

INTERNAL QUALITY ASSURANCE CELL

Sullamussalam Arabic College, Areekode

ACTION TAKEN REPORT 2018-19

S.NO	DATE OF MEETING	DECISIONS	ACTION TAKEN
1.	18-06-2018	IQAC suggested making new MoUs with other institutes and companies to foster collaboration and opportunity for global experience for our students.	New MoUs/ Linkages are signed.
2.	18-06-2018	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.
3.	18-06-2018	The meeting acknowledged all academic activities organized by various departments and clubs.	Improved the activities and participations in the programs.
4.	18-06-2018	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.	Conducted induction programs including code of conduct for new students.
5.	18-06-2018	IQAC decided to conduct more certificate courses:	Conducted 3 certificate courses.
6.	18-06-2018	The meeting decided to purchase new journals to the Library	The library enriched by new journals.
7.	18-06-2018	Entrusted the HoDs of each Dept with the organization of the bridge course to provide our students a breather, to prepare themselves before the onset of courses for first year degree programmes.	Bridge courses were organized productively by the departments.
8.	08-08-2018	The meeting decided to collect Feedback forms from all of the stakeholders to understand their expectations.	Feedback forms were prepared, distributed, collected and reviewed by IQAC and constructive

			suggestions were adopted for implementation.
9.	08-08-2018	The proposal for the B.Voc Courses, submitted to UGC was elucidated by the principal.	Started BVoc Program as per the UGC regulations.
10.	08-08-2018	Dr. Abdulla Najeeb M, Assistant Professor of Arabic, was directed to submit a proposal to be a Research Guide in PG & Research Department of Arabic, MES Mampad College.	Dr. Abdulla Najeeb M become research guide in the department of Arabic, MES Mampad College
11.	08-08-2018	IQAC directed the principal to constitute an IPR Cell to aware the students on Intellectual Property Right.	IPR Cell was Constituted and started functioning in the college.
12.	08-08-2018	IQAC suggested the programme officers of the Students on Alert and NSS units to equip the volunteers for disaster management.	SoA, NSS and SIP members actively involved in the disaster management in the flood affected area.
13.	02-11-2018	The Career Guidance and Placement Cell were asked to conduct a systematic coaching camp for NET – KTET aspirants to rekindle the meritorious performance of our students.	Career Guidance Cell in Collaboration with Arabic Department actively involved in the NET/KTET coaching.
14.	02-11-2018	Installation of wall fans to reduce heat in the classroom was sanctioned in the meeting.	Installed wall fans in the classrooms.
15.	02-11-2018	As per the request of the students, IQAC suggested installing a watercooler in the campus.	Installed watercooler in the campus.
16.	02-11-2018	IQAC advised the Arabic Department to organize an International Seminar in Collaboration with University of Calicut to assist students in their academic and social development.	Organized an International Seminar.

17.	02-11-2018	The meeting entrusted the NSS coordinator to apply the activities of UBA under central government.	UBA scheme introduced in the college, students are actively participated in the surveys.
18.	01-01-2019	IQAC discussed all MoUs and linkages and suggested extending the activity with other institutes and companies for the skill enhancement of our students.	Started New linkages for students.
19.	01-01-2019	The meeting suggested the Board of Studies members of the Calicut University from the college, to update the syllabus by adding more content on gender, environmental and human values.	Board of studies members actively involved for the curriculum planning and implementation with adding more content on gender, environmental and human values.
20.	01-01-2019	All certificate courses were appreciated, and as per the feedback of the students, IQAC decided to conduct more courses in the upcoming academic year.	Conducted more courses.
21.	29-03-2019	All departments, clubs and forums were informed to submit ATR and annual reports to IQAC.	All departments, clubs and forums submitted ATR and annual reports to IQAC.