the students benefited by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 0

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 29.49

5.2.2.1 Number of outgoing students progressing to higher education

Response: 138

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 13.2

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
24	12	13	6	11

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
100	100	100	100	100

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

File Description	Document										
<p>5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.</p> <p>Response: 3</p> <p>5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>00</td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	00	00	1	1	1	View Document
2018-19	2017-18	2016-17	2015-16	2014-15							
00	00	1	1	1							
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document										
e-copies of award letters and certificates	View Document										

<p>5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution</p> <p>Response:</p> <p>Inculcating democratic values into young minds, this institution has a well-functioning student union constituted in accordance with the rules and regulations issued by the University of Calicut and the recommendations of Lyngdoh Committee Report. The members of the college union are elected directly by the students upholding the principle of one man one vote one value. Voting is held according to secret ballot system whereas; the victory of a candidate is decided on the basis of simple majority system. The union comprises the following positions:</p> <ul style="list-style-type: none"> ◦ Chairperson ◦ Vice Chairperson ◦ General Secretary
--

- Joint secretary
- University Union Councilors (2 Nos)
- Student Editor
- Fine Arts Club Secretary
- General Captain (Sports Secretary)
- First Degree Representative
- Second Degree Representative
- Third Degree Representative
- PG Representative
- Department Association secretaries (9Nos)

The positions of Vice Chairman and Joint Secretary are reserved for girl students.

OFFICE BEARERS 2018-19

SL NO	NAME OF THE STUDENT	POSITIONS
1	SAHIRALI. K	CHAIRMAN
2	NAYANA SURESH. K. P	VICE CHIRMAN
3	MUHAMMED SAFWAN. A. P	GENERAL SECRETARY
4	IMRA NASAR	JOINT SECRETARY
5	SHIBHATHULLA. T K	UNIVERSITY UNION COUNCILOR(UUC)
6	SAFWAN ELLIKKAL	UNIVERSITY UNION COUNCILOR(UUC)
7	MOHAMMED SUHAIL. V P	FINE ARTS SECRETARY
8	MUBASHIR. P.K	STUDENT EDITOR
9	MOHAMMED RAFEEQ NECHIKADAN	GEN. CAPTAIN
CLASS REPRESENTATIVES		
10	MUHAMMED AJMAL	FIRST DEGREE REOPRESENTATIVE
11	SHAMEEM FAZIL	SECOND DEGREE REOPRESENTATIVE
12	MUHAMMED ANEES P K	THIRD DEGREE REOPRESENTATIVE
13	MOHAMMED RAHEES	PG E REOPRESENTATIVE
ASSOCIATION SECRETARY		
14	MOHAMMED ANEES. P.K	ECONOMICS ASSOCIATION
15	MOHAMMED SHANIF. P C	ENGLISH ASSOCIATION
16	IBRAHIM BADHIRSHA BABU. K T	WAS ASSOCIATION
17	MOHAMMED SAJID	BUSINESS ADMINISTRATION ASSOCIATION
18	DAVUDUL HAKEEM	COMMERCE ASSOCIATION
19	SHUHAIB. A V	BIOTECHNOLOGY ASSOCIATION

20	NAVAS	COMPUTER SCIENCE ASSOCIATION	
21	FAVAS KUTTASSERI	BIOCHEMISTRY ASSOCIATION	
22	RAHUL MUNNA	MICROBIOLOGY ASSOCIATION	

There are three full time teachers (Staff Advisor, Fine Arts Director and Staff Editor) to guide students' union in the discharge of its duties. Faculties in charge of college union in 2018-19 are:

Sl No	Name of the faculty	Role
1.	Firoz K T, Assistant Professor of History	Staff Advisor to College Union
1.	Dr. Muhammad Haneefa P	Fine Arts Director
1.	Hussan V	Staff Editor

College union usually conducts the following programs;

- Oath taking
- Help Desk at the time of first year UG/PG Admissions
- Welcome Party for New Comers
- Independence day Celebration
- Teachers day
- Blood Donation
- Activities of Department Associations
- Human Rights Day Celebration
- PG Meet
- Relief Activities
- Arts Festival which includes competitions on off stage and stage items
- Sports Day
- *Mehenthi Fest*
- Onam Celebration
- Free Medical Camps in the adopted village
- Extension activities
- Invited Talks
- Grievance redress
- College Day Celebration
- Manuscript Magazines
- Annual Magazines

Students enthusiastically participate in academic and administrative activities particularly in committees like Internal Quality Assurance Cell (QAC), RUSA Project Monitoring Committee, Anti-ragging committee, library advisory committee, fine arts committee, sports committee, Women cell and in Students Grievance Cell as well. Moreover, the students actively involved in the organization of regional national and international seminars, inter collegiate meets, inter university meets, national integration camps etc. The clubs and associations are mainly led by student leaderships.

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 10

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	10	10	10	10

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Old student's association of EMEA, a registered society under Societies Registration Act XXI of 1860 (No. MPM/CA/348/2019) is the official platform of college alumni. It is commonly known as OSAEMEA. It has a well written by-law with a clear objective resolution. Some of the major objectives;

- 1.The main purpose of the association is to provide an organization through which the alumni of EMEA. COLLEGE, KONDOTTI, faculty, staff and students of the college can interact with each other for mutual benefit.
- 2.To facilitate and encourage alumni to contribute towards improvements in the status of the college in areas pertaining to academics, infrastructure, industry interactions and any other area that the alumni and the college feel appropriate.
- 3.To facilitate improvement in networking among alumni.
- 4.To provide a platform for social interactions and enable higher levels of interactions.

- 5.To enable interactions between alumni for mutual benefit in academic, employment/ or business areas.
- 6.To provide assistance to alumni and their families where deemed fit by the association.

Alumni Chapters

College has active alumni chapters in UAE, Jidda and Riyadh. The batch meets have become common on the campus with unique plan of actions. These constituent units of seems to make the old students union of the college more vibrant.

Major Meets and Activities

Sl no	Activity	Date
1	UAE CHAPTER ANNUAL MEET	2nd December 2014
2.	Friends of EMEA Meet (1988-90 Batch meet)	24th December 2014
3.	Jidda Chapter Meet (2014-15)	5 the february 2015
4.	BA English Batch Meet	15 Sepetmber 2015.
5.	<i>ORUVATTAM KOODI (JIDDA CHAPTER MEET</i>	15th and 16th 2016
6.	BA ENGLISH Batch Meet (2013-16)	11 December 2016.
7	A Step Back to the memory Lane	3rd February 2017
8	Mega Alumni Meet -Logo Release	25 Janury 2018
9	Sannaham 2017	25 december 2017
10	Mega Alumni Meet Organising Committee Office Inauguration	4th January 2018
11	<i>Aravam</i> (The Meeting of 36 Years College Union Members)	9th January 2018
12	Greeeting Song Relaease	15th Janury 2018.
13	All Kerala Volleball Tournament	17 th Janury 2018
14	Sneha Sangam	26 th January 2018
15	Reunion 2018 B.Com (2002-05) Batch Meet	25th December 2018
16	Formation of OSAEMEA RIYAD CHAPTER	18th May 2018
17	Free Multi Speciality Medical Camp	18th May 2018
18	JIDDA CHAPTER MEGA ALUMNI MEET	11 April 2019
19	<i>emestalgia 19</i>	19 April 2019
20	Flood Relief Activies By 2013-16 Batch	18th August 2018
21	MEGA ALUMNI MEET 2018	28th Janury 2018
22	Brand Yourself (2018-19)	29th January 2019
23	Ifthar Meet	18th May 2019
24	Alumni Award 2017-18	On 9th April 2018.
25	Alumni Award 2018-19	26/03/2019.

Major contributions

- Financial support to the National Body Building Championship held at EMEA College in 2018.
- Financial support to an economically poor alumnus for house construction of house
- Financial support to towards a scholarship scheme by OSAEMEA UAE Chapter
- Financial support to Mega Alumni Meet 2018
- Financial support for the purchase of goods vehicle for an um employed alumnus.
- Flood relief(2018) work

File Description	Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs) ? 5 Lakhs 4 Lakhs - 5 Lakhs 3 Lakhs - 4 Lakhs 1 Lakh - 3 Lakhs Response: ? 5 Lakhs	
File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years Response: 31				
5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years				
2018-19	2017-18	2016-17	2015-16	2014-15
13	8	2	5	3
File Description	Document			
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document			
Any additional information	View Document			
Report of the event	View Document			

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Visions: To be a center 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

In spite of the fact that the impact of Kerala model of development has resulted in a positive change in the physical quality of life of the people of Kerala, the Malabar region particularly Ernad, a part of Erstwhile Malabar district still remains socially and educationally backward. The negative impact of feudalism continues to thwart the educational aspirations of younger generations by way of manifested inhibitions to cope with the system of higher education. Thus the message incorporated in the vision and mission of the institution stand fully relevant especially in the presence of learning constrains found among a significant group of students. This college continues to serve the community with its commitment to find out and explore the inherent talents of the younger generations. It is keen to provide value based education with an intention to strengthen nation building program. The performance of the institution during the last five years seems to reinforce the role of education in social transformation.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Governing body, Principal, Staff Council and IQAC formulate working procedures and designate the academic and functional decisions of the institution. Head of the committee has the authority completion of the work. The college constitutes nine departments with various academic disciplines. Premier authority of the department is given to the head of the department. The functional autonomy aids to the enrichment and successful accomplishment of each departments. Also, all the faculty members have availed the freedom to create and establish academic excellence. Along with the head of the department faculties are empowered and have availed the independency to design and implement program for the Excellency of the department. HOD s have the authority to take independent decisions regarding the finalization of academic calendar, schedule and finalize internal assessment, field visit, organizing workshops, seminars and various departmental programmes. Financial authorization has given to HODs and library committee to purchase of needed books and things for maintaining the academic excellence up to a certain amount. Co-ordinators of different clubs and forums schedule and execute their programs. Also each committee members are in charge of taking decisions on scheduling and organizing the events. The committees are formulated

ensuring participation to staffs and students, and the institution assures that all faculties are part of different committees. The co-ordinators are appointed on rotational basis. Under the guidance of staff advisor the student union of the institution co-ordinates and conducts various literacy and cultural activities of the college. .

