



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 (2020-21)

In the academic year 2020-21, Seven meetings of the IQAC were conducted. Dr. P Mohamedali was the IQAC Chairman and Mr. Rafeeq P was the IQAC Coordinator for the whole academic year. Mr. Muhammed Rafi N was elected as the NAAC Coordinator for the Cycle 1. The IQAC members of 2020 -2021 are:

1. Dr. P Mohamedali (Chairman)
2. Mr. Rafeeq P (IQAC Coordinator)
3. Prof. P Santhakumari (IQAC joint Coordinator)
4. Dr. Safeer Athekkadan (Director, Majlis College)
5. Mr. Muhammed Rafi N (HoD, Physics & NAAC Coordinator)
6. Prof. K Mohamed Haneefa
7. Dr. Lembodharan Pillai
8. Mrs. Hajara B
9. Mr. Kanuprasad M K
10. Mr. Noushad N
11. Dr. Vipina R
12. Prof. Abdul Jaleel
13. Mr. Nikhil P P
14. Mr. Rajesh V P
15. Mr Abdurazak Kunnathodi
16. Jnb. C P hamsa Haji (Manager)
17. Ms. Fathima Nasrin (Librarian)
18. Mr. Adhil K M (Alumni)
19. Mr. Vijayakeshavan (Superintendent)
20. Mr. Ramees M T (B.Com Student)
21. Mr. PD Sinil Das (Director, VKM Rehabilitation Centre)
22. Mr. Musthafa C (Local Body Representative)

The College has implemented the following Plans of the IQAC:

Head	Action Plan for the Year	Action Taken
Curricular Planning and Implementation	<ol style="list-style-type: none"> 1. Academic calendar will be prepared by IQAC for Annual and Semester pattern. 2. Admission will be completed as per the CAP of University of Calicut. 3. IQAC will ensure the preparation of Master Time Table and Departmental Action Plan in consultation with College Accommodation Committee and Council 4. IQAC will ensure that Departmental Calendars of Activities (Academic and Co-curricular) are prepared and followed by every department. 5. Will review the working of various college level and department level committees formed as per the latest (2019) regulations of the University. 6. Ensure the CIE is conducted in adherence to the academic calendar. 7. Develop an Android App for students to ensure easy dissemination of information relating to Programmes offered by college, curriculum, courses, facilities in the Campus, PO, PSO and CO etc. 8. IQAC will ensure that Teaching plans, Staff Diaries are available and meticulously followed in every department. 9. Objectives of the curriculum will be achieved by departments and ensured by IQAC. 10. IQAC will monitor the participation of teachers in Assessment / Evaluation of 	<p>IQAC has ensured all the departments follow the Academic Calendar in Teaching Learning and conduct of examinations. Master time table were prepared in consultation with College Accommodation Committee and Council.</p> <p>Formed various statutory bodies as per new (2019) regulations of University of Calicut.</p> <p>IQAC honoured the Majlis App developers. More content is updated in the App.</p> <p>The CIE is conducted as per the regulations of University considering the grievances of students.</p> <p>Teaching Plans and diaries are verified by the IQAC through internal audit.</p> <p>PO, PSO and CO is framed and updated in the college website and Majlis App.</p> <p>All teachers participated in the Evaluation process of the University of Calicut.</p> <p>All teachers prepared question papers of all courses as per the new curriculum and pattern as per the request received from the University.</p>

	<p>UG and PG Programmes of the University</p> <p>Participation of teachers in Question paper setting of UG and PG programmes of the University is ensured by IQAC</p>	
Academic Flexibility	<ol style="list-style-type: none"> 1. Add-on courses and or certificate programmes by all departments will be started and to be decided through Meetings. 2. Will ensure transparency of selection and administration of open courses. 3. Will introduce open course of the department of physical Education “ Physical Activity Health and Wellness ” 	<p>All departments offered add on courses to their students. Certificates also issued on completion.</p> <p>Department of Physical Education offered open course “ Physical Activity Health and Wellness”</p> <p>59 Students selected this Open course.</p>
Curriculum Enrichment	<ol style="list-style-type: none"> 1. IQAC will ensure that Study tours, field visits, group discussions and seminars are conducted in various departments. 2. Sensitization programmes / courses on cross cutting issues like gender, environment and sustainability, human values, Energy conservation and professional ethics will be organized. 3. Value added course will be introduced. 4. Maximum number of field projects for students will be enhanced. 	<p>Student Centric Methods are mostly conducted online due to COVID 19 lock down. Study tour and Industrial Visits are organised in February and March 2021.</p> <p>Various courses for curriculum enrichment along with activities like environment day, women’s day celebration organised online.</p> <p>Many Projects were conducted as part of collaboration with other institutions and industries.</p>
Feedback System	<ol style="list-style-type: none"> 1. Feedback on curriculum will be obtained from students, teachers, employers and alumni. 2. Feedback Committee will analyze the feedback and new initiatives will be introduced. 	<p>Feedback on Curriculum is collected online from students, teachers, alumni and employers.</p> <p>Department of Media and communication suggested the University to update curriculum in to Outcome Based.</p> <p>They prepared and sent PO, PSO and CO to University.</p>
Catering to student	<ol style="list-style-type: none"> 1. Initiatives to assess the learning levels of students will be enhanced. 	<p>Bridge Course video lessons were</p>

