EMEA COLLEGE OF ARTS AND SCIENCE KONDOTTY

AICTE MANDATORY DISCLOSURE

(As per norms of the All India Council for Technical Education)

ACADEMIC YEAR-2025-26

AICTE File No	South-West/144644481077/2025/EOA/Corrigendum-1
AICTE ID	1-44411584184
Date & Period of last approval	31 July 2025, 2025-26

18.1 Name of the Institution

Name of the Institution	EMEA College of Arts And Science Kondotty
Address of the Institution	Kumminiparamba P.O., Kondotty, Malappuram Dt., Kerala
City & Pin Code	Kondotty - 673638
State / UT	Kerala
Type of Institution	Government Aided College
Category of the Institution	Minority
Whether Institute is Boys/Girls/Co-Ed	Co-Ed
Longitude & Latitude	Longitude-, Latitude- 11.1340993
Phone number with STD code	0483 2712030
Email	mail@emeacollege.ac.in
Website	www.emeacollege.ac.in
Nearest Railway Station (distance in Km)	Feroke Railway Station (18 km)
Nearest Airport (distance in Km)	Calicut International Airport (4.1 km)

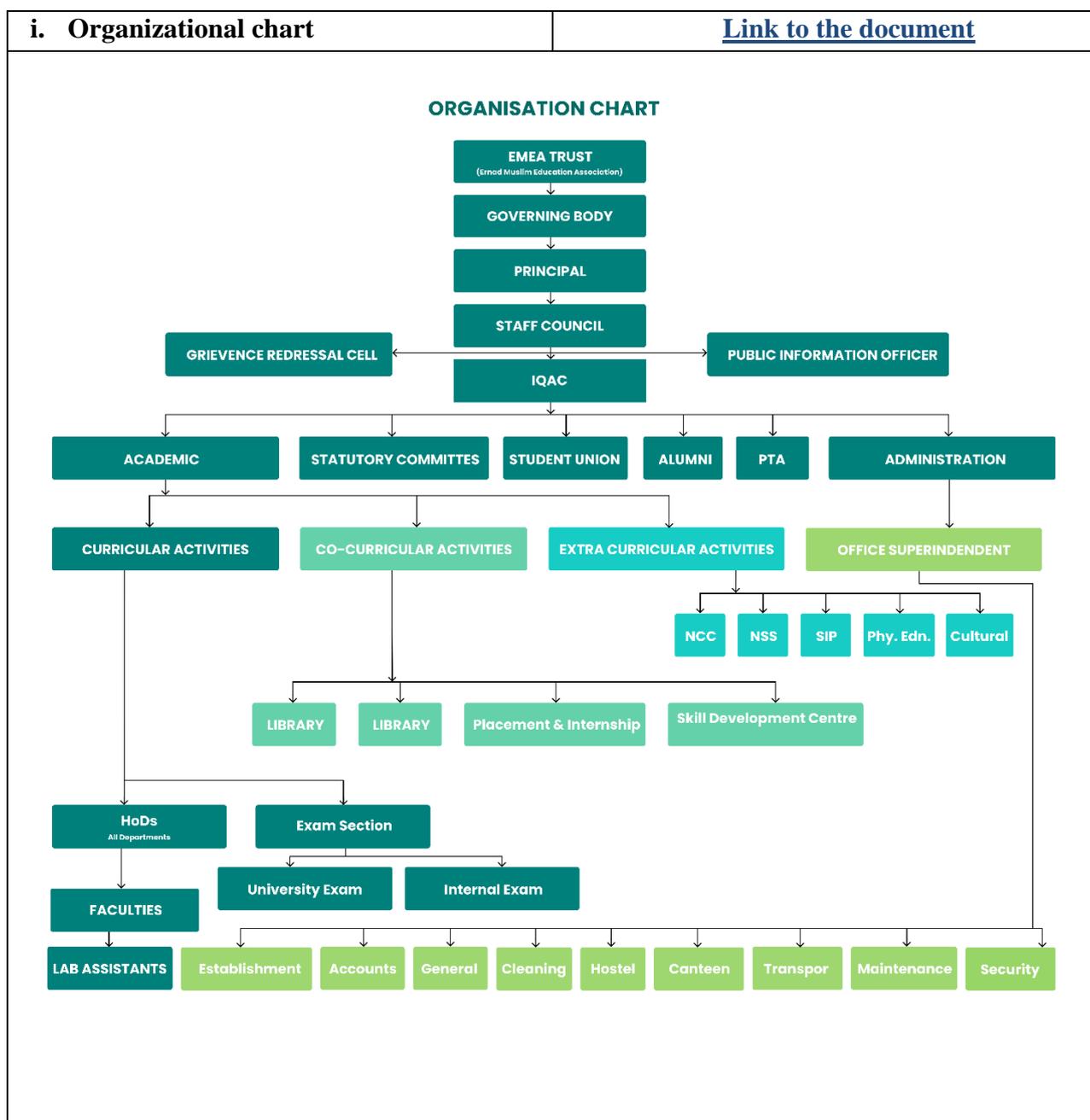**18.2 Name and Address of the Trust/ Society/ Company and the Trustees**