The Office Superintendent has the prime authority In the case of the administrative work, Under the Office Superintendent, all the non-teaching staff work. All the new circulars from the University and the Government are communicated and discussed with the office staff. Therefore, there is a good work culture between the teaching and the non-teaching staff. Besides, under the Career Advancement Scheme, there is decentralized system in our college. Initially, the eligible teacher has to make an application towards the IQAC Coordinator for availing the Career Advancement Scheme. IQAC is empowered to take decisions on quality improvement of the institution and making purchase decisions on ICT and related services as necessary. The planning committee independently collects information from various departments regarding the academic and infrastructure requirements of the coming academic year and makes independent decisions in consultations with the Principal and the finance committee. The IQAC will verify the eligibility of the concerned teacher. Once the IQAC is satisfied with the eligibility criteria for promotion then the IQAC suggests to the concerned teacher for the preparation of his / her proposal for availing CAS. The CAS Committee from the University will be called for the screening / selection of the teacher under CAS. All the documentary evidences will be verified and evaluated by the CAS Committee. Finally, the proposal is forwarded to the University for the sanction and all the CAS benefits are given to the concerned teacher. Under this system, the Institution bestows all the rights to the IQAC.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

EMEA College of arts and science has witnessed visible growth in the past years in areas of academic initiatives and infrastructural development. The institution is committed to impart quality value based higher education to achieve academic excellence through continual improvement of its scholastic ability. Our goal is to ensure the national and international competitiveness and professional acknowledgement of the Institution with reliable, high quality education, skill development programmes, research activities and other services. Based on the recommendations of the 2nd cycle NAAC visit in October 2014 and the feedback from the college academic community a combined meeting of the IQAC and staff council was held to prepare a strategic plan, with inputs from the Management. The meeting analyzed the

recommendations of the NAAC report in detail and thrust areas were identified to transform the institution to a *Centre of Excellence*.

The Strategic Plan for 2015- 2025 identifies three core areas of development for the Institution: -

- Improve the Teaching Learning Experience
- Strengthen the Research domains of the College
- Extend the Social work domains of the College.

For giving light to this vision the three main goals are subdivided further for more clarity and to make the achievement of this vision much easier nine standards were identified. The standards are:

1. Governance and Administration
2. Learning & Teaching
3. Student Services
4. Learning Resources
5. Facilities and Equipment
6. Financial Planning & Management
7. Staffing & Employment Procedures
8. Research
9. Community Relationships

There will be three levels of target achievement analysis Short term (2015-18), Midterm (2018-23) and Vision accomplishment (2025). A structure has been formulated by the institution to identify and monitor the implementation progress.

To accelerate the growth, the College initiated EMEA @2020 programme. The goals of the EMEA @2020 programme are as follows:

1. To review the existing governance and administrative structures
2. To achieve global excellence in academics, teaching and learning
3. To foster/facilitate a student centric development
4. To provide state-of-the-art infrastructural facilities
5. To promote cutting-edge Research and Development
6. To enhance the social relevance of the institution o
7. To identify sources and mobilize funds

We endeavor to achieve this by constantly improving our quality management through:

- Providing creative enriching learning experiences.
- Conducive Learning Ambience and Holistic Education.
- Adoption of Innovative teaching methods.
- Student-centric activities.
- Staff development programmes.

- Continuous review of systems and processes to ensure Quality assurance.
- Creating a culture of total quality as a way of life.
- To prepare Students for lifetime leadership.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

- As the apex of governance the College has a multi-tier system of leadership along with the governing body of the Eranad Muslim Educational . The college has a distinct Vision, Mission and Objectives. As per the objectives the governing body it elects presidents, secretary ,treasurer, manager and other office bearers. At all levels the managers decision is final . The Manager, the Principal, the IQAC, and the staff Council members work together form policies and modus operandi of the to ensure quality of programmes.
- The Principal is the chief executive and the Chief Academic officer of our college. He, being the Ex- Officio member of the Director board executes the policies and programmes of the Management committee through various academic and administrative committees.
- The Staff Council is constituted for the academic year as per the Statute (Chapter 23, item 20) of Calicut University The College Council is a statutory body comprising the Principal, all HODs, the Librarian, the senior superintendent and two elected representatives of the teaching staff. This supreme body takes all important decisions regarding the functioning of the college.
- The **IQAC** functions to enhance and sustain a culture of quality and excellence in the institution and to prepare the AQAR. It ensure effective implementation of both academic and non academic schedule every year. It is constituted under the chairmanship of Principal as per the guidelines of the UGC and NAAC guidelines.
- Students with grievances can directly approach the Principal, Head of Department, Class Teacher, Tutor, or any faculty. A full-fledged grievance redressal cell looks into grievances/ complaints raised by stakeholders. Grievances of internal assessment is handled by departmental and institutional examination redress committees.
- **PUBLIC INFORMATION OFFICER** is appointed by principal. The primary responsibility of a PIO is to provide information to the public and media as necessary and to meet the legal requirements.

- Both statutory and non statutory committees are constituted in the college. Statutory committees are constituted as per stipulations of higher authorities like the UGC ,university and government . As per the rule the G.B. determines the tenure of these committees. Non-statutory committees are appointed by the Principal in order to bolster the college administration
- Class advisors ensure personal care, attention, guidance, counseling, mentoring, evaluation and assessment of each student in the class. They ensure the class discipline, attendance and absence of students, consolidating internal marks and preparing the reports.
- The college office comprising of administrative and support staff coordinates the administrative works under the supervision of office superintendent in consultation with the principal. The support staffs enhance various sections such as establishment, accounts, ladies hostel, canteen, cleaning, transport, co-operative store ,maintenance and security .
- **PTA** :It provides a common forum for the parents, teachers and the management to discuss importance matters in related to the college. The PTA Committee provides the necessary funds for the construction of buildings and providing other amenities
- The College adheres to government policies and University and UGC guidelines on appointment and promotion of the faculty & staff. .

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Old Students Association of EMEA (OSAEMA) Executive Committee

The Alumni Associations have pivotal role in the development of any educational institution, particularly those functioning in socially and educationally backward areas. The executive committee of OSAEMEA presents a success story of decentralized governance by building separate teams or committees for specific purposes.

The Alumni engagement was one of the key indicators where this institution had prospects for improvement. It was in this background, the internal quality assurance Cell (IQAC) of the college recommended to depute Firoz K. T, Assistant Professor, Department of History and West Asian Studies to accelerate the functioning of Old Students Association of EMEA.

Action Taken Report of OSAEMEA 2014-19

Decision	Action
To promote formation of Alumni chapters in the middle east countries and make the existing units more active (Reference : Minutes of the meeting held on 24/12/2014, 14/8/14, 26/6/15, 18/3/16, 29/7/16, 23/2/17, 25/12/2017, 4/1/2018, 9/1/2018, 22/6/2018 and 29/3/2019 (copy attached)	Alumni Chapters in UAE, and Jeddah became a new chapter was formed in Riyadh. Discussed in other chapter for EMEA diaspora elsewhere the report of Alumni 2014-19)
Promote Batch Meets Reference : Minutes of the meeting held on 24/12/2014, 14/8/14, 26/6/15, 18/3/16, 29/7/16, 23/2/17, 25/12/2017, 4/1/2018, 9/1/2018, 22/6/2018 and 29/3/2019 (copy attached)	<ul style="list-style-type: none"> • BA English 2008-11 Batch Meet on • BA English Batch(2013-16) meet on • Aravam Meet of 36 Years Union Me • Pre-degree Batch Meet 1997-1999 o • Reunion 2018 B.Com 2002-05 on 2 • UG 2013-16 Meet on 18.8.18

Response:

The following are the welfare schemes available for the teaching and nonteaching staff

1. Casual leave for 15 days for teaching staff and 20 days for Non-teaching staff
2. 15 days of leaves are allowed for faculties under self-financing streams (management staff)
3. All staffs are given Duty leave for attending training/ refresher/ Orientation courses, seminars, Workshops, etc.
4. providing conveyance facilities in college bus to ladies staff.
5. Retiring room for ladies TS & NTS
6. PF for all faculties
7. ESI- All the staff are registered under the state Insurance scheme
8. Group insurance schemes
9. Day Care Facilities are available for taking care of children of staff and students during college hours
10. Maternity Leave provided
11. Paternity Leave provided
12. Hostel facilities for ladies staff
13. Provision of seed money to attend workshop, seminar and conference.
14. providing gymnasium and recreation facilities to all staff.
15. support and encouragement to take up membership in professional organization.
16. Canteen facilities at subsidized rates
17. The co-operative store is available in the campus to cater to the needs of faculties and students
18. Separate Car parking facilities are available for staff
19. Staff recreation room and prayer hall to ladies staff.
20. Staff club is very active in the college. An elected panel of members headed by a staff
21. secretary leads the team of staff in the college.
22. Staff club provides assistance and guidance for different services in the college, University, DD office, etc.
23. PTA, as well as management, provide salary advance to newly appointed staff and guest faculties (DD salary) who are not getting a salary
24. Appointing guest lecturers during Maternity leave of the faculties.
25. Staff tour-conducted on behalf of the staff club
26. Every year a family get together of all staffs and retired staffs are conducted at the end of the academic year as "OPEN DAY"
27. Best performing staff are given a special award every academic year "BEST TEACHER OF THE YEAR AWARD"
28. Retiring staff is given a token of appreciation in functions organized by the staff club.
29. Security guards are given uniforms.
30. Financial assistance given to security staffs
31. A credit society is functioning in the college and offers loans to teaching staff when in need
32. Leave sanction to engage in extension and community works
33. financial support is provided in construction of houses, and to meet medical & family expenses.
34. advance salary provided to management staff when in need on the basis of request
35. Staff meetings are conducted to share the views of the TS and NTS on various requirements on the campus.
36. incentive for research publications
37. awareness program for teaching and non teaching staff.

