

**INTERNAL QUALITY ASSURANCE CELL**

**Sullamussalam Arabic College, Areekode**

**ACTION TAKEN REPORT 2017-18**

<b>S.NO</b>	<b>DATE OF MEETING</b>	<b>DECISIONS</b>	<b>ACTION TAKEN</b>
1.	07-06-2017	The meeting decided to fill the two permanent posts with PhD scholars in order to make it Research Depts and the principal was entrusted with making the necessary arrangements.	Three new faculties with PhD are appointed and upgraded the PG department of Arabic as Research Department of Arabic.
2.	07-06-2017	In order to make the student learning assessment as an audit of the programmatic educational experience, IQAC analyzed the feedback and decided to take some steps to improve the curriculum.	Curriculum planning and implementation was strictly followed with the academic year plan.
3.	07-06-2017	The Principal directed all HoDs and coordinators 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 their one year action plan
4.	07-06-2017	Introduction of two certificate courses under the departments of Arabic and Economics were sanctioned in the meeting. As a part of this, the certificate course 'Arabic for Beginners' and 'Advanced Arabic Grammar' were decided to be conducted for Economics Dept and for Arabic Dept respectively.	Two certificate courses were conducted successfully.
5.	07-06-2017	The meeting Suggested the IQAC Coordinator and Principal to seek the possibility of signing more MoUs with Industries and Institutions to help the students in skill acquisition.	Signed two more MoUs in the academic year.

6.	07-06-2017	Discussion on introducing new vocational courses B.Voc and M.Voc in the campus was made and acclaimed by all.	Submitted a proposal to UGC and after the acceptance, B.Voc Tourism and Hospitality Management course was begun in the academic year 2018-19.
7.	19-09-2017	The principal entrusted the Women Cell to organize awareness programmes on various gender issues and to ensure women participation in all activities.	More programs were conducted by Womens Cell, and the number of women participants in the programs increased considerably.
8.	19-09-2017	The meeting insisted all departments, clubs and forums to present their report of activities such as bridge course, remedial, mentoring and counseling classes, class PTA etc. to IQAC	Bridge course, Class PTA, and remedial classes were organized by the departments.
9.	19-09-2017	Decided to submit a request for SWAYAM – Local Chapter	Submitted a letter to SWAYAM, after the approval, Local Chapter started functioning in the college.
10.	31-01-2018	IQAC decided to follow the proposal of a green protocol and plastic free campus to measurably reduce plastic waste and pollution in the college campus.	College implemented green protocol and plastic free campus.
11.	31-01-2018	The meeting discussed various aspects of quality parameters to be included in the strategic plan for the overall development of the college with special focus on academic quality, Student support and infrastructure facilities.	Different Programmes were conducted aiming at the Academic Quality and Student Support. Some infrastructure facilities were also implemented.
12.	31-01-2018	The Career Guidance and Placement Cell were asked to conduct a systematic coaching camp for NET – KTET aspirants to enable the meritorious performance of our students.	NET/ KTET coaching camp were conducted by Arabic Department in collaboration with Career Guidance Cell.

13.	31-01-2018	The meeting decided to observe all important days systematically and the clubs were informed to take all necessary measures.	All clubs and forums monitored and suggested to improve their activities.
14.	31-01-2018	As we recognized the need to promote a healthy environment and encourage the appropriate disposal method for generated organic wastes, the installation of the Compost Bin was highly appreciated in the meeting.	Installed Compost bin in the campus.
15.	28-03-2018	The meeting decided to conduct digital examination for the students next academic year.	College introduced digital examination system.
16.	28-03-2018	The meeting decided to consolidate the curriculum feedback from the students and the principal was entrusted with taking necessary steps.	IQAC Analyzed the feedback and directed all departments to take necessary steps to improve it.
17.	28-03-2018	Installation of CCTV cameras covering the entire premises of the college was sanctioned in the meeting.	Extended CCTV to some other areas of the campus.
18.	28-03-2018	As we recognized the significant role of curricular and extracurricular activities for the holistic development of our students, we evaluated all such activities and decided to organize more to enhance learning beyond subjects.	More activities are to be conducted in the next academic year.
19.	28-03-2018	All departments, clubs and forums were Directed to submit the Action Taken Report and Annual report to IQAC.	All departments, clubs and forums submitted the Action Taken Report and Annual report to IQAC.
20.	28-03-2018	The Green Club was entrusted to plant some trees in the campus to create awareness among the students regarding the importance of ecology and the natural environment.	Green club initiated the planting of extra trees in the campus.