<p>diversity</p>	<ul style="list-style-type: none"> • Proficiency/ Diagnostic tests to identify slow and advanced learners. • Bridge courses <ol style="list-style-type: none"> 2. Will Conduct Remedial classes, Crash Courses, Study camps, One to One teaching, Peer teaching, Experiential learning and Participatory learning 3. Establish e-CDC and make E Content / Video lessons to help advanced and slow learners. 4. Conduct Hackathon, Workshop on Robotics and IoT 5. Conduct special programmes under the Department of Student Welfare (DSW) 6. Orientation programmes on CAT, MAT, NET, KPSC, UPSC and Civil Service examinations 	<p>prepared in e CDC and shared to students through e CDC YouTube Channel.</p> <p>Post bridge course test were conducted online through google forms.</p> <p>E Content Development Center (Ubiquitous Knowledge Dissemination) is established in the college inaugurated by the Kerala Higher Education Minister</p> <p>One to One teaching, Peer teaching, Experiential learning and Participatory learning online</p> <p>Conducted Hackathon, Workshop on Robotics and IoT in March 2020.</p> <p>NET/ JRF orientation program conducted in February 2020.</p>
<p>Teaching – Learning Process</p>	<p>IQAC will observe the following teaching-learning methods in departments-</p> <ol style="list-style-type: none"> 1. Classroom teaching. 2. Interactive teaching learning methods, 3. Teaching by using PPT. 4. Experiential learning through field visits and study tours. 5. Collaborative teaching. 6. Video lectures 7. MOOC / Swayam courses will be introduced to the students. 	<p>Teachers used video lessons, PPT, Pdf, voice notes.</p> <p>Assignments and presentations were given and evaluated online.</p> <p>Field visits and study tours in February and March 2020.</p> <p>Students and teachers enrolled and completed many MOOC.</p> <p>College got coursera platform to offer free courses</p>
<p>Teacher Quality</p>	<ol style="list-style-type: none"> 1. IQAC will encourage the teachers to participate in Orientation, Refresher courses, Faculty development 	<p>Teachers have participated Many Online FDPs, refresher courses, workshops and conferences.</p>

	<p>programme, Workshops, Conferences and Seminars.</p> <ol style="list-style-type: none"> 2. IQAC will organize Recreation tours for faculty members. 3. Faculty will be motivated for pursuing his/her M.Phil. , Ph.D. and any other relevant course. 4. Feedback from students will be obtained on teacher's performance and necessary suggestions will be given to the concerned teacher for any improvement. 5. IQAC will organize training workshops for teachers on ICT based skill Enhancement, OBE and Question Paper Setting. 	<p>Dr. Vipina R from the Department of Microbiology is being awarded PhD in Microbiology from Bharthiar University, Coimbatore in September 2020.</p> <p>Student feedback is collected online through google forms.</p> <p>Workshop on e content development, OBe and question paper setting is organised by IQAC online and offline. Faculty from IIT Madras was the resource person for OBE workshop.</p>
<p>Evaluation Process and Reforms</p>	<ol style="list-style-type: none"> 1. IQAC will analyze the dropout rate and systematic steps will be taken to reduce it. 2. Objective Test / Open book tests will be conducted. 3. Test series will be started in departments.(by CIE Committee) 4. Online examination will be introduced for internal evaluation. 5. E college solution will be used to record and evaluate students attendance. 6. IQAC will ensure the Grievance Redressal Committee Works effectively 7. Feedback on Internal Evaluation will be collected and actions taken 	<p>IQAC has conducted a survey among students to find out the drop out during COVID 19 and Action has taken to reduce the drop out.</p> <p>Open book examinations were conducted in various courses.</p> <p>Internal Evaluation is conducted through online examinations.</p> <p>Feedback on Internal Evaluation collected, result analysis done and re examination and remedial coaching suggested.</p>
<p>Students Performance and Learning Outcomes</p>	<ol style="list-style-type: none"> 1. IQAC and Result monitoring committee will analyze students performance during the complete evaluation process and steps will be taken for improvement of students performance. 2. IQAC will measure the achievement of learning Outcomes by students. 	<p>Result analysis is conducted by IQAC and result monitoring committee and department wise meetings has been called for to discuss the steps for improving results.</p> <p>The Po, Co evaluation of all programmes conducted by IQAC.</p>