- 38.free wifi facility on campus to all staff.
- 39.Providing E-mail addresses using the domain name of the institution to the all staff members.
- 40.Every month institution conducts Professional development program to all staff.
41. Attractive remuneration package with increment are given to self financing stream faculties.
- 42.Encouragement to regular faculties to avail FDP/UGC Research fellowship .
- 43.Encouragement to all faculties to do online courses such as SWAYAM,NPTL,MOOC
- 44.The medical reimbursement facility is also available to the staff members as per the Government norms.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	2	2	1	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 28

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
55	24	14	4	3

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Performance appraisal

One institution adheres' a unique performance based appraisal system of teaching and non teaching staff. Evaluation of the performance of teaching staff is grounded on their contribution to the advancement of institution, research and extension activities considering the teaching reports, academic diary and

attendance sheet. UGC and university provide the performance needed from time to time . IQAC collect the filled up academic performance indicator and performance based appraisal form from the teaching staff at the end of every academic year.also non teaching staff has to fill the self appraisal form and they have to submit it to the office superintendent every year. Besides this, head of the institution prepare confidential reports of teaching and non teaching staffs. So , according to the assessment of performance the final reports are prepared and communicated to the employees at the end of every academic years.

Self-Appraisal Form for teachers: Every teachers have to submit the filled self appraisal form in PBAS format, focusing on the gained API scores as indicated by UGC. After the critical assessment of filled appraisal forms the teachers are counsilled to amend their levels of performance.

Self-Appraisal for non-teaching staff: The non teaching staffs are required to submits the self appraisal form to office superintendent and the collected forms are submitted to principal to review their performance .

Academic Monitoring System: academic monitoring system to ensure the completion of the syllabus. The head of the departments ensures the time bounded completion of syllabus, and after the verification from the departments , principal assures the same.

Teachers diary and course outline : every faculties have to submit the filled teachers diary . they are required to fill up and submits the course outline of each course before starting the course, for this institution has develop an application.

Student evaluation on teachers: IQAC has implemented a computerized teacher assessment system for students to evaluate the performance of the teaching staff. Assessing the feedback of students n on teachers, principal provides a confidential counsel to the concerned faculties. The assessment system assures the anonymity for the students feedback. Students are also asked to give their critical assessment on the experience gained on the respective programs they have chosen.

Parent evaluation on curriculum: IQAC has implemented an evaluation system forparents to assess thecurriculum ,to enhance the academic and intellectual aptitude , personality development, higher education status, employability and aid their wants figuring out the social and personal issues . principle urges on the concerned departmentmand faculties to get better on their curriculum performance . the advocated ideas are discussed also in the staff council and carried for its execution.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal and External Audit

The college, being a government aided college, receives funds from agencies like UGC and RUSA. It also receives funding from the Management, Parent Teacher Association (PTA), and Alumni Associations. In addition to this, students enrolled here receive funds from central and state government departments in the form of fee concessions and scholarships. The Institution has a transparent and well planned financial management system. Principal and the purchase committee supervise and ensure that all financial transactions are done after due care and as per rules. The institution has well-defined mechanisms for external and internal audit for both Government and Management accounts separately.

Audit of Funds received from UGC and other government sources

The usage of all government funds are subjected to a minimum three level audit ; Audit by Chartered Accountant, Audit by the Office of Deputy Director, Collegiate Education, Government of Kerala and by Auditor General of Kerala . In addition to this, the utilization of UGC funds is subjected to audit from UGC SWRO, Bangalore whenever it is found necessary. Furthermore, the Auditor General of India is also entitled to audits these accounts on random basis.

1. **Chartered Accountant-** As per the sanction letter for such grants/funds, the income and expenditure statement are initially submitted to an external registered Chartered Accountant. The audit report issued by the auditor with utilization certificate and all necessary ratified accounts are submitted to the concerned sanctioned authorities.
2. **Directorate of Collegiate Education-**At the time of annual audits by the Directorate of Collegiate Education, the audit team verifies all the financial documents related to the public funds utilized by College. After hearing the clarifications and corrections, the final accounts are settled.
3. **Accountant General, Kerala-**The Accountant General, Kerala also conducts their periodic verification of all the accounts sanctioned by the Government. Their suggestions and directions are also incorporated in the further utilization of the funds.

Grants and funds sanctioned by Management

The utilization of non-governmental funds is also subjected to audit at regular intervals. Following are the major types of audit mechanism in this regard.

1. **Audit by Chartered Accountant:** All non-governmental accounts are regularly audited by chartered accountants. These accounts include management funding, PTA funds, Alumni Fund, Contributions from philanthropists, fees from self-financing course, Conveyance fees, Hostel fees, income from certificate course, etc.
2. **Internal Audit by Fiancé Committee:** The finance Committee headed by the treasure of the management committee conducts regular internal audit of management accounts. They also audit the utilizations other non-governmental funds by using the office of Principal, who is an ex-officio member of the management committee
3. **Internal Quality Assurance Cell:** IQAC of the college is also auditing, of course in an informal manner, the utilization of funds from governmental and non-governmental sources.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)**Response:** 112.74

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
39.17555	40.8516	12.69305	10.02130	10.00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**Response:**

The institution has a mechanism to ensure adequate budgetary provisions for academic and administrative activities and to monitor the effective and efficient use of financial resources. The College has a well defined organization set up, headed by the Principal who has financial and administrative powers and controls the academics. Before the financial year begins, Principal and Heads of Departments prepare the college budget which is scrutinized and approved by the Management and Governing Council. With effective planning and forecasting by the concerned stakeholders, the institution is able to utilize the allocated funds in an optimal manner. Principal and HODs assesses the needs of the various departments of the College and puts forward a proposal to the Finance Committee. The Finance Committee evaluates the requirements of the departments for the allocation of funds. The funds received are allocated by the Finance Committee in consensus with the Principal and HODs and monitored by designated faculty. All the purchases are approved by the Purchase Committee. Accounts are maintained by the Head Accountant and the Principal is accountable for all the financial transactions. Proper accounts and utilization are ensured through financial auditing at the end of each financial year. The institution maintains an internal-external audit for the effective and efficient utilization of available financial resources. The use of financial resources is effectively monitored by various monitoring committees.

Government Funds

Some of the grants received from funding agencies by submitting the proposals from the college are detailed below.

1. Infrastructure grants worth Rs 2 Crore from the RUSA for physical infrastructure development, Renovation and purchase of equipment.
2. Grant-in-Aid - A major portion of committed and regular funds are provided by the Government of Kerala in the form of Salary of the employees (Grant-in-Aid).
3. Infrastructure grants from the UGC
4. General Development Assistance by the UGC
5. Research projects- 2 Minor Research Projects under UGC grant
6. Grants for Seminars and Conference from UGC and State government
7. Scholarships- Grants under various scholarship schemes, viz. E-grants Scheme of Harijan Welfare, Government of Kerala, Single Girl Child scholarship by UGC, Post-Matric Scholarships to the SC, OBC students, Minority girls' scholarships etc
8. Remedial, NET coaching and Entry into Service Classes funds from UGC
9. Fund for Additional Skill Acquisition Programme from Kerala Government
10. Fund for Walk With Scholar fund from Kerala Government
11. Fund for Scholar Support Programme fund from Kerala Government
12. Fund for Bhoomithra Sena club
13. Central/State Government funding for NSS
14. Central/State Government funding for NCC

Non-Government Funds

The institutional leadership and various stakeholders take initiatives to mobilize various resources as and when required for the effective functioning of the College. The major sources of mobilization include

1. Income from Self Financing Courses
2. PTA Contributions
3. Alumni Contributions
4. Contribution from retired staff.
5. Conveyance and hostel fees.
6. Financial support from Management
7. Funds raised by departments/Associations for conducting various activities
8. Stationary fees
9. Interest income

File Description	Document
Any additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

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

A research committee is formed to monitor and promote the research activities among students and teachers on the campus. It gives to advise and assist to the Head of the institution and the College Council in the fulfillment of the research aspects of the College Strategic Plan. The mission of the research committee is to enhance quality research by adhering to the highest ethical standards and professional best practices and to inculcate innovation and performance centered research culture among faculties and students. Following are the research promotion schemes.

- Periodical Review of research activities of the college
- Promoting achievements in research by appreciations and cash Special leave for faculties who are engaged in research.
- Collaborative research proposals between different departments under each faculty.
- Cash award for PG and UG students for publication/ presentation in international /national journals or seminars.
- Start-up research grant to PG students
- To give financial support to the faculties/ students who are willing to publish their research work in UGC listed journals.

Example 1: Incentives to Teachers

On recommendation by IQAC, the research committee in its meeting held on 09-11-2018 has decided to implement a financial aid of Rs 3000/- for the first paper published in UGC approved journals in an academic year; an increment of Rs 1000/- for the subsequent publications in the same academic year with a maximum grant for Rs. 5000/- for each paper. 'Best Research Award' was constituted for the best research work done by the faculties in an academic year. The best researcher award for the year 2018-19 gave to Dr. Ibrahim Cholakkal, Assistant Professor of Economics.

