

INTERNAL QUALITY ASSURANCE CELL

Sullamussalam Arabic College, Areekode

ACTION TAKEN REPORT 2015-16

S.NO	DATE OF MEETING	DECISIONS	ACTION TAKEN
1.	04-06-2015	The meeting directed the IQAC coordinator Mr. Arif Zainddeen to prepare a strategic plan for the overall development of the college.	IQAC Coordinator prepared a five-year strategic plan and it was approved by the IQAC. The meeting decided to move NAAC accreditation within 5 years.
2.	04-06-2015	The Meeting discussed the draft of the current year action plans of the departments, clubs and forums in detail. The Principal directed all HoDs and conveners of clubs and forums to submit the final plan to ensure the regular and systematic functioning of various activities.	All HoDs and coordinators of various clubs and forums submitted a well-planned action plan for the current academic year.
3.	04-06-2015	Accepted the proposal of the Arabic department for conducting a National seminar in collaboration with IQAC.	Conducted a National Seminar in the academic year, and the programme was appreciated by the faculties and management for the participation of the academicians from the various universities of the country.
4.	04-06-2015	Resolved to extend soft skill activities on the campus to secure finer prolificness from students.	Different skill-oriented activities were conducted by NSS, SoA and SIP.
5.	04-06-2015	A detailed discussion was held on women's safety and gender equity programs. Decided to install more CCTVs to ensure the safety of the campus.	CCTV extended to the different areas to ensure the safety of the campus

6.	04-06-2015	Brief notes were given by HoDs on Induction programmes and the Principal suggested including the Student Code of Conduct as one of the special themes in the programme	Induction Programs were conducted by the departments including the code of conduct as one of the special theme in the month of July.
7.	04-06-2015	It is resolved to offer certificate programme on 'Advanced Arabic Grammar', based on the student's feedback, and Mr. Mohammed Thayyib, the Head of the Department of Arabic was entrusted with the proceedings.	Certificate course conducted by the department of Arabic.
8.	04-06-2015	The meeting entrusted Mohammed P, to seek the possibility of signing more MoUs with Industries and Institutions	Three MoUs are signed in this academic year.
9.	04-06-2015	The meeting decided to approach the Alumni Association, for the construction of ICT Enabled smart rooms	Two classrooms are changed to ICT enabled smart classrooms in the current academic year.
10.	04-06-2015	Principal informed the meeting that the Manager has sanctioned our verbal proposal for installing Wi-Fi on the campus	Installed Wifi in the campus Providing students and faculty easy access to the world of information and technology.
11.	31-10-2015	Discussed the launching date of the book penned by Prof. P Muhammed Kuttasheri about the founder of the college NV Abdussalam and decided to conduct the function magnificently.	The program was conducted in the presence of great personalities like Mr. Munavvar Ali Shihab Thangal, ET Mohammed Basheer MP, PK Basheer MLA and other guests.
12.	31-10-2015	Decided to conduct a workshop for students about Waste Management.	The Programme was conducted by SoA, Ms. Shahana SK lead the program.
13.	31-10-2015	The meeting decided to conduct a FDP for faculty members by Mr. Muhsin T.	The Program, organized by Staff council, was remarked by the attendees as highly effective.

14.	31-10-2015	The meeting decided to purchase more books for the Economics department.	More books were purchased for the Economics section of the Library
15.	31-10-2015	Resolved to install TCS software. The college management system entrusted the Principal to negotiate with the vendor.	TCS software installed in the campus.
16.	31-10-2015	The meeting decided to appoint a counsellor for the students to accomplish their academic and attitudinal aspects.	A counsellor appointed for the students to accomplish their academic and attitudinal aspect.
17.	31-10-2015	The meeting decided to purchase more books for the Economics department.	The library updated with a collection of book in Economics
18.	02-02-2016	The meeting decided to renovate the hostel canteen facilities and entrusted the Principal for further procedures	Canteen facilities were renovated in April.
19.	02-02-2016	Resolved to install incinerator as part of the augmentation of facilities for girls in the college and entrusted the IQAC coordinator for contacting the vendors	Incinerator installed in the last week of March.
20.	02-02-2016	The Meeting decided to install Makthabathu Shamila Digiatal Library in the Central Library	Makthabathu Shamila Digital library Installed in the central library in April.
21.	02-02-2016	All concerned HoDs, Coordinators of various clubs and forums are directed to submit Action taken report to IQAC.	All departments, clubs and forums submitted their ATR to the IQAC.