Name of the organization running the Institution	Ernad Muslim Educational Association
Type of the organization	Society
Address of the organization	Kumminiparamba P.O., Kondotty, Malappuram Dt., Kerala Pin- 673638
Registration No. with Date	237/81, 23.09.1981
Registered with	Registrar of Societies, Malappuram

18.3 Name and Address of the Vice Chancellor/Principal/Director

Name of Principal/Director	Prof (Dr.) Riyad AM
Designation	Principal
Qualification	MCA, M.Phil, Ph. D
Phone number with STD code	0483 2713530
Mobile number	9447100632
Email	principal@emeacollege.ac.in

18.4 Name of the affiliating University: University of Calicut

18.5 Governance

i. Organizational chart	**Link to the document**

ORGANISATION CHART

EMEA TRUST
(Ernad Muslim Education Association)

GOVERNING BODY

PRINCIPAL

STAFF COUNCIL

GRIEVENCE REDRESSAL CELL — PUBLIC INFORMATION OFFICER

IQAC

ACADEMIC | STATUTORY COMMITTES | STUDENT UNION | ALUMNI | PTA | ADMINISTRATION

CURRICULAR ACTIVITIES | CO-CURRICULAR ACTIVITIES | EXTRA CURRICULAR ACTIVITIES | OFFICE SUPERINDENDENT

NCC | NSS | SIP | Phy. Edn. | Cultural

LIBRARY | LIBRARY | Placement & Internship | Skill Development Centre

HoDs All Departments | Exam Section

University Exam | Internal Exam

FACULTIES

LAB ASSISTANTS | Establishment | Accounts | General | Cleaning | Hostel | Canteen | Transpor | Maintenance | Security

ii. Grievance Redressal mechanism for Faculty, Staff and Students	**https://emeacollege.ac.in/student-discipline**

The College has established a transparent and effective Grievance Redressal Mechanism to address the concerns of faculty, staff, and students in a fair and timely manner. As per the guidelines of the University Grants Commission and the All India Council for Technical Education, a Grievance Redressal Cell is constituted to ensure impartial and transparent resolution of complaints. The Grievance Redressal Mechanism operates through a three-tier system to resolve issues.

Tier I

Grievances are initially addressed at the departmental level through class teachers and stream coordinators. Complaints and resolutions are recorded, and unresolved issues are escalated to the next level.

Tier II

The Head of the Department reviews grievances not resolved at Tier I. Necessary actions are taken, and if the issue remains unresolved, it is forwarded to next Tier III.

Tier III

The Grievance Redressal Cell addresses cases escalated from the previous levels and ensures fair and final resolution.

iii. Establishment of Anti Ragging Committee	**https://emeacollege.ac.in/student-discipline**

The institution has constituted an Anti-Ragging Cell and an Anti-Ragging Squad comprising members from all departments to monitor student discipline. The Committee is responsible for preventing ragging, creating awareness among students, and ensuring strict compliance with anti-ragging regulations within the institution. The College follows a zero-tolerance policy, and any act of ragging is strictly prohibited and treated as a punishable offence.

iv. Establishment of Online Grievance Redressal Mechanism	**https://emeacollege.ac.in/student-discipline**

An Online Grievance Redressal Mechanism has been established to facilitate the easy and accessible submission of grievances by students, faculty, and staff.

v. Details of Grievance Redressal Committee in the Institution and OMBUDSMAN by the University	**https://emeacollege.ac.in/student-discipline**
vi. Establishment of Internal Committee (IC)	**https://emeacollege.ac.in/student-discipline**

As per the guidelines of the University Grants Commission and the directives of the Supreme Court of India, an Anti-Sexual Harassment Committee has been established at the College to ensure a safe, secure, and healthy environment for students. The Committee addresses issues relating to sexual harassment and is constituted to prevent sexual assault and other related

misconduct, ensuring dignity and safety within the campus.