RESEARCH PUBLICATION DETAILS OF FACULTIES 2018-19 ACADEMIC YEAR

	Name of the Faculty	Dept.	No. publications	Authors
1	Dr. Mashhoor K	BT	2	4000
2	Mshaulath K	CS	1	3000
3	Mr. Firoz KT	WAS	1	3000
4	Dr. Shamsudeen E	CS	2	4000
5	Mr. Abbobacker siddeeq	Commerce	3	5000
6	Mr. Muhammed Faisal T	Commerce	1	3000
7	Dr. Ibrahim Cholakkal	Economics	4	5000
8	Mr. NahasSha AA	Commerce	2	4000
9	Mr. Roy PP	English	1	3000
10	Mr. Shihabudheen Paikarathodi	Physical Education	1	3000
11	Dr. Zacaria TV	Political Science	2	4000
12	Dr. Mohammed Haneefa P	Arabic	2 Books	4000

Example 2: Best Project Award for Students:

To promote the research activities among students, the research committee has also decided to allocate a startup grant of Rs.2000/- for best PG project work under faculties of Arts, Commerce and Science.

BEST PROJECT AWARD (STUDENTS)

1	Mr. Muhammed Anees K	Commerce	2000
2	Ms. Fathimal Shahna PT	Arts	2000
3	Ms. Femina M	Science	2000

The college research committee will make the decision about the validity of publications and selection of best researcher and best project.

File Description	Document
Any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

College IQAC has a tradition of reviewing the effectiveness of teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals. Following specific case studies would illustrate the involvement of IQAC in this regard.

1. The system for Assessing the Learning Level of the students: On reviewing the process the process, in 2018 the college IQAC came to the following two major conclusions;

- The present system to assess the learning level is mainly based on the marks secured by the student in the qualifying examinations.
- The consideration given to capacity of the student in psycho motor and affectionate domains seems to be insignificant

Based on this, the IQAC suggested a more scientific method to assess the learning level of the student, after the admissions and the matter was entrusted with the Student Advisory Scheme (SAS). The SAS team under the leadership of Dr. Abdul Muneer V chalked out a centralized examination system for assessing the learning level of the newly enrolled students. The new system came into effect in the year 2018. Separate question papers were prepared for different schemes by giving adequate weightage to subjects like general English, general knowledge, basic science, basic mathematics etc. Based on the performance in this examination and considering the principle of positive discrimination, SAS prepared a list of advanced learners. This team is known as Principal's Club. The lists of slow were handed over to agencies like Student Support Program, Remedial Coaching and Mentoring Scheme (Reports enclosed)

1. Feedback on ICT enabled Teaching –Learning Process: The feedback report on the use of ICT in teaching learning process from different stakeholders uniformly conveyed the need for a thorough review of existing structures and practices in this regard. It was in this background the IQAC of the college insisted on augmenting IT infrastructure and wider usage of ICT enabled teaching-learning methods by teachers and students. As a result the college witness following significant changes in this field during the assessment period

- Revamping of power electrical supply system on the campus by installing 11 / 0.415 kV, 500 kVA own transformer
- Out of 40 class rooms 36 have become ICT enabled and remaining four rooms are in the verge of conversion. There are 42 LCD projectors
- The Internet bandwidth rose to 100mbps
- Remote Access facility in Central Library
- Wider use of LMS
- Mobile App for attendance management
- State of the art Audio Visual Theatre with a seating capacity of 300
- Expansion of Wi-Fi Facility
- Number of computers rose to 164.
- Power supply is ensured by 3 UPS with 10 KVA, 2 UPS with 7.5 KVA, 2 UPS with 5 KVA and 2 UPS with 3 KVA with battery backup.

File Description	Document
Any additional information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 10.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	8	15	16	7

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document

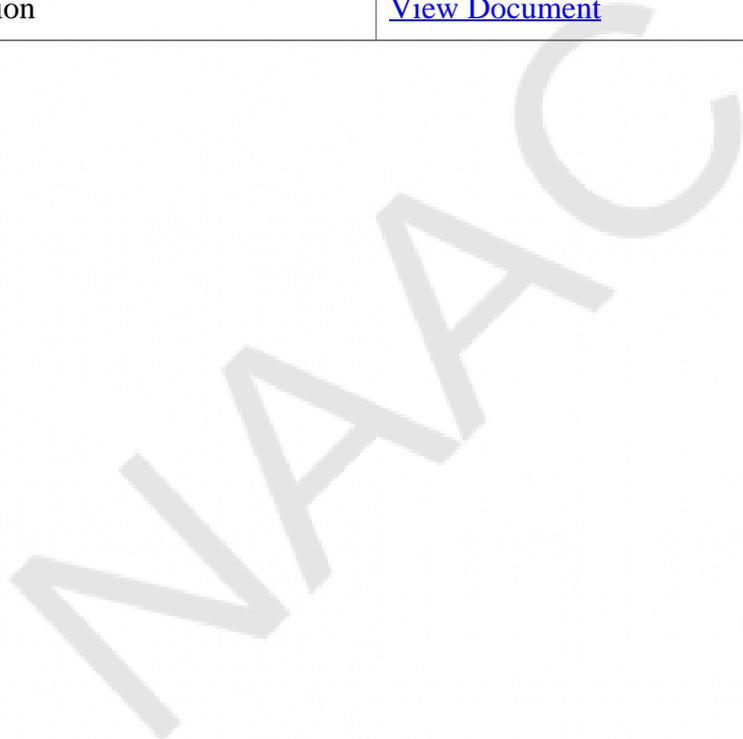
6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Proposal	Action Taken
<p>Curricular Aspects:</p> <p>Proposed to strengthen curricular aspects in terms of physical facilities and new courses</p>	<ul style="list-style-type: none"> • Started 13 certificate courses • Started 8 value added courses • Started B Com Computer application course • Started M Com • Applied for NIRF Ranking • Subjected to Academic and Administrative Audit • Curriculum feedback system (form 5 stakeholders) introduced
<p>Teaching and Learning:</p> <p>Recommended to strengthen the teaching learning and evaluation</p>	<ul style="list-style-type: none"> • Learning management app like EDMODO, EDPUZZLE, CLASSROOM were applied by almost all teachers • Digital library were strengthened • KOHA software installed in the library • URKUND software made available for plagiarism check • Reader's forum strengthened • Total Campus Solution (TCS) app installed • Mentor Mentee ratio concentrated to 1:20
<p>Research Innovation and Extension:</p> <p>Recommended to strengthen the research and publication by providing incentives to the faculties</p>	<ul style="list-style-type: none"> • Implemented cash awards to teachers for their publications • Implemented best researcher award • Applause- Honoring ceremony of teachers for their achievements • PG department of Economics upgraded to Research Department • 7 teachers recognized as research guides • Constructed 4 houses under the shelter for needy program • Bagged NSS state award • Bagged NCC Award
<p>Infrastructure and Learning Resources:</p> <p>Recommended to strengthen the infrastructure and leaning facilities and prepared EMEA @ 2020 an action plan for 5 years.</p>	<ul style="list-style-type: none"> • Constructed new Commerce Block • Constructed new BBA Block • Constructed Audio Visual Theatre • Renovated co-operative store • Opened new Coffee stall • Renovated the volleyball court • Constructed new basket ball court • One Smart classroom was constructed in BBA department

	<ul style="list-style-type: none"> • All classrooms were upgraded with ICT facility • Library is automated using Integrated Library Management (ILMS) • Installed inclinor • Strengthened e-resource library • Provided Wi-Fi facility in all departments • Constructed new canteen • New toilet block for boy were completed • Set-up new exam hall with a seating capacity of 200 students • A new room with internet facility for research scholars were • Plan for library Annex were approved • PG class rooms of MA Economics and MSC Microbiology rooms (6M X 6M) size. • Solar Energy Project under RUSA with Rs. 6 Lakh • Bambu lake renovation with Rs. 10 lakh-the project of rain harvesting
<p>Student Support and Progression: Recommended to strengthen student support and progression</p>	<ul style="list-style-type: none"> • Provided frequent UGC-NET exam coaching classes • Organized Yoga and Meditation classes • Conducted a mega alumni meet • Constituted different alumni chapters • UGC/NET holders gathering and honoring function • Constituted Alumni Awards • Hosted south zone inter university football 2014-15 • Conducted Calicut University interzone volleyball championship • Hosted Calicut university B zone cricket championship 2015-16 • Hosted Calicut University B Zone football championship 2017-18 • Hosted Malappuram district junior girls and boys netball • Hosted Calicut university weight lifting championship 2017-18 • Hosted all India inter university body building championship • Constituted advance learners forum • Scholar Support Programme (SSP)
<p>Governance Leadership and Management:</p>	<ul style="list-style-type: none"> • ERACE 2018 (Four day Professional training Programme for Supervisory staff) • CALEM workshop (Four Day Professional Training Programme) • Professional Development Programme (PDP) • Staff Training
<p>Institutional Values and best practices:</p>	<ul style="list-style-type: none"> • Socio Economic Survey conducted by Research department • Shelter for Needy Programme • Students initiative in palliative • ‘Sneha Sangamam’ –get together of disabled by NSS

	<ul style="list-style-type: none"> • Save the Nature- Street play by theatre club • ‘Pusthagakoodu’ - a programme by NSS to promote read adopted village • Digital India Campaign • Village adoption programme • NSS constructed Check dam as part of NSS Camp • Afforestation campaign by NCC and NSS • Renovation of bunds to prevent soil erosion in Mahagani 	
File Description	Document	
Any additional information	View Document	



Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 13

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	2	2	2	1

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

To provide a safe and secure learning environment, ensuring that the institution's environment is free from violence and discrimination and provide gender-sensitive, good quality education for students the institution make sure that the safety, security, and counseling measures are work properly

Safety and Security

The college gives high trust to gender equity programs in the institution. Majority of the students and faculty members are women. The admission to the programs offered by the College are open to all irrespective of gender and special focus is given to enroll more girl students into different courses to uphold the idea of Women Empowerment. A separate cell exclusively functions in the college to cater to the needs of female students. Women cell conducts programs on women empowerment and gender equality. Department level programs are also organized. The college is a co-education institution and is aware of the burning issue of gender equality. The Institution is sensitive towards women issues and therefore imparts gender sensitivity among students and faculties through various clubs and associations, which conduct gender-sensitization programs. Some of the associations involved in regard are Women

Cell, Anti-ragging cell, Anti-Sexual Harassment cell etc. are functioning in the college for the safety and security of female students and faculty. Invited Lectures by Police Officers and Advocates are conducted among students etc. Besides these associations and their programs, the college shows gender sensitivity in providing a safe and sound campus for both female students and women faculty members'. CCTV Surveillance monitors college buildings. There are cameras in the corridors, library, examination hall, and labs. This is making the campus completely safe. Make sure campus security and safety the institution always looking for new and innovative ways and methods regularly. The Institution provides Hostel facility for girl's students and teachers ensuring safe, secure and homely environment equipped with all security measures like surveillance cameras and 24-hour security guard services. The College is providing a daycare facility, a secure place and environment during working hours for children of employees and students by utilizing UGC fund.

