

INTERNAL QUALITY ASSURANCE CELL

Sullamussalam Science College , Areekode

SSC/IQAC-ATR/2014-15

04.06.2015

ACTION TAKEN REPORT 2014-15

S.No	Date of the Meeting	Decisions	Action taken
1	5-06-2014	Decided to conduct one- week-Orientation/ Bridge courses for the first Semesters of all Degree Programmes.	Computer Science, Maths, English, Physics, Commerce, Economics and Islamic Finance departments conducted orientation programmes for new batches of Degree Programmes in July.
2	5-06-2014	Decided to instruct various coordinators in charge of extracurricular activities, clubs and forums to ensure the quality aspects of the activities under their charge.	Coordinators of various clubs and forums are instructed to emphasise on the quality aspects (objectives and outcomes) in the reports of various activities .
3	5-06-2014	The IQAC proposed to the management for setting up a Mobile Computing Lab under the department of computer science for the students and the teachers to do their projects and the research work.	A mobile computing lab was set up under the department of Computer Science.
4	5-08-2014	A gate book will be kept at the entrance of the library to register the details of the visitors for monitoring the Statistics of the users.	A computer monitor is kept at the entrance of the library to register the details of the visitors
5	5-08-2014	All the student support services will maintain entry registers to ensure their utility	Entry register system implemented for all the student support services
6	5-08-2014	All the student support including hostel and canteen will have separate monitoring committees to review their activities	Separate monitoring cells for Hostel, Canteen, Gymnasium and Sport facilities are formed.
7	15-12-2014	Decide to conduct a one-week training course for the selected girl students to improve their computer awareness ,communication skills and behavioural aspects under Women Resource Centre	Women Resource Centre organised a training programme for girl students in April 2015
8	20-03-2015	Expansion of library resources.	More books were purchased to the

			Library. A new Reference section is started in the library for preparing for competitive examinations
9	20-03-2015	Commencement of new courses	Proposal are submitted to UGC to start New B.Voc programmes in the new academic year
10	20-03-2015	Setting up a Materials Science division in the Physics Lab	A Materials Science Division was set up in Physics lab (PG)



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INTERNAL QUALITY ASSURANCE CELL

Sullamussalam Science College , Areekode

SSC/IQAC-ATR/2015-16

05.06.2016

ACTION TAKEN REPORT 2015-16

S.No	Date of the Meeting	Decisions	Action taken
1	10-06-15	Decided to initiate new programmes to identify and nurture the talented group of students and provide them necessary motivation and training to shape their future career and excel in the areas of contemporary knowledge disciplines	Walk With a Scholar (WWS) programme is implemented in the five departments of the college.
2	10-06-15	Decided to initiate new compensatory programmes aiming at imparting additional support to students in curricular areas of weakness	Scholar Support Programme (SSP) is implemented in the five departments of the college.
3	10-06-15	Strengthening career opportunities of the students by conducting special programmes and recruitment drives under the Career and Placement Cell	Career Guidance Cell (CGC) is made more active.
4	18-08-15	Decided to recommend constructing two more seminar halls with a seating-capacity 100 as the number of courses and students has been increased during the previous year.	Two more seminar halls with a seating-capacity 100 are constructed.
5	18-08-15	Decided to recommend the expansion of the North-East Academic block by constructing two classrooms in the first floor	Two more classrooms in the first floor of the North-East Academic block are constructed.
6	18-08-15	Recommended for procuring more books to the library	More books are purchased to the library
7	18-08-15	Discussed various possibilities of IEDC for nurturing innovation and entrepreneurship among student community in the field of science and technology	Activities of IEDC are initiated in the college.
8	12-12-15	Decided to acetify Walk With a Scholar (WWS) programme with financial assistance from	Financial assistance obtained from Department of Higher Education, Govt. Of Kerala for the WWS programme

