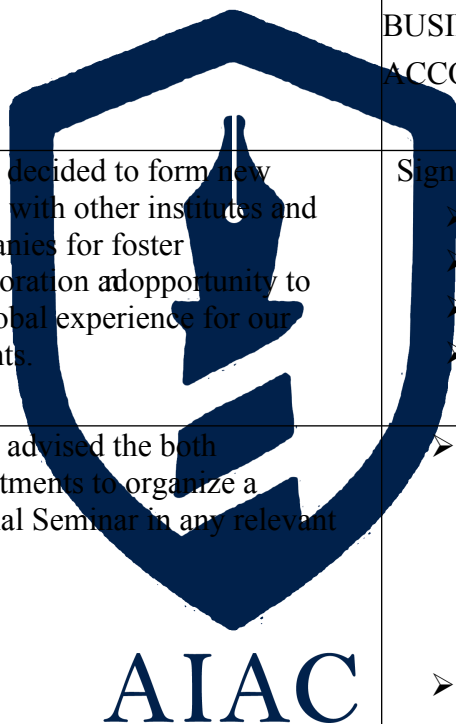


Anvarul Islam Arabic College, Kuniyil
INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT- 2018-19

S.NO	DATE OF MEETING	DECISIONS	ACTION TAKEN
1.	13-06-2018	In the meeting IQAC suggested to collect student's data base through Google form or printed hard copy	All concerned departments collected and recorded student's data base within the concerned time
2.	13-06-2018	All concerned departments, clubs and forums were directed to submit the one-year action plan	All concerned departments, clubs and forums submitted one-year action plan in the last week of July
3.	13-06-2018	The departments were instructed to prepare Semester plan and Academic calendar	Both departments submitted Semester plan and Academic calendar before September
4.	10-07-2018	IQAC instructed to the departments and admins to complete the program related Documentation for NAAC purposes	90 % of documentation has been submitted to IQAC and the rest is submitted before Jan -25 th -2019
5.	10-07-2018	IQAC initiated to create a Documentary about the college	College council postponed the documentary work to the next year, because of the incompleteness of infra-structure facilities
6.	10-07-2018	IQAC reminded the library council to conduct an orientation program for students	Library council conducted an orientation program for first year students

7.	10-07-2018	It is suggested to the departments to coordinate reputed Institutional visit for students to enhance their exposure to various disciplines	Students of the commerce department visited IIM, Kunnamangalam on 12-11-2018 and visited ENTELCAD engineering college ,Maysoor on 19-12-2018
8.	10-07-2018	IQAC decided to conduct an Induction and a Bridge program for new coming students with in one month of college opening.	An induction program is held on the concerned time, Mr. Ismail (Assistant Professor, MUA College, Pulikkal, Educational Trainer, Researcher and Life Coach) led by the session.
9.	10-07-2018	The departments are instructed to organize Certificate courses at least once in a year	Commerce department conducted a certificate course on PROFESSIONAL BUSINESS ACCOUNTING.
10.	10-07-2018	IQAC decided to form new MoUs with other institutes and companies for foster collaboration and opportunity to get global experience for our students.	Signed MoUs with <ul style="list-style-type: none"> ➤ Apple Associates ➤ Talrop Educations Private ltd ➤ API Mukkam ➤ Anvarul Islam womens college, Mongam
11.	10-07-2018	IQAC advised the both Departments to organize a national Seminar in any relevant topic.	<ul style="list-style-type: none"> ➤ Commerce department organized a national seminar on ISLAMIC FINANCE on 27 and 28 of Feb, 2019. ➤ 2. Arabic department organized 3 day national seminar on 05,06 and 07 of December 2018
12.	10-07-2018	It is decided to uplift and modify ED club and assigned the duty to Miss. Hida Febin KP.	The ED Club has been reformed under the leadership of Miss Hida Febin, including a few students in it.
13.	13-08-2018	IQAC decided to conduct a State level workshop on NAAC	IQAC could conduct a workshop on 06-08-2018

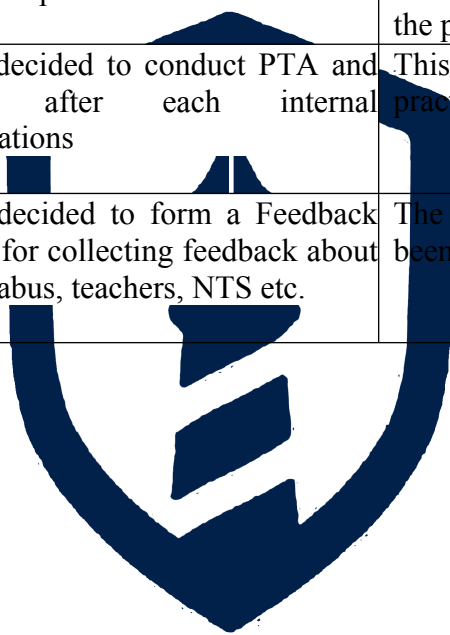


		assessment and accreditation and to invite Dr.T Muhammed Saleem as the RP	successfully
14.	13-08-2018	IQAC decided to organize a ICT Training program for teachers (FDP)	A ICT program for teachers is conducted on 27-11-18 at Talrop techies park Edavanna.