- **Counseling**

Apart from the above-mentioned facilities, the institution makes sure that the girl's students are given psychological and moral support by giving them counseling session led by a professional counselor. The counselor meets all the students on a regular basis and counsels the boys on gender equality. The girl students are encouraged to be confident and find a solution to their problems, which may also include gender-related issues. Counseling will provide skills that will enable the students to deal effectively with aspects of environment and train students in the self-control of emotions. To ensure this institution conduct orientation programs for the fresher's and the counseling sessions for the needy students through the staff.

- **Common Room**

The institution has established a common room to facilitate female students. The common rooms are not only physical locations within the college, but they are also communities of students and staff. The room is designed to give female students a place to relax, study, and have informal discussions during their free time. Sanitary pad vending machines are made available near to the ladies washroom, along with a provision of resting room for girls. The college strives to maintain gender parity and gender consciousness, as the majority of the Students are girls. Moreover, the majority of them come from economically and socially impoverished backgrounds. Though it is an encouraging index that they are at the forefront of all significant programs of the college, we realize the importance of gender-sensitive orientation. It is always ensured that a girl representation in all the clubs and committees functioning in the college. Programs on legal options for women, domestic violence and personal health and hygiene are organized regular basis. Our college has a very active Women's Cell that conducts gender sensitization programs, workshops and seminars at regular intervals that see active participation from both the students and the faculty of the college. The topics for these seminars and workshops range from Higher Education, Women and Health

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 76260

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 25000

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

EMEA College, which is following a prudent budgeting approach in waste management utilizes the concept of environmental sustainability by adopting 3'R' approach to Reduce, to Reuse and to Recycle. An estimate of around 30 Kg wastes are being produced in the campus per day and the college is so cautious about the proper segregation of the waste as liquid, solid and e-waste, accompanied with different measures to compost it too. NSS,NCC, Bhoomithra sena, Nature club and Tourism club of the college are in the forefront to reduce and to properly manage the wastes generated in the campus.

Different types of wastes generated in the campus are:

- **Solid waste**

EMEA College is in the forefront for implementing the motto of sustainable and green development, also engaged in the path of 3'R's. Green campus campaign of the college used to adopt different awareness programmes to implement the green campus motto in all programmes conducted in the campus to reduce plastic pollutions.

Different techniques are followed in the campus for the proper disposal of solid wastes. Ladies Hostel is full-fledged with a biogas plant which utilizes the organic waste produced there from, with the intention of conservative energy consumption too. The college is also having another degradable waste management mechanism named pipe composting (vermi composting) . other organic wastes produced are composted through pipes and the manure so produced are channelized to the organic vegetation fields, herbal garden etc.

The college is also promoting organic cultivation, the hostel is self sufficient with the vegetables so produced from the efforts of the students and the teachers. One of the important step is the Herbal Garden in the Campus under the great initiative of NSS unit. Number of medicinal value herbs like neem, aloe vera, tulsi, kanji kurkkal, bramhmi, kari nechi, thumba etc are sustained in the garden.

Bhoomithra sena and NSS are taking a great initiation to reduce the use of disposable bottles, by conducting various competitions to promote green culture in the campus. The paperless office is also materialized as part of the digitalization in the campus which remarked a great achievement.

Various departments and clubs conducted programmes to sensitize students for sustainable living practices such as decorative items from waste, paper bag making, paper pen making etc. A workshop was conducted by department of BBA for the students and teachers regarding how to design bags from used jeans and cloths. Expert faculties were outsourced to conduct the program

• **Liquid waste**

The major portion of liquid waste is from the toilets, laboratories and canteen. The college have been using the underground water decomposing mechanism through fitted pipes from the respective sources. Also there are some other sources of waste water which are disposed and directed towards the vegetation fields and garden areas in the campus.

• **E-waste**

e-waste is one of the most hazardous of all wastes. It can cause damage to human health as well as the environment. The college has been utilizing the practice of up gradation of software's at the right time which can balance the e-wastes for a greater extend. Also periodic checking ensures the proper disposal of non working electronic items like computers, printers and other ICT equipments which are disposed of through buy back scheme by the agencies which supply it. Besides these some of the other electronic items are sold as scraps too. The college has been utilizing the solar power for lighting the campus which can too reduce the number of bulbs, tubes etc, there by balancing the wastes.

The college is carving many more waste management practices for a sustained green practices in the campus which focuses on the 3 'R's motto. NSS, Bhoomithra sena , Nature club etc are taking major steps towards a self sustained green campus.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The college is located

Rainwater harvesting is an environmentally friendly technique that includes efficient collection and storage that greatly helps neighborhood people is established in the campus to address the water scarcity issues which may arise in the future.

Water from different rooftops of a lane can also be collected through a piped network and stored for some time. This water can be then channeled to deep wells to recharge groundwater directly, to ponds to restock groundwater slowly, and to reservoirs to dilute reclaimed water for non-potable use. This water is then made use of in the laboratories as well as for other needs of the students in hostels and college.

The rainwater harvesting pits are placed in various locations on the college campus and are properly covered to avoid having stagnant water in the open

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

College is always adopting a number of green practices on the campus for ensuring environmental consciousness and sustainability. Nature club, Projects of rainwater harvesting, Awareness programs, Poster designing competitions, Observance of World Environment Day, Ozone Day, Wetland Day, organic farming, Workshop on Paper pens, paper bags, and cloth bags, Energy saving LED lights, Solar power plants are the various initiatives of the college in this regard.

- **College bus:**

The girl students of the college are availed by 2 college buses, extending service through different routes. It is priced at the most affordable terms which also held as a means to achieve gender equity.

- **Public transport:**

EMEA College is situated at the nearest of Calicut airport, which has a better road transportation facility. The majority of students, teaching and non-teaching staff are using the local bus service, auto service and jeep services for the transportation purpose.

- **Pooling:**

One of the major transport system used by the students, teaching and non teaching staff is pooling system. The students, teaching and non-teaching staffs adopt a car-pooling system, which helps in low carbon emission.

- **Pedestrian friendly roads:**

The college has separate parking area for the students and teachers. Student's vehicles are not allowed to enter the campus to make it pedestrian friendly roads except for the physically handicapped ones.

- **Plastic free campus:**

The college has taken a big hand to ban plastics in the campus with a motto of "save earth". The students, teachers and NTS are not allowed to use any plastic bags, bottles in the campus. Steel and glassware are used in the canteen and hostel, which reduces the plastic waste on the campus. Waste is segregated as biodegradable and non-biodegradable and processed in an eco-friendly manner. Training programs for making paper carry bags; paper pen, cloth bags and creating best out of waste are given to the students.

- **Paperless office:**

The college is in the highest position of its digitalization. The student's attendance is recorded in the software specially customized for it. Students are entrusted with assignments, class notes, and project through emails whatsapp groups etc. Students, teachers and NTS are intimating their leave request through whatsapp groups and also memos regarding examination dates, valuation camps, fee payment notification etc are also circulated through these ICT modes.

- **Green Landscaping with Trees and Plants**

The campus is made as green as possible by planting a good number of trees, and plants by students teachers and the College gardeners. The campus is green with vegetable cultivation, herbal garden, horti culture, a wide vicinity of Mahagony trees and Bamboo lake. The Mahagony Park is the main hub of the students initiated programs. College NSS, NCC, Nature club, Bhoomithra sena club etc are engaged in wide variety of forestation programmes. The college has taken great initiative in planting about 340 trees with the support of kerala forestry and wild life Department. Almost all the building area of the college is beautified with garden under the initiative of different departments.

File Description	Document
Any additional information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 7.63

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
8.00	10.27500	1.84372	2.22644	3.20

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 10

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	0	3	1	2

File Description	Document
Report of the event	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including

Vice Chancellor / Director / Principal / Officials and support staff**Response:** Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website**Response:** Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics**Response:** Yes

File Description	Document
Any additional information	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**Response:** Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 6

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	0	0

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

- College regularly celebrates National festivals, Observance of Days to commemorate National personalities.
- Republic day is celebrated every year with patriotic fervor. The principal of the college hoists the national flag and receives the Guard of Honor of NCC. Culture programmes, patriotic songs, constitution quiz, blood donation, planting saplings, cleaning drive, are the main program held in connection with republic day.
- Independence Day: The students, teachers and non-teaching staff celebrate Independence Day. The Principal of the college hoists the flag. Intercollegiate quiz competition is regularly been organized.
- Gandhi Jayanthi. NSS unit engages in the cleaning of the College Campus. Classes on Gandhian values are also held
- National Science Day is celebrated to mark the discovery of the Raman effect. College regularly observes national Science Day by conducting science exhibitions, seminars; quiz competitions etc. associating to the theme of National Science Day of every year.
- September 24, 1969, the birth centenary year of the Father of the Nation. This day is celebrated as NSS Day with appropriate programs by NSS.
- Children's Day: Our College observes Children's Day to commemorate the birthday of Pandit Jawaharlal Nehru, first Prime Minister of Independent India by organizing visits to Orphanages, providing study materials and toys along with various cultural programs. Anganavadis and priamry

schools in the adopted villages have been identified as the place for celebration Childrens day.