Goal

Prevention of sexual harassment and creation of a safe and supportive academic environment for students.

Objectives

- To develop guidelines and institutional policies against sexual harassment
- To establish principles and procedures for prevention and redressal
- To implement policies effectively through structured mechanisms
- To prepare short-term and long-term action plans
- To organize gender sensitization and awareness programmes
- To address complaints of discrimination and sexual harassment in a time-bound manner and ensure support services for affected individuals

What Constitutes Sexual Harassment

Sexual harassment includes any unwelcome sexually determined behaviour, whether direct or implied, such as:

- Verbal or physical threats
- Insulting, abusive, embarrassing, or patronizing behaviour or comments
- Offensive gestures, language, rumours, gossip, or jokes
- Humiliating, intimidating, demeaning behaviour or persistent criticism and hostility
- Suggestive comments or inappropriate body language
- Isolation or exclusion from normal work or study environments
- Display, circulation, or publication of pornographic, sexually suggestive, racist, or otherwise offensive materials
- Unwanted physical contact ranging from invasion of personal space to serious assault

The following are also considered sexual harassment:

- Eve-teasing and unwelcome remarks
- Jokes causing embarrassment or discomfort
- Innuendos, taunts, gender-based insults, or sexist remarks
- Unwelcome sexual advances through telephone or electronic communication
- Touching, brushing against the body, or other unwelcome physical contact
- Display of offensive pictures, cartoons, pamphlets, or materials
- Forcible physical contact, molestation, or confinement against one's will
- Any act likely to violate personal dignity and privacy
- (The above list is indicative and not exhaustive.

Complaint Handling and Confidentiality

The Anti-Sexual Harassment Cell ensures that complaints from students, teaching staff, and non-teaching staff are handled with dignity, sensitivity, and strict confidentiality. Appropriate support and guidance will be provided to complainants during the inquiry process.

False Reporting

Intentionally submitting false complaints or providing misleading information constitutes misconduct and may result in disciplinary action as per institutional rules.

vii. Establishment of Committee for SC/ST	[**https://emeacollege.ac.in/student-discipline**](https://emeacollege.ac.in/student-discipline)

An SC/ST Cell is functioning in the College to addresses the concerns and needs of Scheduled Castes and Scheduled Tribes has been established. The objectives of the cell are manifold which includes claiming the rights of students to education, providing a conducive atmosphere for learning, seeking new opportunities both educational and professional and encouraging the students to pursue new pastures in their life ahead.

SC/ST Cell Policy

Implementing SC/ST (Scheduled Castes/Scheduled Tribes) policies in a college setting is essential for ensuring equitable access to education and support for students from these communities. Here's a comprehensive approach to effectively implement these policies:

- **Understand the Policies and Legal Framework**

Review Relevant Legislation: Familiarize yourself with national and state-level legislation regarding SC/ST policies, including affirmative action, reservation quotas, and any specific provisions for educational institutions.

- **Develop and Formalize Policies**

Policy Documentation: Create or update institutional policies to align with legal requirements and best practices for SC/ST students. This should cover admissions, scholarships, reservations, and support services.

- **Implement Reservation and Affirmative Action Measures**

Admission Quotas: Ensure that admission quotas for SC/ST students are adhered to as per regulatory guidelines. This includes reserving a specific percentage of seats in undergraduate and postgraduate programs.

Scholarships and Financial Aid: Provide targeted scholarships, financial aid, and fee waivers for SC/ST students to reduce financial barriers to education.

- **Create Support Services**

Dedicated Support Centers: Establish dedicated support centers or cells for SC/ST students to address their specific needs and concerns. Counseling and Mentorship: Offer counseling and

mentorship programs to support SC/ST students academically and emotionally. This may include career counseling, academic guidance, and personal support.

- **Promote Awareness**

Awareness Campaigns: Implement awareness campaigns to inform the college community about SC/ST policies, benefits, and the importance of inclusivity.

- **Address Complaints and Issues**

Grievance Redressal: Establish a grievance redressal mechanism specifically for SC/ST students to address any issues related to discrimination, exclusion, or non-compliance with policies.

Timely Resolution: Ensure that complaints are addressed promptly and fairly, with clear procedures for resolution and appeals.

