



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 (2017-18)

In the academic year 2017-18, six meetings of the IQAC were conducted. Dr. A Abdurahiman was the IQAC Chairman till 30.11.2017. Later, new Chairman Dr. P Mohamedali taken charge on 03.01.2018 and Prof. P Moideenkutty was the IQAC Coordinator throughout the whole academic year. The IQAC members of 2017 -2018 are:

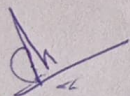
1. Dr. A Abdurahiman (Chairman till 30.11.2017)
2. Dr. P Mohamedali (Chairman from 03.01.2018)
3. Prof. P Moideenkutty (IQAC Coordinator)
4. Prof. P Santhakumari (IQAC joint Coordinator)
5. Prof. K Mohamed Haneefa
6. Dr. P Abdul Azeez
7. Mr. Muhammed Rafi N
8. Mr. Lembodharan Pillai
9. Mrs. Hajara B
10. Mr. K Abdul Karim
11. Mr. Kanuprasad M K
12. Mr. Noushad N
13. Mr. Suresh Babu K
14. Mr. Nikhil P P
15. Mrs. Vineetha
16. Mr. Rafeeq P
17. Mr Kunhimoideen
18. Mr. Shameer Babu
19. Mr. Vijayakeshavan
20. Mr Adhil K M (Student)
21. Mr. Ajeeb Hameed (Chairman, College union)

The College has implemented the following decisions of the IQAC:

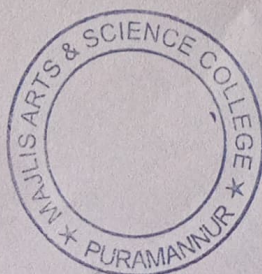
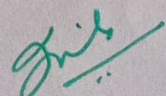
- Insisted the lesson plans and teachers diary is maintained by all faculty members.
- Revised Curriculum 2017 for some programmes were implemented for first year students of such programmes.
- Followed systematic allocation of open courses through centralized application and allotment completed by June 05, 2017.
- All teachers of the college have participated in the centralized valuation camps at various centers for UG and PG paper valuation.
- An orientation programme on University Centralised Allotment and Admission is organized for non teaching staff on 07th June 2017.
- World Environment Day is observed in the campus by planting saplings in the campus and nearby village.
- Bridge courses and induction programme was conducted to first year UG students in the last week of July 2017.
- Organised faculty orientation programmes on revised curriculum of 2017 in July 2017.
- All the departments conducted entry level examinations for the first year students in the first week of August 2017 to identify the learning level of students.
- IQAC conducted meetings with the new faculty members to give awareness on the documentation process of the college.
- Teachers of Physics, Chemistry, Commerce, English, Management studies, Media & Communication, Mathematics participated in National/International Seminars and workshops organized by various colleges and Universities.
- Academic data updated and uploaded to AISHE in September 2017.
- All departments enrolled their students to Add-on / certificate courses.
- Feedback on curriculum obtained from students, teachers, employers, parents and alumni, analyzed and suggestions given to the concerned.

- Ban on plastics in the campus is officially declared by the Principal.
- Conducted Remedial classes, Study camps, and experiential learning through project work and industrial visit by all departments.
- Seminar hall in the top floor is renovated with added infrastructure facilities.
- Alumni meets by all departments were organized in December 2017 and January 2018.
- Conducted orientation programme on CAT, KMAT and CMAT by the department of commerce in January 2018 .
- Audio Visual Hall in the new block is inaugurated and opened in February 2018 for conducting programmes.
- 5 more new computers were added in all to computer science lab and Media lab.
- Organized special meeting of Majlis scholarship holders to monitor their academic performance.
- Rain water recharge facility is developed in the campus.
- Organised several extension programmes by various departments in the nearby village as part of Institution Village Interface.
- Collaborative activities for research, student exchange, faculty exchange is organized by departments.
- Duty roster in Proctorial system is regularly followed for enhanced discipline in the campus.
- Workshop on research methodology, IPR and entrepreneurship is organized by departments to their PG and final year UG students.
- Faculty sensitization towards accreditation and orientation programme on RAF 2017 is organized in March 2018.
- Mentoring System is strengthened under the mentorship of 92 mentors.

- Exit survey conducted among outgoing UG students in 2018 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.
- Internal Academic and Administrative audit is organized at the end of each semester (During the November 2017 and March 2018)
- BSNL Wimax internet facility is made available in all departments with enhanced wifi.
- Introduced Biometric Attendance System for Faculty & Staff with new devices.
- Constructed pedestrian friendly pathways and campus garden.
- External Academic Audit is organized by IQAC in the last week of March 2018.
- Three day workshop on Outcome Based Education and Pedagogy is organized by Teachers Training center of the College in collaboration with TLC, IIT Madras.
- Teaching Learning Center of Majlis College is started in the college to facilitate the development of teaching community.
- Three day CALEM workshop is organized under PMMNMTT, MHRD in March 2018.



Prof. P Moideenkutty
Coordinator

Dr. P Mohamedali

Principal

MAJLIS ARTS & SCIENCE COLLEGE
Puramannur P.O, Malappuram Dt
Kerala - 676552