- Vaikom Muhammed Basheer Remembrance Day is observed with narration and presentation of Basheer stories by the Readers forum.
- Teachers Day is celebrated to mark the birth anniversary of Dr Sarvepalli Radhakrishnan by honouring teachers. College Unions ,Department Associations and other clubs and associations ususall celebrate Teachers day. Various programs like teaching by PG students, cultural fest by final year degree students are organized in this regard.
- National Mathematics Day is celebrated to honour Sreenivasa Ramanujan for his contribution to Mathematics on 22nd December. The day is observed by conducting seminars, talks by eminent personalities in the field of Mathematics and exhibitions.
- International Yoga Day: The Department of Physical Education and NSS jointly organized a workshop in connection with International Yoga Day, which was observed on 21st June since 2015. NSS unit also celebrates the Yoga day by practical session and Demonstration
- Onam, Christmas, Eid, Kerala Piravi, Mother Tongue Day and festivals of National importance are celebrated by conducting cultural fest, games etc. Floral designing is the main attraction of onam festival on the campus. It is held as a competition. Students also serve 'Onam Sadhya'(the traditional dishes of Kerala).

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The college ensures complete transparency in all of its operations and systems.

Financial Function

All financial information and reports are prepared with complete transparency. All financial matters of the college pass through an internal and external audit for complete accuracy. The office accountant and other related office staff conduct the internal audit and financial reports are prepared. The auditing is done in association with.....which is a certified chartered accounting firm. The finalized financial report is sent to the concerned authority and officials from the Department of Higher Education inspect it.

Academic Function

To ensure complete transparency in student's admission process and the merit list is published in the notice board. The college has a strong Alumni base and they kind-heartedly contribute towards supporting financially backward students and in many other ways as possible. The alumni accounts are prepared and maintained efficiently. Separate accounts and reports are maintained for funded programs, seminars and conferences. Authorized personnel from the government conduct an audit to make sure the proper and effective utilization of funds. Since the Institution is a nonprofit organization, each account undergoes three-tier auditing which includes internal audit, external audit, and auditing conducted by government

authorities. At the commencement of every academic year, each department formulates an academic and non-academic calendar based on the university academic calendar, which is strictly adhered to matters pertaining to internal assessment and other related aspects are briefed to the first year degree students and their parents at the very beginning of the first semester itself. Each department conducts class PTA every semester for students, which helps to create a rapport between faculty members and parents wherein details regarding internal marks, attendance report, and other academic related information are shared. Attendance report and internal marks are published in the notice board as well as in the Total Campus Solution (TCS) software. Parents and students can log in to the TCS portal to view academic details of individual students.

Administration Function

Administrative activities are conducted by maintaining a good level of transparency. Staff council makes decisions pertaining to administrative practices, which are then shared with teachers for constructive feedback and suggestions. All the administration process is on monitored separate administration committees like infrastructural development monitored by the building committee, Library activities monitored by Library advisory committee. The institution ensures the participation of student union members while materializing different activities and also encourages the active functioning of various student clubs. Students play a pivotal role in various clubs and committees in the college. They enthusiastically perform the responsibilities assigned to them under the guidance of faculty members. This way the institution always upholds complete transparency in all activities.

The institution follows the guidelines of the Right to Information Act and the Right to Service Act. The institution has an Appellate authority to maintain Right to Information Act, RTI officer, and Assistant RTI officer and the concerned authorities monitor the right to service. The college also provides front office service for better access to the principal.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice 1

Title of the Project : Shelter for the Needy Programme

Objective of the Practice

The main objective of this programme is to provide the students an opportunity to understand the problems

connected to lack of housing facilities and to make them playing a positive role in resolving this burning social issue. The other objectives are;

- To reduce the number of homeless people in Kummniparamba, the village adopted by the college.
- To make students familiar with the methods of mobilizing men and material for the implementation of social welfare scheme
- To make students able to understand the principles and values to be followed in the selection of beneficiaries for a welfare programme
- To make students able to understand various aspects related to construction of a house

The context

A survey conducted by the Planning Board across all Panchayats indicated that the housing situation in Kerala is quite alarming. According to the survey, there are 12 lakh homeless families in the state and most of them belong to the marginalized sections of society like SC, ST, fishermen, and landless, destitute and women-headed households. The situation in Kummniparamba village is more or less same. The changes in the land use in Kummniparamba due to the construction of Calicut International Airport seem to have a negative impact on housing issue. On the one side it has become more costly to buy a piece of land for the construction of a small house in the region. Secondly, the environmental disaster of soil mining in the region for the extension of run way has made the region disaster prone area. It is in this context the College has launched the programme shelter for the needy to assist poor families to construct house.

The Practice

It was **Compulsory Social Service Scheme (CSS)**, an idea by university of Calicut making social work a compulsory component of undergraduate curriculum paved the way to shelter for needy programme. As part of this, it was insisted that every student need to undergo 42 days compulsory social service in order to get a graduation. To put into practice the idea of compulsory social service, EMEA college conceived the idea of shelter for need programme. Mr. Askarali A, Assistant Professor of Malayalam has been appointed as the teacher in charge of the programme. There two committees to support the project.

1. Advisory Committee
2. Beneficiary Selection Committee.

Project number 1: Melayil Mariyumma 2014-15

It was the fifth project under Shelter for needy Project and the first one during this assessment period. The project was carried out by the final year students of 2013-14 and 2014-15 batches. Each student collected Rs 200 from the general public and thus mobilized around 2 Lakhs rupees. In addition to this the team shelters for needy managed building materials from philanthropists. Students also actively involved in manual work. The new house was handed over Ms Mariyumma in 2014-15 academic years.

Project number 2: Neriyaatheeri Laila -2016-17

On request by college IQAC, The National Service Scheme Units of the college came forward to take part in the project. The beneficiary committee selected **Neriyatheeri Laila** a resident of Kummniparamba village. They completed the project in **2016-17**. M/s Firoz K T and Jafhar Odakkal, Programme officers co-ordinated the project.

Project number 3: Chittangadan Kadiyumma -2017-18

Meanwhile, the University of Calicut decided to discontinue compulsory social service scheme as mandatory component of UG curriculum. Accordingly the college converted the scheme as a voluntary service. Student community extended an overwhelming support to continue the project. Ms Mariyumma, former Cook (on contract basis) in the college hostel was selected as the third beneficiary. The work which started in 2016-17 got finished in 2017-18.

Project 4: Melayil Mariyumma (2018-19)

In the year 2018-19, NSS units decided to launch the ninth project. There were 20 applicants. The Selection Committee Selected Cholayil Seenath as the ninth beneficiary of the scheme. A major part of the manual work of this project is done by NSS volunteers. The project is expected to be finished in the year 2019-10.

Evidence of Success

The Shelter for Needy Programme is a success due to the following reason

- It reduced the number of homeless people in the adopted village.
- The project received wide media coverage and social acceptance.
- The project seems to be a success in resource mobilization for social work.
- The involvement of Student community in this project is encouraging.
- It made village adoption more meaningful.
- The NSs units of EMEA College bagged two awards for the social work and extension activities. (Best NSS unit Award of Calicut University and Best Unit Award of Government of Kerala)
- Similarly, Firoz K T, NSS officer and the main organizer of the second project bagged two Awards. (Best NSS Programme Officer Award of Calicut University and Best NSS Programme Officer Award of Government of Kerala)
- NSS Units received letter of Appreciation from Pallikkal Grama Panchath.

Best Practice 2

Title: IQAC Alumni Award

Objective: The main objective of this practice is to acknowledge the achievements of College Alumni in their respective fields. The other objectives are:

- To strengthen the relationship between old students and the institution
- To encourage alumni engagements
- To find out and present the successful of old students as models for younger generations
- To prepare a pool of resource persons from among college alumni for the benefits of departments, clubs and associations.
- To enlarge the social of the college in its efforts to strive towards excellence
- To seek the prospects of alumni partnership in placement services

The Context:

In spite of those institutional efforts to strengthen the old students association, alumni engagement in the college was significantly negligible. It was in this background; in 2017 the Internal Quality Assurance Cell (IQAC) took the following strategic decisions to improve the situation.

1. Depute Firoz K.T , The State Award Winner as Teacher in Charge of Alumni Association
2. Institute Alumni Awards
3. Urge Old students to adopt a bye-law and get it registered under Societies Registration Act 1860
4. Conduct a Mega Alumni Meet
5. Promote Chapters in Middle East Countries
6. Promote Batch Meets.

Accordingly, the following Awards were instituted

Sl No	Name of the Award
1	Best Alumni Chapter Award
2	Best Entrepreneur Award
3	Best Teacher Award (Higher Education)
4	Best Teacher Award (General Education)
5	Best Researcher Award
6	Best Sportsperson Award
7	Best Artist Award
8	Best Professional Award
9	Best Trainer Award
10	Best Social Worker

The Practice

It was decided that the Proposals for awards shall be forwarded through the department where the nominee studied. For the best sport alumni award the proposals need to be forwarded through the department of Physical Education. IQAC shall be the final authority in selecting the Awardees from among the duly submitted proposals. IQAC is also privileged to overrule the recommendations of the department and finalize the awards according to its convictions. The first Alumni Awards Ceremony was held on 9th April 2018 in the presence of former education minister Jb. P.K Abdurabb MLA, Jb. P.K Bhasheer, MLA (General Secretary, EMEA), C.P Muhammad (Corporate Manager, EMEA Group of Institutions) and several others. .