- **Engage with SC/ST Student Groups**

Student Associations: Support and engage with student associations or organizations representing SC/ST students. These groups can provide valuable feedback and contribute to policy development.

viii. Internal Quality Assurance Cell	**https://emeacollege.ac.in/Home/IQAC/Composition/172**

The Internal Quality Assurance Cell (IQAC), established in accordance with NAAC guidelines, promotes continuous quality enhancement in the academic and administrative performance of the institution. The IQAC actively plans and implements quality-oriented initiatives, focusing on modern teaching methods, faculty development, and the promotion of research among teachers and students. The Cell periodically reviews the effectiveness of the teaching–learning process, institutional practices, and learning outcomes.

Objectives

- To develop a system for conscious, consistent and catalystic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Functions

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents, and other stakeholders on quality-related institutional processes

- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality-related themes and promotion of quality circles
- Documentation of the various programs/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report as per guidelines and parameters of NAAC.

ix. Equal Opportunity Cell	**https://emeacollege.ac.in/student-discipline**

An Equal Opportunity Cell is functioning in the College to ensure fairness, inclusiveness, and equal access to opportunities for all students.

Objectives :

- To ensure equal access to education, facilities, and opportunities for all students without discrimination.
- To promote inclusiveness, dignity, and mutual respect among students from diverse backgrounds.
- To support students belonging to SC/ST, OBC, minority communities, economically weaker sections, and persons with disabilities.
- To create awareness among students about rights, responsibilities, and equal opportunity policies.
- To prevent discrimination, harassment, or bias and to ensure a safe and student-friendly campus.

Policies :

- The Equal Opportunity Cell follows these policies to protect student rights
- Discrimination based on caste, gender, religion, language, region, disability, or economic status is strictly prohibited.
- All students are provided equal opportunities in admissions, academics, examinations, scholarships, co-curricular and extracurricular activities.
- Students with disabilities are provided reasonable accommodation and necessary support as per norms.
- Any student facing discrimination or denial of equal opportunity may submit a complaint to the Cell, which will be handled in a confidential and time-bound manner.

- Awareness programmes, orientation sessions, and campaigns are organized to promote equality, diversity, and harmony on campus.

18.6 Programmes	
i. **Name of Programmes approved by AICTE**	BBA
ii. **Name of Programmes Accredited by NBA**	Nil
iii. **Status of Accreditation of the Courses**	NA
iv. **Total number of Courses**	1
v. **Details of Programme**	

Name	Number of seats	Duration	Cut off marks/rank of admission during the last years
BBA (Self Financing)	70	4 Year	45%

vi. **Fee (as approved by the state government)**

Name	Fee (as approved by the state government)
BBA (Self Financing)	12800/Semester

vii. **Name and duration of Programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details:** NA

18.7 Faculty

i. **Course/Branch wise list Faculty members:**

Sl No	Name of Faculty	Designation
1	Mr. Asif N	Assistant Professor
2	Mrs. Renu. KP	Assistant Professor
3	Mrs. Sameera	Assistant Professor
4	Mr. Shijil.C	Assistant Professor

ii. **Permanent Faculty:** Nil

iii. **Adjunct Faculty :** Nil

iv. **Permanent Faculty: Student Ratio:** Nil

18.8 Profile of Vice Chancellor/Director/Principal/Faculty

Sl No	Name of Faculty	Designation	Profile Link
1	Prof. (Dr.) Riyad AM	Principal	**https://emeacollege.ac.in/principal-profile**
2	Mr. Asif N	Assistant Professor	**https://emeacollege.ac.in/staffdetails/1009**

3	Mrs. Renu. KP	Assistant Professor	**https://emeacollege.ac.in/staffdetails/1181**
4	Mrs. Sameera	Assistant Professor	**https://emeacollege.ac.in/staffdetails/1157**
5	Mr. Shijil.C	Assistant Professor	**https://emeacollege.ac.in/staffdetails/1142**

18.9 Fee

i. No. of Fee waivers granted with amount and name of students: Nil

ii. Number of scholarship offered by the Institution, duration and amount: Nil

18.10 Admission

i. Number of seats sanctioned with the year of approval

Name of Programme	Year	Sanctioned Seat
BBA (Self Financing)	2025-26	70

ii. Number of Students admitted under various categories each year in the last three years

