

Anvarul Islam Arabic College, Kuniyil
INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT- 2017-2018

S.NO	DATE OF MEETING	DECISIONS	ACTION TAKEN
1.	30-03-2017	IQAC Planned to conduct an orientation program for teachers.	IQAC conducted an orientation program on 22-7-2017
2.	30-03-2017	IQAC Suggested to the departments to submit semester plans and action plans of the year 2017 -18	Both department HoDs submitted the semester plans and year wise action plans of the academic year 2017 – 18
3.	30-03-2017	IQAC planned to conduct a meeting for year review	The meeting was conducted under IQAC and discussed last year IQAC Performance
4.	19-05-2017	IQAC Suggested to hostel committee for scheduling hostel system	The hostel committee scheduled hostel system and food menu as per the opinion of IQAC
5.	19-05-2017	IQAC decided to conduct a motivation program for newcomers	IQAC conducted an orientation program on 22-7-2017 instead of motivation program
6.	19-05-2017	IQAC Instructed to staff committee to identify students from financially backward families	The staff committee selected students from financially downward families and handed over the list to IQAC.

7.	19-05-2017	IQAC decided to conduct a review meeting	IQAC Reviewed last meeting decisions
8.	05-06-2017	IQAC Suggested to conduct an induction program for new comers in Arabic and commerce departments	Postponed to next year
9.	05-06-2017	IQAC Instructed to the departments to make Students profile	The departments prepared students profile and submitted to IQAC Coordinator
10.	05-06-2017	IQAC Instructed to the departments to conduct bridge course and certificate course	Commerce department organized a certificate course in COMPUTERIZED FINANCIAL ACCOUNTING WITH TALLY
11.	05-06-2017	IQAC reminded to complete students mentoring system	All teachers completed the mentoring system and submitted to the IQAC Coordinator
12.	04-07-2017	IQAC Decided to conduct a vision program	Conducted vision related program
13.	04-07-2017	IQAC reminded library council to conduct an orientation program for students	Library council conducted an orientation program for students
14.	04-07-2017	IQAC reminded the staff council to conduct remedial and peer learning for promoting students	Both departments have carried out remedial and peer learning system
15.	04-07-2017	IQAC Planned to conduct a direction camp for students	1.NSS conducted 7 days camp for NSS students 2. Quiz competition conducted by Career guidance cell
16.	04-07-2017	IQAC Decided to conduct a legal awareness program	IQAC arranged a legal awareness program for students on 16-08-2017, Advt.MT Shakes led by sessions
17	04-07-2017	IQAC Decided to conduct a	PDP has been postponed to next

		Professional development program	year .Instead of this, IQAC conducted a FDP on the topic of methodology of teaching.
18	09-01-2018	IQAC planned to conducted a review meeting	A meeting is conducted under IQAC and discussed last year IQAC Performance
19	09-01-2018	IQAC Initiated to conduct a disaster management program	A disaster management program conducted on 15/02/2018, Session led by M.Abdul Gafoor (Station officer , Fire force)
20	09-01-2018	IQAC Core committee discussed future plan of IQAC Cell	IQAC planned future programs and steps and listed the next year's IQAC cell members



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