Details of IQAC Alumni Awards 2017-18

Sl No	Name of the Award	Awardee
1.	Best Alumni Chapter Award	UAE Chapter
2	Best Entrepreneur Award	Usman Puthalath
3	Best Teacher Award	Dr. Ibrahim Cholackal

4	Best Researcher Award	Dr. Anwar Asad	
5	Best Sports Person Award	Anas Edathodika	
6	Best Artist Award	Basheer P.K, Cartoonist	
7	Best Professional Award	Salmanu K.K ,Chartered Accountant	
8	Bester Trainer Award	C.A Salam, Motivation Speaker	
9	Best Social Worker Award	A.K Abdurahman, Member Panchayath	Mal

IQAC has constituted a sub-committee under the leadership of Dr. Abdul Muneer V, Assistant coordinator of IQAC for an overall supervision of the process.

1. Dr. Abdul Muneer V (Convener)
2. Ms. Houlath K
3. Mr. Aboobacker Sideeque.K
4. Abdul Jaleel M
5. Dr. Afsal P.C

The second Alumni award ceremony was held on 26/03/2019. Prof. P Mohan honorable Pro Vice Chancellor, Calicut University was the chief guest

Details of IQAC Alumni Awards 2018-19			
Sl.No.	Name of Award	Awardees	
1.	Best Alumni Chapter Award	OSAEMEA Jeddah Chapter	
2.	Best Entrepreneur Award	Saidalavi Sirajudheen.P (MD, Preethi Group)	
3.	Best Teacher Award (Higher Education)	Dr. Saidalavi.U (Principal, Malabar College of Advanced Studies)	
4.	Best Teacher Award (General Education)	Abdul Hameed.K.T (HSST in Economics, PTMYHSS, Calicut)	
5.	Best Researcher Award	Dr. Afsal Kolloli (Post-Doctoral Fellow, Rutgers University)	
6.	Best Sports Person Award	Jiyad Hassan.K.O (Santhosh Trophy Winning Kerala Team Member)	
7.	Best Artist Award	Ziaul Haque.T.K (Animator and Graphic Designer)	
8.	Best Professional Award	Prasad Meleveetil (Chartered Accountant)	
9.	Best Trainer Award	Aslam.P.T (HR Trainer)	

10.	Best Social Worker Award	Mohammed Musthafa.Vettuthod (General Secretary Dubai KMC)
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Evidence of Success

The quality initiative taken by internal quality Assurance Cell (IQAC) to strengthen Alumni engagement seems to be a success. Following points will support this argument.

- OSAEMEA, The Alumni Association has become one of the important constituent units of EMEA Fraternity.
- The first Award Ceremony became a turning point in the history of the institution followed by a series of Alumni engagements.
- The feedback from the old students who were attending the Mega Alumni Meet strongly endorses the success of Alumni Award
- The enthusiasm generated by the Award Ceremony inspired many prominent old students and chapters to sponsor scholarship schemes, Student initiative in Palliative Care, Inter University Best Physic Competitions etc.
- The award winners have also come forward to deliver invited lectures and engage interactive sessions.
- The chapters in Middle East Countries have become one of the important sponsors of the college.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Policy of Social Inclusion

The formation of Ernad Muslim educational Association, the agency which runs this institution was an embodiment of the dreams of a group of social reformers who firmly believed in the policy of social inclusion. They wanted to establish a chain of educational institutions and cultural centers to bring those marginalized sections in Ernad, a backward region in erstwhile Malabar District of British India, to the mainstream of our social life. The following activities in the post accreditation (cycle 2) phase strongly endorse this institutional commitment to the policy of social inclusion.

Equal Opportunity Centre (EOC)

Around 98 percentage of student enrollment in the college is from OBC and SC categories. They need scholarships and fee concessions to continue their education. It is in this background, the college started an Equal Opportunity Centre (EOC) to help students availing scholarships and fee concessions. The centre has a teacher in Charge and a clerk to carry out its responsibilities. The performance of EOC during the assessment period seems to be encouraging. (Reports enclosed). The EOC organized a series of awareness campaign for making student aware of various scholarship schemes, eligibility criteria, documents to be submitted, selection process etc. Teacher in charge played the key role in the campaigning process. EOC is also conducting NET coaching Centre collecting a nominal amount as registration fee. Several hundred students from the neighbourhood villages have used this centre for clearing UGC examinations. (A report of the NET coaching is enclosed)

Student Initiative in palliative Care (SIP)

Palliative care is another important area where the college has significant contributions. It has been an active partner of the activities of Pain and Palliative Care movement in Kondotti and has organized programs like fund mobilization, home care , free medical camps, paraplegia camps , donations of vehicles/materials to patients and disabled persons, festival kits, motivation talks, interaction with international SIP activists etc. Considering these achievements, among others the NSS unit of the college has been selected for the Best Unit award in the year 2017-18, instituted by government of Kerala. Firoz K.T, NSS a program officer was also honored with Best program Officer Award. College Alumni has taken a decision to support the SIP initiative to purchase a vehicle for home visits.

Gender Sensitivity

60-70 percentage of the enrollment in this college is girls. The process of women empowerment is vibrant on the campus. We have a state- of- the- art women's hostel with facilities for 200 inmates. The college women cell is instrumental in organizing gender sensitivity programs. The counseling cell of the institution has conducted pre-marital counseling course in the year 2018-19 in association with ministry minority affairs, government of Kerala. The visit of Sheethal Syam, a third gender social activist to the college campus as the chief guest to the inaugural function of the college union in 2018 was a declaration of our solidarity with sexual minorities. College also provides Girls only Bus services at a subsidy rate.

Institutional Scholarships and Free ships

In additions to the government schemes, there are institutional student support schemes for the weaker sections. This include PTA sponsored Shihab Thangal Memorial Scholarship and Fee concession for students enrolled in Self-financing courses. The free ship by the management constitute an average amount of 25 Lakhs/ year

SC/ST Cell

The area where this college is situated is also unique for the consolidation of SC/ST communities, particularly Scheduled caste communities. They constitute 13-15 % of the total enrollment which relatively significant in number. The scheduled tribes who are very limited in number usually come from Lakshadweep and Western Ghats regions of Wayanad and Malappuram districts. SC/ST Cell is mainly functioning in association with Equal opportunity Centre and Parent teacher Association. They help

students to avail scholarships and fee concessions, provide career counseling, PSC orientation etc.

In addition to this, there also OBC cell and minority Cell to support weaker sections. The Student Support Scheme (SSP) by government of Kerala find out slow learners and give special coaching classes by using internal and external mentors.

Admission Nodal Officer

The implementation of e-governance in the admission process has created some difficulties to the students and parents with educational backwardness. The college nodal officer and his team have been doing a remarkable service in the admission process. They clear the doubts of the parents and students and give clear guidelines on admission matters.

Help Desk by College Union

Considering the fact that most of the students in this college belong to the category of first generation students, the college union has established a practice of setting up a help desk to support parents and students.

File Description	Document
Any additional information	View Document

5. CONCLUSION

Additional Information :

The college emblem symbolizes knowledge, the world in its 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 beacon light of EMEA. The coconut tree stands for the scenic ambience, the ideal location the campus provides for educational pursuits. Flanking the emblem is the full name of the organization that runs the institution.

Concluding Remarks :

The experiences of this college during the last five years present a story of success through hard work and dedication. EMEA fraternity jointly hopes that the process of assessment and accreditation would further enhance the quality of the institution.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.2	<p>Number of certificate/diploma program introduced during the last five years</p> <p>1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>09</td> <td>08</td> <td>01</td> <td>05</td> <td>04</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>07</td> <td>01</td> <td>02</td> <td>0</td> <td>02</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	09	08	01	05	04	2018-19	2017-18	2016-17	2015-16	2014-15	07	01	02	0	02
2018-19	2017-18	2016-17	2015-16	2014-15																	
09	08	01	05	04																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
07	01	02	0	02																	
1.2.1	<p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 458 Answer after DVV Verification: 432</p>																				
1.2.3	<p>Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1144</td> <td>507</td> <td>218</td> <td>322</td> <td>216</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>485</td> <td>135</td> <td>115</td> <td>118</td> <td>120</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	1144	507	218	322	216	2018-19	2017-18	2016-17	2015-16	2014-15	485	135	115	118	120
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1144	507	218	322	216																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
485	135	115	118	120																	
1.3.2	<p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 37 Answer after DVV Verification: 10</p>																				

Remark : HEI to note that one course has to be counted once even if it has been imparted every year during the assessment period. Input updated accordingly/

2.1.1 Average percentage of students from other States and Countries during the last five years

2.1.1.1. Number of students from other states and countries year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
25	23	24	17	9

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
25	23	24	16	10

2.1.2 Average Enrollment percentage

(Average of last five years)

2.1.2.1. Number of students admitted year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
601	573	567	561	520

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
601	573	567	561	520

2.1.2.2. Number of sanctioned seats year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
176	178	180	174	169

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
176	178	180	174	167

2.3.2	<p>Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>2.3.2.1. Number of teachers using ICT Answer before DVV Verification : 58 Answer after DVV Verification: 25</p> <p>Remark : HEI input updated to 25 teachers. Not considered other where HEI has given Whatsapp group links. Chats in Whatsapp is not ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p>
2.4.3	<p>Teaching experience per full time teacher in number of years</p> <p>2.4.3.1. Total experience of full-time teachers Answer before DVV Verification : 584 years Answer after DVV Verification: 590 years</p>
2.6.3	<p>Average pass percentage of Students</p> <p>2.6.3.1. Total number of final year students who passed the examination conducted by Institution. Answer before DVV Verification : 296 Answer after DVV Verification: 296</p> <p>2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution Answer before DVV Verification : 468</p>
3.1.2	<p>Percentage of teachers recognised as research guides at present</p> <p>3.1.2.1. Number of teachers recognised as research guides Answer before DVV Verification : 7 Answer after DVV Verification: 7</p>
3.1.3	<p>Number of research projects per teacher funded, by government and non-government agencies, during the last five year</p> <p>3.1.3.1. Number of research projects funded by government and non-government agencies during the last five years Answer before DVV Verification : 33 Answer after DVV Verification: 7</p> <p>3.1.3.2. Number of full time teachers worked in the institution during the last 5 years Answer before DVV Verification : 355 Answer after DVV Verification: 125</p>
3.2.2	<p>Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years</p>

3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
21	14	6	8	8

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
15	6	2	6	6

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

3.3.3.1. How many Ph.Ds awarded within last five years

Answer before DVV Verification : 0
during the last five years

Answer before DVV Verification : 7

Answer after DVV Verification: 1

3.3.3.2. Number of teachers recognized as guides

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

3.3.5.1. Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
25	11	28	30	19

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
16	11	15	9	11

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
12	11	12	17	8

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	03	0	0

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

3.4.4.1. Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1547	1522	1486	1491	1128

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1424	484	510	30	419

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
43	48	53	91	26

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : HEI has attached wrong attachment in clarification. input cannot be verified

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

3.5.2.1. Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
9	5	4	4	4

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	0	0	4

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 40

Answer after DVV Verification: 31

Remark : There are some classrooms which are without ICT facilities such as Projector, LCD. Only with fixed infrastructure classrooms/ seminar halls have been considered. Portable Projectors are to be counted only one.

