



ANVARUL ISLAM ARABIC COLLEGE, KUNIYIL

INTERNAL QUALITY ASSURANCE CELL (IQAC)

COMPREHENSIVE ACTION TAKEN REPORT

(IQAC Meetings 1 to 9)


Meeting	Date	Agenda	Action Taken	Outcome
Meeting 1	27/08/2023	Seven-Day Induction Programme Academic Year Planning (2023–24) New Quality Initiatives under IQAC	Detailed schedule for the induction program prepared and approved. - Duty allocation completed, and team members-initiated preparations. - Guest speakers invited; logistical arrangements finalized. - Academic calendar finalized with feedback from IQAC members. - Dates for workshops and co-curricular activities confirmed and shared. - Proposal for faculty development programs drafted and reviewed. - Preliminary steps for new quality benchmarks initiated.	Successful induction of new students and faculty. Academic activities streamlined. Framework for faculty development and student engagement programs established.
Meeting 2	03/10/2023	Induction Follow-Up Document Compilation Action Plan Review Event Organization	Follow-up on induction activities completed. - Collection and compilation of IQAC documents finalized. - Reviewed departmental action plans and suggested improvements. - Initiated planning for college events and outreach programs.	- Ensured smooth induction follow-up. - Documents organized for AQAR submission. - Strengthened alignment with IQAC objectives. - Finalized schedules for upcoming events.
Meeting 3	20/10/2023	Year Plan Introduction Review of Clubs and Cells Language Lab Concerns	Finalized and introduced the year plan. - Verified the functioning of clubs and student initiatives. - Addressed issues and ensured smooth functioning of the lab.	Shared a clear roadmap for the academic year. - Enhanced efficiency of extracurricular programs. Improved utilization of language lab facilities.

Meeting 4	30/10/2023	Implementation of Quality Measures Digital Learning Integration Research Promotion Extension Activities	Conducted workshops and established student feedback systems. - Organized training sessions on e-learning platforms. - Allocated resources for research activities. - Launched new outreach programs.	Enhanced teaching quality. Increased adoption of digital tools. - Improved research output. - Strengthened community involvement.
Meeting 5	03/11/2023	Learning Enhancement (LEAP) Introduction Program Planning Documentation of LEAP Activities	- Established a core committee for the LEAP initiative. - Drafted a roadmap for workshops and training sessions.- Implemented a framework for documenting LEAP activities.	Defined roles and responsibilities for LEAP implementation. Preliminary planning for capacity-building programs completed. Systematic documentation ensured accountability.
Meeting 6	20/11/2023	Review of AQAR Works Criteria-Wise Presentation Metric- Specific Discussion Final Submission Planning	Reviewed progress on AQAR tasks and delegated responsibilities. - Conducted detailed discussions on criteria (C1-C7). - Identified data gaps and initiated evidence-gathering processes. - Planned follow-up meetings for timely AQAR submission.	- Enhanced progress on AQAR preparation. - Refined data collection and presentation clarity. - Established timelines for AQAR completion.
Meeting 7	21/12/2023	AQAR Works Criteria-wise Discussion Professional Development Program Action on Previous Decisions	Assigned pending AQAR tasks to respective departments. - Reviewed specific AQAR criteria sections. - Scheduled Professional Development Program for January 2, 2024.- Updates on prior decisions were noted and completed.	Progress on AQAR ensured. - Program scheduled for professional growth. Previous tasks addressed and implemented.
Meeting 8	19/01/2024	Quality Initiatives Academic Activities Review FDP/PDP Pending Task Follow-Up	Briefed faculty on aligning teaching methods with quality standards. - Finalized semester academic calendar; planned mid-term assessments. - Designed a Professional Development	Improved alignment of teaching methods with quality standards. - Academic activities streamlined. Professional growth initiatives planned.


			Program for February 2024.- Reviewed pending departmental tasks; specific deadlines were set.	Enhanced accountability in task completion.
Meeting 9	27/03/2024	Academic Review Teaching Process Evaluation Activity Reports Vacation FDP Admissions AQAR for 2023-24	- Implemented measures to address assignment delays.- Initiated plans for interactive, tech-based teaching methods.- Tasked departments with submitting activity reports for AQAR.- Scheduled a Faculty Development Program during vacation.- Finalized academic calendar and admission strategies.- Formed a Quality Improvement Committee for academic and administrative concerns.	- Improved timeliness in assignment submission.- Enhanced adoption of innovative teaching techniques.- Prepared for AQAR submission.- Planned skill-building for faculty.- Strengthened admission processes.- Established a dedicated committee for quality enhancement.

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