		Department of Higher Education, Govt. Of Kerala, for the benefit of talented students.	
9	12-12-15	Decided to stimulate Scholar Support Programme, with financial assistance from Department of Higher Education, Govt. Of Kerala, for the benefit of the students in the areas of academic weakness	Financial assistance obtained from Department of Higher Education, Govt. Of Kerala for the SSP programme
10	12-12-15	Decided to plant Saplings of shade-giving trees throughout the campus with help of eco-club of the college	Saplings of shade-giving trees are planted throughout the campus with help of eco-club of the college
11	12-12-15	Decided to conduct a training session for the staff on e-filing of income-tax	A training session for the staff on e-filing of income-tax was conducted on 15 February 2016.
12	24-03-16	Expansion of library resources.	More books and furniture procured to the library
13	24-03-16	Complete automation of the college with Online feedback system from Students	Automation of the Online feedback system from Students implemented
14	24-03-16	Setting up a Materials Science division in the Physics Lab(PG)	A Materials Science Division is set up in the Physics Lab(PG)
15	24-03-16	Submit proposals to the University to convert Computer Science and Mathematics departments into Research Centres.	Submitted proposals to the University to convert Computer Science and Mathematics departments into Research Centres
16	24-03-16	Dr.T.P.Abbas is entrusted with preparing a proposal for quality-related workshop to be submitted to NAAC	A proposal for a National Conference on 'Quality Higher Education in the era of open online education' is submitted to NAAC


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INTERNAL QUALITY ASSURANCE CELL

Sullamussalam Science College , Areekode

SSC/IQAC-ATR/2016-17

08.06.2017

ACTION TAKEN REPORT 2016-17

S.No	Date of the Meeting	Decisions	Action taken
1	07-06-2016	Decided to conduct a workshop for teachers in Technology enabled Teaching learning	One-Day Hands-on training for teachers in Virtual Learning Environment is conducted on 6 December 2016
2	07-06-2016	Decided to conduct a national seminar on higher education	Two-Day National Conference on 'Quality Higher Education in the era of Open Online Education' is conducted on 6,7 December 2016
3	07-06-2016	Decided to intensify the extension activities under various clubs and forum like Back to Agriculture, Palliative care,A house a year ,Eye donation Awareness , Mental Health Awareness Class , Life skill development Camp , Awareness on Digital Economy ,Plastic Management and Green Protocol	NSS, Students Union , Kottaka,Physical Fitness Club , Sargavedi, CGC, Eco-club, Travel and Tourism Club ,Women's Forum, SMART and Pain & Palliative Care Cell are given instruction to conduct more object-oriented programmes.
4	12-08-16	Decided to introduce Internal Quality Records in all departments in line with the internal quality procedures of IQAC	Implemented a system of keeping Internal Quality Records for various departments, clubs and forums
5	12-08-16	The proposed National conference on Higher education approved by NAAC for the financial assistance is to be conducted on 6,7 December 2016. Principal Dr P Muhamed Ilyas is entrusted to finalise the detailed plan of the conference.	Two-Day National Conference on 'Quality Higher Education in the era of Open Online Education' is conducted on 6,7 December 2016
6	12-08-16	An IQAC self-evaluation session will be held on 5 November 2016. Representatives of all departments ,clubs and forums will present a status report on their quality related activities in this self-evaluation session.	IQAC self-evaluation session is held on 31 March 2017.

7	12-08-16	Decided to conduct the self-evaluation of the departments	IQAC has completed self-evaluation of the departments and consolidated the report for further decisions at the end of the academic year
8	03-01-17	Installation of WiFi Connectivity in the campus	WiFi connectivity Installed
9	03-01-17	Decided to conduct a training programme for teachers on teaching, learning and mentoring	The training programme is not conducted
10	03-01-17	Decided to renovate College Seminar hall	Renovation work of the Seminar Hall is in progress.
12	22-03-17	Erudite Lecture programme on 'Higher Education'	Noted educationist Gayatri Chakravorty Spivak is invited to deliver the Erudite Lecture. Proposal for financial assistance is submitted to Department of higher Education.
13	22-03-17	Two National Level seminars in Mathematics and Computer Sciences	National seminars in Mathematics, Computer Science and English are scheduled in October-December 2017.
14	22-03-17	Automated Feedback system up gradation	Online automatic feedback system is upgraded
15	22-03-17	Innovation and programming club under IEDC	A new Innovation and programming club initiated in the college under IEDC


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INTERNAL QUALITY ASSURANCE CELL

