

INTERNAL QUALITY ASSURANCE CELL

Sullamussalam Arabic College, Areekode

ACTION TAKEN REPORT 2016-17

S.NO	DATE OF MEETING	DECISIONS	ACTION TAKEN
1.	07-06-2016	All the departments, clubs and forums were directed to submit one year action plan to the IQAC	All the departments, clubs and forums submitted their action plan for one year to the IQAC
2.	07-06-2016	The meeting decided to conduct FDPs and other service-oriented classes to the faculty members as mentioned in the strategic Plan.	Different Faculty Development programmes were organized by the Staff Council in the ongoing academic year.
3.	07-06-2016	HoD of the Arabic department expressed their willingness to start the second Certificate course in Functional Arabic, and the meeting entrusted Ms. Hasana P to coordinate the program	Conducted the second certificate course by the department of Arabic
4.	07-06-2016	All faculty members were directed to submit lesson plans periodically to IQAC.	All faculty members submitted their lesson plans to IQAC.
5.	07-06-2016	The meeting decided to take necessary steps to ensure the reservation of 20 percentage of seats for girls in all institutional bodies.	Principal Ensured 20 percentage reservation for girls in all institutional bodies.
6.	07-06-2016	The meeting decided to direct the Alumni Association to construct the ICT Enabled Smart rooms.	Constructed two more ICT enabled smart classroom in the supervision of Alumni Association.
7.	07-06-2016	After analyzing the feedback of the students, the meeting decided to install an additional water cooler in the campus.	Additional water cooler was installed in the campus.
8.	07-06-2016	Career Guidance Cell was endowed with organizing Civil Service – KAS orientation classes.	Career Guidance Cell organized a KAS orientation workshop.

9.	21-11-2016	The IQAC Coordinator introduced SWOP and CEP for the Strategic Plan which was approved by the IQAC.	SWOP and CEP were started for students as per the strategic plan.
10.	21-11-2016	The meeting discussed the installation of a rainwater harvesting system on the campus and the IQAC Coordinator was assigned with the duty.	Installed rainwater harvesting system in the campus.
11.	21-11-2016	The programmes for observing Arabic Day were discussed and decided to invite the Arab league Ambassador Mazin al Masoudi, for the inaugural session, as the chief guest.	Celebrated the Arabic Day. Celebration and the presence of Mazin al Masoudi (Arab league Ambassador) were well appreciated.
12.	21-11-2016	The meeting decided to give special training for the slow learners and advanced learners to improve their performance in the academic.	College introduced a number of programs for slow learners and advance learners such as Student teacher, OFF SADOK, VSET training etc.
13.	21-11-2016	The IQAC meeting suggested to purchase English books and Journal to the Central Library. The meeting also decided to implement Koha Software in the library.	The library updated with Koha Software and enriched by English books and journals.
14.	06-03-2017	The meeting advised the Women Cell and Gender Equity Cell to conduct more programs for Girls to prevent the possibility of gender discrimination and sexual harassment in the campus.	A number of programmes were organized by the Women Cell and Gender Equity Cell.
15.	06-03-2017	The meeting appreciated the OFF SADOK (Open Forum for Sharing and Dissemination Of Knowledge) Program and advocated to extend more skill enhancement discussions	The program OFF SADOK was highly appreciated for its contribution in the skill enhancement in students.
16.	06-03-2017	Installation of a new Biogas plant on the campus was approved in the meeting and entrusted Mr. Mujeeb Rahman with further procedures.	Bio gas plant was installed in March.

17.	06-03-2017	All departments, clubs and forums were informed on the submission of ATR of the academic year 2016-17.	All departments, clubs and forums submitted ATR of the academic year 2016-17.
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