15.	13-08-2018	IQAC reminded the departments to ensure remedial classes and peer learning system	Both departments could implement those properly
16.	13-08-2018	IQAC took initiative to start an online program (YouTube) to learn Arabic Grammar under Arabic department	Al Durar Al Lughviya, a you tube channel for Arabic learners is created to learn Arabic grammar
17.	13-09-2018	IQAC reminded to arrange a Premarital workshop for college students on or before December month	A four day workshop of premarital was conducted on 17,18,24,25 November 2018 at college seminar hall
18.	13-09-2018	IQAC gave charge to Aman sir and Azeez sir for College Web site modification.	Assigned persons modified the college website with the help of experts
19.	13-09-2018	IQAC introduced a new Methods for E-learning system called "data pool"	It is postponed due to insufficient facilities
20.	13-09-2018	IQAC decided to conduct a NAAC accreditation sensitization program for all stake holders	The program is Conducted successfully and all stake holders have become aware about the NAAC terms and importance
21	13-09-2018	It is suggested to hold PDP and FDP Programs in this academic year	A ICT program for teachers is conducted on 27-11-18 at Talrop techies park Edavanna.(FDP). PDP has been postponed to next year
22	22-10-2018	IQAC requested to both departments to complete Mentor – Mentee diary in November	All mentor – mentee dairy have been completed within 15 days

23	22-10-2018	IQAC promoted the Centralized internal examination system in the college	Both Arabic and commerce departments conducted internal exams as per the centralized norms formed in the institution
24	22-10-2018	IQAC reminded again to the departments to organize International or national Seminar in this academic year	1.Commerce department organized a national seminar on ISLAMIC FINANCE on 27 and 28 of Feb, 2019. 2. Arabic department organized 3 day national seminar on 05, 06 and 07 of December 2018.
25	22-10-2018	IQAC decided to organize an Award and certificate distribution program for extra ordinary students	An award distribution program was organized in the college for University rank holders and college toppers
26	04-11-2018	IQAC has decided to conduct some kind of Community Extension Programs	A four day premarital workshop is conducted for outsiders on 19,20,26,27 -January -2019 in collaboration with CCMY Vergara.
27	04-11-2018	Meeting requested to Arabic department for E – content Launching program within one month	The concerned department launched E-Content idea on 09-12-18 at college auditorium,
28	04-11-2018	IQAC decided to organize a ICT Training program for NTS	A ICT training program is held for NTS
29	03-12-2018	IQAC decided to prepare Teacher's diary for collecting relevant details of faculty members	IQAC initiated and completed all personal, educational, experience and other relevant details of the departmental faculty members and handed it over to admin department.
30	03-12-2018	IQAC reminded the staff council to conduct ICT related FDP for teachers	A Half day ICT workshop is conducted at Techis Prak , Jamia Edavanna
31	03-12-2018	IQAC requested to Arabic department to prepare the departmental magazine in this academic year	Arabic department advocated to release class based magazines.
32	24-01-2019	IQAC decided to Complete the criteria 1,2 and 3 for NAAC purposes on or before 14-04-19 and submit it to the review team	The criteria are submitted to the review team partially

33	24-01-2019	IQAC advised the department of commerce to conduct National seminar on Islamic finance on or before 16-02-2019	On 27 and 28 Feb 2019, a national seminar is conducted
34	11-02--2019	IQAC introduced a new thought regarding personal counseling system in the college and requested to collect the list of counselors	IQAC collected a list of counselors and appointed Miss Nabeela MT, Psychologist, MHAT Kerala
35	11-02--2019	IQAC discussed the effectiveness of ICT based teaching system and planned to conduct ICT based FDP in the college.	A Half day ICT workshop is conducted at Techis Prak , Jamia Edavanna
36	15-03--2019	All the departments are asked to complete the Portion and prepare the analysis report.	The departments could complete the portions before the concerned period and submitted the analysis report to the principal
37	15-03--2019	IQAC decided to conduct PTA and CPTA after each internal examinations	This decision has been put into practice properly
38	15-03--2019	IQAC decided to form a Feedback system for collecting feedback about the syllabus, teachers, NTS etc.	The feedback from the students has been collected



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