Sullamussalam Science College , Areekode

SSC/IQAC-ATR/2017-18

10.06.2018

ACTION TAKEN REPORT 2017-18

S.No	Date of the Meeting	Decisions	Action taken
1	15-06-17	Decided to conduct an evaluation meeting of all class advisors to discuss the feedback from parents and students in class PTA meetings	An evaluation meeting of all class advisors was conducted on 12 August 2017 and feedback from parents was consolidated.
2	15-06-17	It is resolved to setup a committee to evaluate the bridge courses conducted for the first semester students, and recommend necessary modifications required, if any. The following will be the members of the committee: (1) Dr. Sajith (2) Mr. Shameem Kappan and (3) Mrs. Reshma Majeed	The IQAC subcommittee evaluated the bridge courses and the evaluation report is submitted.
3	15-06-17	Decided to invite proposal from various departments to conduct at least two international conferences/ Workshops.	English, Computer Science, Mathematics and physics departments submitted proposals for financial assistance to conduct national seminars / workshops.
4	18-8-17	Decided to upgrade WiFi in the campus	WiFi upgraded
5	18-8-17	Decided to examine the Internal Quality Records in all departments	IQAC representatives evaluated the Internal Quality Records in all departments
6	18-8-17	Decided to conduct a self-evaluation session of Internal Quality of all departments and forums on 17 November 2017	Self-evaluation session of Internal Quality of all departments and forums was conducted on 17 November 2017
7	18-8-17	Decided to conduct the self-evaluation of the departments	IQAC has completed self-evaluation of the departments and consolidated the report for further decisions at the end of the academic year
8	03-01-2018	Decided to Organize National Science Day Celebrations of the year with a Science exhibition, Science Colloquium and Intercollegiate Science quiz contest in February.	National Science Day Celebrations is organised on 23-27 February 2018
9	03-01-2018	Mr. Abdu Rahoof KA, Department of Physics is entrusted to prepare	A financial assistance of Rs. 20000.00 is sanctioned by KSCSTE for conducting

		a proposal for financial support from Kerala State Council for Science, Technology and Environment for the National Science Day Celebrations	the National Science Day Celebrations
10	03-01-2018	Mr.Shameem Kappan is entrusted to initiate the procedures for the Up gradation of PG Department of Computer Science to a Research department	Procedures for the Upgradation of PG Department of Computer Science to a Research department are in progress.
11	28-03-2018	Based on alumni feedback report, decided to apply for new B.Voc programmes of UGC	Proposals for new B.Voc programmes on Instrumentation and Accounting and Taxation is prepared
	28-03-2018	Decided to utilize experts from alumni who have global exposure to provide career guidance and insight to global trends in job market.	Exposure programmes focused on career guidance and research opportunities are to be organized in association with the alumni
12	28-03-2018	Dr. Mustahfa Farook and Mr. Muhammed Riyas is entrusted to study about the possibility of conducting Student Exchange Programmes with higher education institutions outside Kerala	A concept note for conducting academic and cultural student exchange programmes in collaboration with Institutions outside the state is prepared. Initial discussions held with some colleges.
13	28-03-2018	Decided to prepare a budget for the construction of new class rooms and auditorium and the up gradation of the facilities in present class rooms	A budget for construction of an auditorium and new class rooms , renovation of the college canteen and expansion of the library is prepared



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INTERNAL QUALITY ASSURANCE CELL

Sullamussalam Science College , Areekode

SSC/IQAC-ATR/2018-19

09.05.2019

ACTION TAKEN REPORT 2018-19

S.No	Date of the Meeting	Decisions	Action taken
1	18-06-18	Decided to form an Academic Calendar preparation Committee with Mr. Jouhar K, Yahya NV and Abdul Rahoof KA as members. The committee has to consolidate the Year Plans submitted by various departments.	The Academic calendar is published and its copies are distributed among all teachers and students
2	18-06-18	Class-wise Quality enhancement Workshops will be organised (For Second and Final Year classes of all degree programmes) during June/July with the combined participation of Students, parents and teachers	Class-wise Quality enhancement Workshops are organised for all Second and Final Year classes of all degree programmes
3	18-06-18	Dr.Sajith G and Mr. Ahammed Fayas are the members of IQAC subcommittee to analyse feedback collected from various stakeholders	A feedback analysis report is prepared
4	18-06-18	Mr Muhammed Shameem K is given the charge of Renovating the college website	The college website is renovated
5	18-06-18	Dr.Musthafa Farook, Nodal officer (online admission), is entrusted to take necessary measures to ensure transparency in the admission process.	The online admission process for UG and PG programmes completed in a transparent manner without any complaints.
6	31-08-18	Mr.Ayyoob MP and Mr.Riyas KP will be coordinating student volunteers for rescue and rehabilitation operations in connection with recent floods in the state as per the guidelines of District administrations of Wayanad and Malappuram	Our Student volunteers under the leadership of teachers actively participated in the rescue and rehabilitation operations in various parts of Kerala
7	31-08-18	Mr.Muneer V.K is entrusted to organize the collection of food, dress , medicines etc for emergency flood relief activities	We collected food ,dress , medicines etc for emergency flood relief activities and distributed as per the guidelines of District administrations of Wayanad and Malappuram

