



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 (2018-19)

In the academic year 2018-19, six meetings of the IQAC were conducted . Dr. P Mohamedali was the IQAC Chairman and Mr. Rafeeq P was the IQAC Coordinator throughout the whole academic year. The IQAC members of 2018 -2019 are:

1. Dr. P Mohamedali (Chairman)
2. Mr. Rafeeq P (IQAC Coordinator)
3. Prof. P Moideenkutty (Academic Director)
4. Prof. P Santhakumari (IQAC Joint Coordinator)
5. Dr. P Abdul Azeez
6. Mr. Muhammed Rafi N
7. Mr. Lembodharan Pillai
8. Mrs. Hajara B
9. Mr. K Abdul Karim
10. Mr. Kanuprasad M K
11. Mr. Noushad N
12. Mr. Suresh Babu K
13. Mr. Nikhil P P
14. Mr. Rajesh V P
15. Prof. K Mohamed Haneefa
16. Mr Kunhimoideen
17. Mr. Shameer Babu (Librarian)
18. Mr. Faisal T (Alumni)
19. Mr. Vijayakeshavan (Superintendent)
20. Mr. Abdul Azeez (Second year B.Com Student)
21. Mr. Davood (Chairman, College union)

The College has implemented the following decisions of the IQAC:

- Application for New UG programmes for the next academic year given (BA Visual

Communication and B.Com Travel and Tourism)

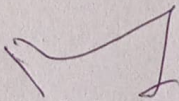
- Followed systematic allocation of open courses through centralized application and allotment completed by June 01, 2018.
- Remedial coaching is conducted to serve the needs of all students.
- Motivation and soft skill development classes by dean of student welfare are organized to all students in a pre planned schedule.
- Peer teaching is practiced by all departments to support slow learners and to develop advanced learners.
- Eight classrooms in all from three departments made ICT enabled by installing LCD projector and smart board with speakers.
- Installed LCD projector in the AV hall, Computer Science and Media labs.
- Open auditorium is renovated with extended capacity.
- Insisted all departments to maintain the lesson plans and teachers diary by all faculty members.
- College office renovated and four new computers are installed in the office for better e governance.
- A training session on e College system is organized to teaching and non teaching staff on 13th June 2018 by a resource person from GJ InfoTech.
- Centralized examination hall with CCTV surveillance is set up in the new block for smooth conduct of University examinations.
- A Faculty Development Programme on recent trends in Teaching Learning Methodologies is organized in collaboration with Central University of Kerala, Kasargod on 30.06.2018
- Study camps were organized one week before all semester examinations to support all students with different learning capacities.
- 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.
- Bridge courses and induction programme was conducted to first year UG students in the last week of June 2018.
- All the departments conducted entry level examinations for the first year students in the first week of July 2018 to identify the learning level of students.
- IQAC conducted meetings with the new faculty members to give awareness on the

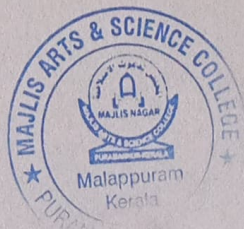
documentation process of the college.

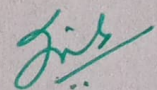
- Teachers participated in National/International Seminars and workshops organized by various colleges and Universities.
- Academic data updated and uploaded to AISHE in September 2018.
- All departments offered Add-on / certificate courses to their students.
- Organized special meeting of Majlis scholarship holders to monitor their academic performance in September 2018.
- FDP on MOOC and Swayam Portal is organized in collaboration with Central University of Kerala, Kasargod on 19.11.2018.
- Conducted orientation programme on CAT, KMAT and CMAT by the department of commerce in December 2018 to final year students.
- Alumni meets by all departments were organized in December 2018.
- 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.
- Mentoring System is strengthened under the mentorship of 92 mentors.
- Exit survey conducted among outgoing UG students in 2019 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 2018 and March 2019)
- Organised UGC NET / JRF Coaching is organized under DISA of MASTERS FORUM and IQAC.
- External Academic Audit is organized by IQAC in the last week of March 2019.
- Three day workshop on Outcome Based Education and Pedagogy is organized by

Teachers Training center of the College in collaboration with TLC, IIT Madras in March 2019.

- Three day CALEM workshop by Aligarh Muslim University is organized under PMMNMTT, MHRD .
- Mega Campus Recruitment Drive is organized by Career Guidance cell and Department of Students welfare in March 2019 . A total of 103 students were placed in different firms.
- Feedback on curriculum obtained from students, teachers, employers, parents and alumni, analyzed and suggestions given to the concerned.


Mr. Rafeeq P.
Coordinator




Dr. P Mohamedali
Principal

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