



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MAJLIS ARTS AND SCIENCE COLLEGE, PURAMANNUR

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

Action Taken Report (2016-17)

In the academic year 2016-17, five meetings of the IQAC were conducted. Dr. A Abdurahiman was the IQAC Chairman and Prof. P Moideenkutty was the IQAC Coordinator throughout the whole academic year. The IQAC members of 2016 -2017 are:

1. Dr. A Abdurahiman (Chairman)
2. Prof. P Moideenkutty (IQAC Coordinator)
3. Prof. P Santhakumari (IQAC joint Coordinator)
4. Mr. Muhammed Rafi N
5. Mr. Lembodharan Pillai
6. Mrs. Hajara B
7. Mr. Kanuprasad M K
8. Mr. Noushad N
9. Mr. Suresh Babu K
10. Mr. Nikhil P P
11. Mrs. Vineetha
12. Mr. Rafeeq P
13. Mr Kunhimoideen
14. Mr. Shameer Babu
15. Mr. Vijayakeshavan
16. Mr Adhil K M (Student)
17. Mr. Shyam (Chairman, College union)

The College has implemented the following decisions of the IQAC:

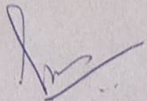
- All teachers of the college have participated in the centralized valuation camps at various centers for UG and PG paper valuation.
- IQAC conducted meetings to discuss on seven criteria and key indicators of NAAC Accreditation Process for the new members.
- World Environment Day observed in the campus by cleaning the College surroundings and planting

saplings.

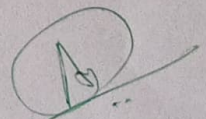
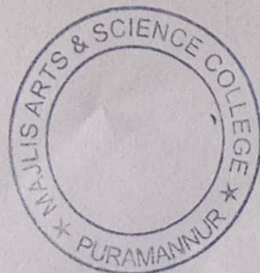
- Bridge courses and induction programme was conducted to first year UG students in July 2016.
- All departments conducted entry level examinations for the first year students to identify the competency level of the students in July last week of 2016.
- Teachers of Commerce, English, Management studies, Media & Communication, Mathematics participated in National/International Seminars and workshops organized by various colleges and Universities.
- All departments offered and completed One Add-on / certificate courses to students.
- Followed systematic allocation of open courses through centralized application and allotment completed by June 15, 2016.
- Feedback on curriculum obtained from students, teachers, employers, parents and alumni, analyzed and suggestions given to the concerned.
- Conducted Remedial classes, Study camps, and Experiential learning through project work and industrial visit by all departments.
- New equipments added to Chemistry and Microbiology labs.
- Academic data updated and uploaded to AISHE on time.
- Applied for recognition of UGC under 2(f) of the UGC Act 1956 and sanction had received in November 2016.
- Conducted orientation programme on CAT, KMAT and CMAT by the department of commerce in January 2017.
- e-College solution is updated with more interfaces (An ERP Solution to manage students' database, fee collection, office administration, Finance and Accounts, Examination).
- 15 more new computers were added in all to computer science lab and Media lab.
- Organized special meeting of management scholarship holders to monitor their academic performance.
- College alumni association formed 'MASCOSA'.
- Collaborative activities for research , student exchange, faculty exchange is organized by all departments.
- Duty roster in Proctorial system is introduced for enhanced discipline in the campus.
- The construction of new annex building is completed and commissioned in March 2017.
- Workshop on research methodology is organized by PG department of Commerce in January

2017 for All PG and final year UG students.

- Faculty sensitization towards accreditation began data collection for NAAC from 2016-17 onwards.
- IQAC conducted a seminar on Accreditation on NAAC Accreditation on 18th March 2017
- Mentoring System is strengthened under the mentorship of 89 mentors.
- Chemistry laboratory is extended for facilitating the practical work of M.Sc Chemistry students.
- Alumni meets by all departments were organized in October and November 2016.
- Exit survey conducted among outgoing UG students in 2017 March last 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.
- 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.
- One day orientation programme on office administration is organized for non teaching staff in March 2017.
- Internal Academic and Administrative audit is organized at the end of each semester (During the November 2016 and March 2017)
- External Academic Audit is organized by IQAC in the last week of march 2017.



Prof. P Moideenkutty
Coordinator



Dr. A Abdurahiman
Principal

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