Category	2023-24	2024-25	2025-26
OPEN	20	17	20
SC	2	2	2
ST	1	1	1
ETB	3	2	3
MU	3	2	2
LC	1	1	1
OBX	0	0	0
OBH	1	1	2
EWS	0	0	0
SP	2	2	2
PWD	0	0	0
LD	1	1	1
SSQ	1	0	1
ADQ	0	0	1
SPL	0	0	0
COM	0	0	0
MGT	32	27	32
TOTAL	**67**	**56**	**68**

iii. Number of applications received during last year for admission under Management Quota and number admitted

Programme	No. of applications received	Number of Students Admitted
BBA	32	32

18.11 Admission Procedure

i. Mention the admission test being followed, name and address of the Test Agency/State Admission Authorities and its URL (website):

Admission authority (University of Calicut)	**https://uoc.ac.in/**
Admission portal of the university	**https://admission.uoc.ac.in/**
Regulation of the programme	**Link to the document**
Notification of admission	**Link to the document**
Prospectus of admission	**Link to the document**
Schedule of admission	**Link to the document**
Fee structure	**Link to the document**
UGC guidelines on fee refund policy	**Link to the document**

18.12 Criteria and Weightages for Admission Admission:

The criteria and weightage for admission are determined as per the guidelines and regulations of the affiliating university.

18.13 List of Applicants List of candidate whose applications have been received along with percentile/percentages core for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats (merit wise): NA

18.14 Results of Admission under Management seats/Vacant seats: NA

18.15 Information of Infrastructure and Other Resources Available

i. Number of Class Rooms and size of each	3 (54 sq.mtr)
ii. Number of Tutorial rooms and size of each	NA
iii. Number of Laboratories and size of each	NA
iv. Number of Computer Centres with capacity of each	2 (85)
v. Central Examination Facility, Number of rooms and capacity of each	Available, 5, 32
vi. Online examination facility (Number of Nodes, Internet band width, etc.)	Available, 300 Mbps
vii. Barrier Free Built Environment for disabled and elderly persons :	**https://emeacollege.ac.in/facilities**
viii. Fire and Safety Certificate	**Link to the document**
ix. Hostel Facilities	**Link to the document**

x. Number of Library books/ebooks/Titles/Journals available (Programme-wise)

Programme	No.of Library Books	E-Books	No. of Journals
BBA	5044	4883	14

xi. List of online National/International Journals subscribed

Programme	Online National/International Journals Subscribed
BBA	70

xii. National Digital Library (NDL) subscription details:	The college having Individual subscription
xiv. List of Experimental Setup in each Laboratory/Workshop:	NA
xv. Innovation Cell	Available
xvi. Social Media Cell	Available
xvii. Compliance of the Academic Bank of Credit (ABC), applicable to PGCM/ PGDM Institutions and University Departments	Yes
xviii. To upload the respective short video (1-2 min) of Infrastructure and facilities available w.r.t the courses in the website	**https://youtu.be/JYwzG19U-KE**
xix. Games and Sports Facilities	**https://emeacollege.ac.in/sports-game**

xx. Teaching Learning Process

The teaching–learning process incorporates outcome-based education, experiential learning, problem-solving methods, participative learning, and the integration of ICT-enabled teaching approaches.

xxi. For each Post Graduate Courses give the following: NA

xxii. Title of the Course: NA

xxiii. Laboratory facilities exclusive to the Post Graduate Course: NA

18.16 Enrolment and placement details of students in the last 3 years

Sl No	Year	Name of Student	Name of Institution	Designation
1.	2023-24	Muhhamed Farhan M	KVR Auto Car Pvt. Ltd	Sales officer
2.	2023-24	Afakh Moosa	Initial Saudi Group	Client Acquisition Strategist
3.	2023-24	Anshidath Zuhra		Digital marketing

				Skiolo Assesment Centre	Executive
4.	2023-24	Muhammed Irfan C	Hozzo Internatinol LLP Bangalure		Operation Coordinator
5.	2024-25	Mirsha	Karyz Branding Pvt. Ltd		Operational Assistant
6.	2024-25	Jasna Jasmin	Karyz Branding Pvt. Ltd		Operational Assistant
7.	2024-25	Nasrin A	SCREL Info Pvt. Ltd		Business Development Manager
8.	2024-25	Hanan	SCREL Info Pvt. Ltd		Public Relationship Officer

18.17 List of Research Projects/Consultancy Works: NA

18.18 MoUs with Industries

Year	MoUs with Industries
2023-24	Karyz Branding Pvt Ltd, Kondotty, Kerala
2025-26	Pentagram Academy For Advanced Studies
2025-26	Speedwings Aviation Academy, Kochi