Innovation Eco System	<ol style="list-style-type: none"> 1. Monitor the working of ED Club, IEDC and IIC of the college. 2. Seminar / workshop on Startups, Social Entrepreneurship will be organized. 3. Join hands with Incubation Centre of nearby college for start up incubation 4. Placing LED lights & solar panels throughout the campus 5. Activities under MGNCRE, SESREC etc. 	<p>ED Conclave, MGNCRE Business Plan, Hackathon, IoT workshop, Craft workshop, LED Making and repairing workshop conducted under respective cells like IIC, ED, IEDC, MGNCRE and SESREC.</p> <p>Installed LED lights in library, annexure building and computer lab.</p>
Promotion of Research	<ol style="list-style-type: none"> 1. Student projects will be allotted through Research committee. 2. Introduce KMMACRP, A Chair in the college for promotion of research. 3. Conferences / Seminars / Workshops on Research Methodology and skill development will be organized in the campus by all post graduate departments. 4. Students' seminar will be organized by departments. 	<p>KMMACRP is established for research promotion. It has been decided to give incentives for publication and presentation.</p> <p>Seven day online workshop on Research Methodology, Data Management and Publication is conducted during 25th November to 2nd December 2020.</p>
Extension Activities and Institutional Social Responsibility	<ol style="list-style-type: none"> 1. Institution - community network will be strengthened through extension activities of various departments, NSS, SIP, WDC and ED Club with respect to COVID 19 support 2. Outreach programmes will be conducted by all departments. 3. Counseling center for COVID 19 affected students and parents 	<p>NSS Covid 19 initiatives in the adopted village and to the nearby places.</p> <p>WDC organised chat with lady advocate to know the legal support to women.</p> <p>Chemistry department's water testing, Microbiology's bio fertilizer, pipe compost.</p> <p>Started a psychological counselling centre for the benefit of Covid 19 affected students</p>

Collaboration and MoUs	<ol style="list-style-type: none"> 1. New MOU / collaboration will be established. 2. Collaboration with Industries will be promoted. 3. Linkages with other institutes for UG / PG students will be established by Research Promotion Council. 	<p>New collaborations and MoUs with Institutions and industries were initiated under the leadership of IQAC.</p> <p>Students completed their projects as part of collaborations with other institutions.</p> <p>MoU with MES Keveeyam College under PARAMARSH Scheme for quality initiatives</p>
Physical Facilities	<ol style="list-style-type: none"> 1. Yoga Centre will be started. 2. The college will try to extend Media labs, Computer Science lab, Auditorium and Parking space. 3. Make adequate facilities like Games arena, Canteen, and Gymnasium 	<p>Yoga center was started in the annex building. Students practiced yoga in the leadership of Physical education teacher.</p> <p>Media and CS lab extended and more computers installed.</p> <p>New canteen, games arena is inaugurated</p>
Library as a Learning Resource	<ol style="list-style-type: none"> 1. The process for Library automation will be finished. 2. Number of titles will be increased. 3. Reprographic service will be extended in the library. 4. Network resource center will be enhanced. 5. Increase subscription of CARE journals 6. Subscription to NPTEL repository. 7. RFID enabled attendance system & Identity Card for students 	<p>Library extended with more space, digital space, and more number of books and journals.</p> <p>Subscribed to NPTEL repository of IIT Madras.</p> <p>Electronic Library attendance system.</p>
IT infrastructure	<ol style="list-style-type: none"> 1. Number of nodes will be increased. 2. IT facilities will be kept updated. 3. Interactive boards will be installed in some classrooms and laboratories. 4. Smart TVs will be installed in all classrooms. 5. High speed lease line of internet having a speed ranging between 40-50 Mbps will be subscribed. 	<p>Network capacity is extended.</p> <p>Smart TVs installed in all classrooms.</p> <p>High speed lease line of internet having a speed 50 Mbps is subscribed</p> <p>Free Wi-Fi facility is made available for students.</p>

