

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


Convener




Chairman