8	31-08-18	Mr.Abul Rahoof KA is assigned the duty of online Submission of the data of All India Survey of Higher Education (AISHE)	Data for AISHE is submitted
9	31-08-18	A Steering Committee for NAAC 3rd Cycle is formed with Dr.P.Muhammadali , Dr. Jabir Amani , Dr. Musthafa Farook , Dr. Sajith , Mr. Muhammed Shameem K and Mr. Ahamed Fayas T as members	Preparation of the reaccreditation is in progress under the leadership of the Steering Committee.
10	31-08-18	Decided to organize a one-day workshop on 'NAAC Accreditation in the Revised Framework' as a preparation for the next accreditation process	A one-day workshop on 'NAAC Accreditation in the Revised Framework' was organised on 12 December 2018
11	31-08-18	An IQAC subcommittee for checking and certifying the API scores of the faculty members for their promotion under CAS is constituted with Dr.Musthafa Farook , Dr. Sajith and Mr. Muhammed Shameem K as members	The IQAC subcommittee is functioning to verify PBS documents for the promotion of the faculty members.
12	19-12-18	Decided to organize Quality Enhancement workshops based on focal themes 'Outcome based education' and 'Management & Governance'	Quality Enhancement workshops based on focal themes 'Outcome based education' and 'Management & Governance' is conducted on 28 February 2019
13	19-12-18	Dr. Muhammed Shanid NA is selected as the convenor for the National Science Day celebrations-2019.	National Science Day Celebrations are organised with a Science Colloquium, Science Exhibition and Star Watching Camp on 25,26 and 27 February 2019
14	19-12-18	Decided to accept the invitation from 'Manthan' – a NGO from Rajasthan – for SMILE – an internship programme for selected students	SMILE – an internship programme for selected students in association with an NGO called 'Mathan' in Rajasthan is held during 10-22 February 2019
15	19-12-18	Decided to sign the MoU signed with Islamiyah College Vaniyambadi, Tamil Nadu for academic exchange programmes	MoU signed with Islamiyah College Vaniyambadi, Tamil Nadu for academic exchange programmes on 18 February 2019
16	19-12-18	Decided to conduct sufficient number of SSR Preparation Discussion Meetings during February and March. The teams for consolidating the inputs from various departments for preparing SSR is as follows: i)	Several SSR Preparation Discussion Meetings during February and March led by various SSR preparation teams

		Criterion-1 : Dr. Sajith , Mr. Ahamed Fayas T ii) Criterion-2: Mr. Muhammed Shameem K, Dr. Muhammed Shanid NA and Dr. Sameeha Rehmani iii) Criterion-3 : Mr. Muhammed Rafi.V, Mr. Mujeeb Rahman AP iv) Criterion-4 : Dr. Jabir Amani, Mr. Yahya NV v) Criterion-5 :Dr. Mustahfa Farook, Mrs. Sumayya P and Mr. Shijith KP vi) Criterion-6 : Dr.P. Muhamed Ilyas, Mr. Abdul Rahoof KA vii) Criterion-7 : Mr. Jouhar.K, Mr. Habeeb YP	
30-03-19	Mrs Saleena TS is entrusted to organise a training programme on Learning Management Systems for teachers	To be scheduled in the next academic year	
30-03-19	Decided to start a new B.Voc programme on Accounting and Taxation during the next academic year .	Preparation for the new B.Voc programme on Accounting and Taxation is in progress	
30-03-19	Steering Committee for NAAC accreditation will meet on 11, 12 and 13 April to read the draft of SSR prepared by SSR preparation teams of various Criteria.	The meeting is conducted on 11, 12 and 13 April	
30-03-19	Preparation of the final draft of SSR and online submission of IIQA are to be completed by April 30.	IIQA is submitted. The preparation for the submission of SSR is in progress	
30-03-19	Construction of North-East academic block and a new auditorium, renovation of College Canteen and purchase of more books to the college library are the items given priority in utilizing RUSA grant subjected to final approval from the government.	Procedures for RUSA grant utilisation is in progress	
30-03-19	The first academic exchange programme as per the MoU with Islamiya College , Vaniyambadi will be organised in our college in July 2019. Mr. Riyas KP will be the programme coordinator	To be scheduled in the next academic year	


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