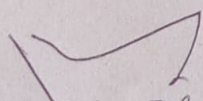
	6. Free Wi-Fi facility will be available for students.	
Maintenance of Campus facilities	<ol style="list-style-type: none"> 1. Rain Water Recharge facility will be renovated. 2. Trees / Plants/ lawn will be maintained & Beautification of campus will be done. 3. Campus bio Diversity Park will be maintained. 4. Solar Units will be installed. 5. Boards for College Building plan, Courses available in the college, meritorious students, College Staff List board, Classroom Number Plates, Facility Boards will be prepare by concerned committee. 6. Biogas plant will be renovated. 7. Energy saving Sensor based LED lights will be installed in the campus. 	<p>Rain Water Recharge facility is renovated.</p> <p>Trees / Plants/ lawn is maintained & Beautification of campus done.</p> <p>Campus bio Diversity Park is maintained.</p> <p>Solar Units is installed.</p> <p>Boards for College Building plan, Courses available in the college, meritorious students, College Staff List board, Classroom Number Plates, Facility Boards installed.</p> <p>Biogas plant is renovated.</p> <p>Energy saving Sensor based LED lights is installed in the campus.</p>
Student Mentoring and Support	<ol style="list-style-type: none"> 1. Mentoring system will be followed. 2. Remedial teaching will be provided to slow learners. 3. Projects will be allotted to the advanced learners. 4. Classes for competitive exams will be arranged by competitive exam committee 5. Co-curricular and extracurricular activities will be run by each department for students. 6. Career counseling activities will be done. 7. Enrolment in MOOC will be encouraged. 8. Placement activities/ drives will be arranged. 9. Welfare schemes for students will be enhanced. 	<p>Mentoring system is followed with ratio of 1:23.</p> <p>Remedial teaching is provided to slow learners.</p> <p>Classes for competitive exams is arranged online by competitive exam committee</p> <p>Career counseling activities will be done.</p> <p>Enrolment in MOOC is encouraged.</p> <p>Placement activities/ drives is arranged online.</p> <p>All students are given scholarship of management.</p>

	<p>10. Competitive examinations guidance activities will be conducted by competitive exams guidance center.</p> <p>11. Guidance to scholarship holder students by the college faculty.</p>	
Student Progression	<p>1. Student progression to higher education will be enhanced by continuous counseling through mentor system and career counselling cell.</p> <p>2. Results and completion rate will be increased and dropout will be decreased.</p>	Guidance in central University admission is organised.
Student Participation and activities	<p>1. Will be ensured through student council, NSS, Physical Education department, Cultural committee, College magazine, Environmental studies committee and through departmental activities.</p> <p>2. Organize Hackathon, Robotics workshop</p> <p>3. Will Organize programmes to promote national integration, Patriotic fervor, Swtchatha awareness, Make in India, Digital India Initiative and Athma Nirbhar Bharath.</p>	<p>Student participation and activities are ensured in NSS, Physical Education department, Cultural committee, College magazine, Environmental studies committee and through departmental activities.</p> <p>Organized Hackathon, Robotics workshop</p> <p>Organized programmes to promote national integration, Patriotic fervor, Swtchatha awareness, Make in India, Digital India Initiative and Athma Nirbhar Bharath.</p>
Alumni Engagement	<p>1. Conduct MASCOSA Common Meet.</p> <p>2. Ensure Significant contribution by alumni in the form of financial contribution, academic contribution in the form of invited talks and lectures, Library enrichment and placement activities.</p>	<p>Conducted MASCOSA Common Meet. Financial contributions were made by alumni for infrastructure development and library.</p> <p>Department of Media, Commerce, Microbiology, CS, Management Studies organised Alumni seminar /</p>

