



## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **MAJLIS ARTS AND SCIENCE COLLEGE, PURAMANNUR**

(Affiliated to the University of Calicut and Recognized by Government of Kerala)

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#### **Action Taken Report (2019-20)**

In the academic year 2019-20, Seven meetings of the IQAC were conducted. Dr. P Mohamedali was the IQAC Chairman and Mr. Rafeeq P was elected as the IQAC Coordinator for the whole academic year. The IQAC members of 2019 -2020 are:

1. Dr. P Mohamedali ( Chairman )
2. Mr. Rafeeq P (IQAC Coordinator)
3. Prof. P Santhakumari (IQAC joint Coordinator)
4. Dr. Safeer Athekadan (Director, Majlis College)
5. Mr. Muhammed Rafi N (HoD, Physics)
6. Prof. K Mohamed Haneefa
7. Dr. P Abdul Azeez
8. Dr. Lembodharan Pillai
9. Mrs. Hajara B
10. Mr. Kanuprasad M K
11. Mr. Noushad N
12. Prof. Abdul Jaleel
13. Mr. Nikhil P P
14. Mr. Rajesh V P
15. Mr. Babu Mathew
16. Mr. Suresh Babu K
17. Mr. Kunhimoideen
18. Jnb. C P hamsa Haji (Manager)
19. Ms. Fathima Nasrin ( Librarian)
20. Mr. Adhil K M (Alumni)
21. Mr. Vijayakeshavan ( Superintendent)
22. Mr. Ramees M T ( B.Com Student)
23. Ms. Fathima Lamees (Chairman, College union)

24.Mr. PD Sinil Das (Director, VKM Rehabilitation Centre)

The College has implemented the following Plans of the IQAC:

- Two New UG programmes were introduced (BA Visual Communication and B.Com Travel and Tourism).
- Induction programme and bridge courses were organized to first year students in the last week of June 2019.
- New staff diary is introduced for better Self Appraisal Reporting.
- All teachers of the college have participated in the centralized valuation camps at various centers for UG and PG paper valuation.
- World Environment Day is observed in the campus by planting saplings in the campus and nearby village.
- All departments conducted entry level examinations for the first year students in the first week of July 2019 to identify the learning level of students.
- IQAC conducted meeting in July 2019 with the new faculty members to give awareness on the documentation process of the college.
- An orientation to Teaching and non teaching staff is organized on 31.07.2019 by IQAC (Dr. T O Paulose, Former faculty of Social Sciences, Rajagiri College of Social Sciences)
- Teachers of all discipline participated in National/International Seminars and workshops organized by various colleges and Universities.
- All departments offered Add-on / certificate courses to their students.
- Remedial coaching is conducted to serve the needs of all students.
- Motivation and soft skill development classes by dean of student welfare are organized to all students in a pre planned schedule.
- Peer teaching is practiced by all departments under Pragati and Udan.
- Best M.Com Project Award is declared and awarded to Ms. Risni Karippathodi of M.Com 2017-19 Batch.
- An orientation programme on CBCSS UG and PG 2019 regulations of University of Calicut is conducted in August 2019.
- Academic data updated and uploaded to AISHE in September 2019.
- A Faculty Development Programme on techno pedagogy and Flipped classroom is organized in September 2019 in association with Teaching Learning Center and


Indian Colleges Forum. Faculty from Bhartidasan University, Dr. Senthilnathan was the resource Person. Dr. Mansoor Babu from Farook Autonomous college was introduced the Online learning resources.

- Organized special meeting of Majlis scholarship holders to monitor their academic performance in September 2019.
- Installed KOHA and OPAC in October 2019 in the college library for ease of access.
- Subscribed to Nlist in November 2019 .
- Collaborative activities for research, student exchange, faculty exchange are organized by departments.
- Established a PSC / UPSC coaching center in the college for regular coaching of competitive examinations and District Collector Mr. Jafar Malik was inaugurated the scheme in December 2019.
- Conducted orientation programme on CAT, KMAT and CMAT by the department of commerce in December 2019 to final year B.Com and BBA students.
- Organised UGC NET / JRF Coaching is under DISA of MASTERS FORUM and IQAC in December 2019.
- Organised Mass PSC One Time Registration Drive under career guidance cell in December 2019.
- Organised an FDP on GST to the faculty members of the department of commerce and management studies and other members of the neighbouring colleges on 15<sup>th</sup> January 2020.
- Organised LED Bulb making and repairing workshop as part of the energy conservation initiative on February 11<sup>th</sup> and 12<sup>th</sup>, 2020.
- IQAC honoured the NET Qulified students in February 2020.
- Organised workshop on Robotics and Hackathon by the department of Computer Science in Association with SS College, Areekode in February 2020.
- An FDP on Technopedagogy and Ephemeralisation is organized on 1.02.2020
- Exit survey conducted among outgoing UG students in 2020 March first week, report prepared and presented to the Management.
- Feedback on all teachers is collected from students and action such as refresher course, training on communication skills etc. suggested.
- Alumni meetings were organised by all departments.

- Study camps were organized one week before all semester examinations to support all students with different learning capacities.
- More collaborations for research, internship with institutions and industries were formed in the leadership of IQAC.
- Internal Academic and Administrative audit is organized at the end of each semester (During the November 2019 and March 2020)
- Online self appraisal reporting system is introduced from March 2020.
- Self Appraisal Reports by all teaching and non teaching staff were submitted monthly followed by a consolidated report by HoDs concerned, Evaluation by principal, director done and reports submitted to management for further actions.
- External Academic Audit is organized by IQAC in the first week of March 2020.
- Feedback on curriculum obtained from students, teachers, employers, parents and alumni, analyzed and suggestions given to the concerned.
- Got Consent from MES Keveeyam College, Valanchery to associate with for guiding the NAAC process.
- Organised workshops on Research Methodology and IPR (Faculty from CUSAT Dr. Anson).
- New computers have purchased and installed in the media lab and common computer center.
- Conducted certificate courses in Hindi, Malayalam and Arabic.
- Organized interaction with successful entrepreneurs under ED club and PG Department of Commerce ( Mr. Muhammed Kutty of Ajfan ).
- College was officially became the district nodal centre of PM foundation for competitive examination guidance.
- Conducted online placement training programme and placement drive under the department of student welfare in March 2020.
- Strengthened alumni activities by developing chapters in UAE and UK.

  
Mr. Rafeeq P  
Coordinator



  
Dr. P Mohamedali  
Principal

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