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
32.50	2.68	44.00	96.00	27.75

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
32.50	26.80	23.39	44.00	27.5

Remark : The HEI input for AY 2016-17 has been changed as the total expenditure without salary in 2016-17 is lower than what HEI is claiming in its budget. hence input has been taken from Fixed asset addition in 2016-17

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

2.1159	1.21124	1.1593	1.17082	14.86104
--------	---------	--------	---------	----------

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
.38294	1.21124	2.85930	1.17082	14.86104

4.2.6 Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year

Answer before DVV Verification : 153

Answer after DVV Verification: 50

Remark : As per attached register copies, average number of teachers and students using library per day over last one year has been updated to 50

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1341	1522	1486	1491	1381

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1341	1400	1400	1400	1381

Remark : As per HEI summary, the numbers are more than the total student count in HEI as per metric 2.1. Hence has counted one student twice. input cannot be verified.

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
332	303	308	296	308

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
---------	---------	---------	---------	---------

332	303	308	296	308
-----	-----	-----	-----	-----

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

5.1.4.1. Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1261	1510	1486	547	602

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1121	1060	1054	547	602

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

5.1.5.1. Number of students attending VET year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
259	30	58	57	30

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
85	40	0	79	0

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
22	15	13	6	10

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

24	12	13	6	11
----	----	----	---	----

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
---------	---------	---------	---------	---------

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	4	4	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	1	1	1

Remark : HEI clarification response not considered as HEI has not attached any certificates. Input cannot be verified based in Excel/tabular data.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
65	74	63	62	71

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
10	10	10	10	10

Remark : The HEI has again counted events such as Short Story Writing (Hindi) Short Story (Arabic) as 2 separate activities but these have to be clubbed in to bigger activity under which all such competitions were conducted. No new reports/ pictures of the activities have been attached. in earlier submitted report these activities are not mentioned and HEI has attached reports of NSS/NCC and capability enhancement programs reports.

5.4.3	<p>Number of Alumni Association / Chapters meetings held during the last five years</p> <p>5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 349 1046 483"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>8</td> <td>2</td> <td>5</td> <td>3</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 562 1046 696"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>8</td> <td>2</td> <td>5</td> <td>3</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	13	8	2	5	3	2018-19	2017-18	2016-17	2015-16	2014-15	13	8	2	5	3
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6.3.3	<p>Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years</p> <p>6.3.3.1. Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 976 1046 1111"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>2</td> <td>2</td> <td>1</td> <td>5</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1189 1046 1323"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>2</td> <td>2</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	8	2	2	1	5	2018-19	2017-18	2016-17	2015-16	2014-15	8	2	2	1	0
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6.3.4	<p>Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years</p> <p>6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="308 1682 1046 1816"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>55</td> <td>25</td> <td>15</td> <td>3</td> <td>4</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="308 1895 1046 2029"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>55</td> <td>24</td> <td>14</td> <td>4</td> <td>3</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	55	25	15	3	4	2018-19	2017-18	2016-17	2015-16	2014-15	55	24	14	4	3
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55	25	15	3	4																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
55	24	14	4	3																	

Remark : in AY 2014-15, Recent Trends In Capital Market PDP has not been considered as it is a seminar as per attached certificate.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
12.40503	13.41560	12.69305	10.01430	224.10480

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
39.17555	40.8516	12.69305	10.02130	10.00

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : Academic Administrative Audit (AAA) and initiation of follow up action not considered as the reports submitted are not by appointed members which HEI has given in clarification. Earlier submitted one page AAA are signed and stamped by HEI Principal.

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15

15	9	13	10	9
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Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
6	2	2	2	1

7.1.3	<p>Alternate Energy initiatives such as:</p> <p>1. Percentage of annual power requirement of the Institution met by the renewable energy sources</p> <p>7.1.3.1. Annual power requirement met by the renewable energy sources (in KWH) Answer before DVV Verification : 10 Answer after DVV Verification: 0</p> <p>7.1.3.2. Total annual power requirement (in KWH) Answer before DVV Verification : 125 Answer after DVV Verification: 76260</p> <p>Remark : The installation of renewable energy sources invoices are of AY 2019-20 and not of assessment period. hence not considered. Total annual power requirement (in KWH) updated from Energy Audit Report</p>										
7.1.4	<p>Percentage of annual lighting power requirements met through LED bulbs</p> <p>7.1.4.1. Annual lighting power requirement met through LED bulbs (in KWH) Answer before DVV Verification : 2.7 Answer after DVV Verification: 0</p> <p>7.1.4.2. Annual lighting power requirement (in KWH) Answer before DVV Verification : 3 Answer after DVV Verification: 25000</p> <p>Remark : There is no mention of annual lighting power requirements or Annual lighting power requirement met through LED bulbs (in KWH) in attached reports. DVV has updated the input as per approximation.</p>										
7.1.8	<p>Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years</p> <p>7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs) Answer before DVV Verification:</p> <table border="1"> <tr> <td>2018-19</td> <td>2017-18</td> <td>2016-17</td> <td>2015-16</td> <td>2014-15</td> </tr> <tr> <td>6.22001</td> <td>11.15840</td> <td>3.68744</td> <td>5.31246</td> <td>32</td> </tr> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	6.22001	11.15840	3.68744	5.31246	32
2018-19	2017-18	2016-17	2015-16	2014-15							
6.22001	11.15840	3.68744	5.31246	32							

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
8.00	10.27500	1.84372	2.22644	3.20

7.1.9	<p>Differently abled (Divyangjan) Friendliness Resources available in the institution:</p> <ol style="list-style-type: none"> 1. Physical facilities 2. Provision for lift 3. Ramp / Rails 4. Braille Software/facilities 5. Rest Rooms 6. Scribes for examination 7. Special skill development for differently abled students 8. Any other similar facility (Specify) <p>Answer before DVV Verification : A. 7 and more of the above Answer After DVV Verification: C. At least 4 of the above Remark : Input accepted for 1.Physical facilities 2.Ramp / Rails 3.Rest Rooms 4.Scribes for examination Lift is not even visible in photograph. Braille software no supporting document has been attached. Parking area no specific marking has been done</p>																				
7.1.10	<p>Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>46</td> <td>2</td> <td>1</td> <td>16</td> <td>21</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : The HEI given initiatives are not linked to address locational advantages and disadvantages during the last five years</p>	2018-19	2017-18	2016-17	2015-16	2014-15	46	2	1	16	21	2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
46	2	1	16	21																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
0	0	0	0	0																	
7.1.11	<p>Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)</p> <p>7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>46</td> <td>2</td> <td>1</td> <td>16</td> <td>21</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	46	2	1	16	21										
2018-19	2017-18	2016-17	2015-16	2014-15																	
46	2	1	16	21																	

	<p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>0</td> <td>3</td> <td>1</td> <td>2</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	4	0	3	1	2										
2018-19	2017-18	2016-17	2015-16	2014-15																	
4	0	3	1	2																	
7.1.14	<p>The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes</p>																				
7.1.15	<p>The institution offers a course on Human Values and professional ethics</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes</p>																				
7.1.17	<p>Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years</p> <p>7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>48</td> <td>17</td> <td>14</td> <td>31</td> <td>35</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>2</td> <td>2</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	48	17	14	31	35	2018-19	2017-18	2016-17	2015-16	2014-15	2	2	2	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
48	17	14	31	35																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
2	2	2	0	0																	

2.Extended Profile Deviations

ID	Extended Questions										
1.1	<p>Number of courses offered by the institution across all programs during the last five years</p> <p>Answer before DVV Verification : 458 Answer after DVV Verification : 432</p>										
2.1	<p>Number of students year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>1547</td> <td>1522</td> <td>1486</td> <td>1491</td> <td>1381</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	1547	1522	1486	1491	1381
2018-19	2017-18	2016-17	2015-16	2014-15							
1547	1522	1486	1491	1381							

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1547	1522	1486	1491	1381

2.2 Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
189	189	189	186	184

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
189	189	189	186	184

2.3 Number of outgoing / final year students year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
470	481	463	437	405

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
468	481	463	437	405

3.1 Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
71	72	73	73	66

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
71	72	73	73	66

4.1 Total number of classrooms and seminar halls

Answer before DVV Verification : 43

Answer after DVV Verification : 42

4.2 Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
167.955	91.74819	61.89071	98.10979	371.65

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
131.0557	47.79773	31.12003	60.22543	345.0642

NAAC