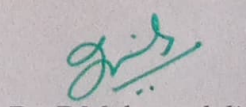
		Webinar.
Strategic Development and Deployment	<ol style="list-style-type: none"> 1. Strategy development will be done through College Development Committee (CDC), IQAC and decentralization of administration will be done through different sub committees run under IQAC. 2. Non Teaching Staff will be Given Orientation Programmes on ICT, Office Automation, Personality Development. 	Teaching and Non teaching staff were given orientation programmes on NAAC, Quality, Personality Development, CALEM.
Faculty Empowerment Strategies	<ol style="list-style-type: none"> 1. Faculty will be sent for participation in Orientation courses, Refresher courses, Faculty Development Programmes, Conferences, Workshops, Seminars and Skill oriented training programmes. 2. Organise FDP in ICT and E Content Development. 3. Will encourage faculty members to enroll in MOOC, SWAYAM courses. 4. Faculty sensitization towards RAF 2019 5. Will give assistance for Publications. 6. CALEM Programme 7. Workshop on question paper setting and OBE by TLC, IIT Madras 	<p>Faculty members participated in Orientation courses, Refresher courses, Faculty Development Programmes, Conferences, Workshops, Seminars and Skill oriented training programmes offline and online.</p> <p>Organise FDP in ICT and E Content Development.</p> <p>Faculty members encouraged to enroll in MOOC, SWAYAM courses.</p> <p>Faculty sensitization towards NAAC RAF 2019</p> <p>CALEM Programme and Workshop on question paper setting and OBE by TLC, IIT Madras</p>
Internal Quality Assurance System	<ol style="list-style-type: none"> 1. As per the norms, have to elaborate the IQA cell. We have also included two peer experts from society. 2. The IQAC functions throughout the year for quality assurance. There is a regular meeting which held quarterly. 3. IQAC will subdivide the perspective plan year wise and it will be the action plan of IQAC for subsequent years. This action 	<p>As per the norms, elaborated the IQA cell. Also included two peer experts from society.</p> <p>Regular meeting of IQAC were organised both Offline and Online.</p> <p>Perspective plan is approved by the IQAC.</p> <p>SAR is conducted online.</p>

	<p>plan will be executed by IQAC through different college committees and will be monitored in its monthly meetings.</p> <p>4. Staff Self Appraisal System under IQAC as an initiative for Staff evaluation.</p>	
Environmental Consciousness	<ol style="list-style-type: none"> 1. Green audit procedure is in place under environmental Studies committee. 2. Will take efforts to make the Campus Eco friendly. 3. Sustain the Bio diversity park. 	Green audit and Energy audit is conducted by a registered agency.
Distinctiveness and Best Practice	<ol style="list-style-type: none"> 1. Strengthen the tutorial and proctorial system. 2. Regularize the Class Observation of the teachers, reports prepared and communicate them for improvement. 3. Village Institution Interface is to be strengthened. 4. COVID 19 Cell to be formed to support students and villages nearby. 5. Teaching Learning Center for faculty Improvement programmes 	<p>Strengthened the tutorial and proctorial system.</p> <p>Regularized the Class Observation of the teachers through video lesson observation by expert committee, reports prepared and communicate them for improvement.</p> <p>Village Institution Interface is strengthened by organising various programmes.</p> <p>COVID 19 Cell is formed and functioned effectively.</p>
E Content Development	<ol style="list-style-type: none"> 1. The teachers will prepare E- contents for their respective subjects. 2. Advanced learners will also prepare video lessons which will be used for peer teaching 	Video lessons of teachers and students were aired through YouTube Channel for students of the college and for whole community.
Guest Lecture	<ol style="list-style-type: none"> 1. Each department will organize guest lectures on recent development in their faculty concerned especially with respect to the impact of COVID 19 	Commerce, Chemistry, CS, Microbiology, English, Physics and Media departments conducted webinars on recent developments in their concerned disciplines
Sports Activities	<ol style="list-style-type: none"> 1. Department of Physical Education will 	COFE programme is introduced to the

	<p>enable students to Participate University level events and various college level sports event including Yoga.</p> <p>2. The department will conduct COFE (College Fitness Education) programme.</p> <p>3. Open Course of Physical Education “Physical Activity Health and Wellness” will be offered.</p>	<p>students.</p> <p>Online Yoga classes given to reduce the stress during COVID 19.</p> <p>Open Course of Physical Education “Physical Activity Health and Wellness” is offered to 59 students.</p>
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 Mr. Rafeeq P
 Coordinator




 Dr. P Mohamedali
 Principal

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