

IQAC ACTION TAKEN REPORT 2018-19

Action Plan	Action Taken	Meeting Reference No	Plan Endorsed on
Criterion I - Curricular Aspects			
Review and update the curriculum by integrating Value and Skill-based Certificate Courses and induction programme	The curriculum was reviewed, and six Value-skill-based certificate courses were introduced. The induction programme for the first-year students was conducted on 01-07-2018.	KFASC/IQAC/MINUTES/01/2018-19/2018	1/6/2018
Implement innovative teaching methodologies like supplemental, experiential, participative learning, and problem-solving, with periodic reviews and improvements	Innovative teaching methods were implemented from the start of the academic year, including experiential and participative learning. Regular reviews were conducted.	KFASC/IQAC/MINUTES/01/2018-19/2018	1/6/2018
Enhance the initiative to assess the learning levels of students	The assessment of students' learning levels was enhanced, with tailored programs for advanced and slow learners. Exams as part of the bridge program were conducted.	KFASC/IQAC/MINUTES/03/2018-19/2018	12/11/2018
Analyze student feedback and introduce initiatives based on feedback	Feedback from students was collected and analyzed. Several initiatives were introduced, such as improved remedial coaching and peer group teaching.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019




Prof. M. ABDUL AZEEZ
PRINCIPAL
 NOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 PARAPPUR(P.O) - 676 503

Promote remedial coaching and peer group teaching	Additional remedial coaching sessions and peer group teaching were encouraged and regularly reviewed by the Academic Committee.	KFASC/IQAC/MINUTES/03/2018-19/2018	12/11/2018
Conduct at least one class-wise PTA meeting each semester	PTA meetings were conducted for all batches each semester, with Ms. Sarika M coordinating the schedules and maintaining records.	KFASC/IQAC/MINUTES/03/2018-19/2018	12/11/2018
Conduct value education, gender equality programs, and promote academic seminars and career guidance programs for students	Various gender sensitization programs, including workshops, seminars, and career guidance sessions, were organized throughout the academic year.	KFASC/IQAC/ MINUTES/04/2018-19/2019	3/1/2019
Criterion II - Teaching, Learning, and Evaluation			
Create a safe space for students to express opinions using feedback forms	Feedback forms were used to create a safe space for students, and feedback was regularly reviewed by the administration.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019
Plan to implement student-centered teaching-learning methods, experiential learning, and participative learning	Student-centered methods were implemented, with an emphasis on experiential and participative learning, and reviewed periodically.	KFASC/IQAC/MINUTES/01/2018-19/2018	1/6/2018
Prepare and adhere to the academic calendar and teaching plans	The academic calendar for 2018-19 was prepared and adhered to by all departments.	KFASC/IQAC/MINUTES/01/2018-19/2018	1/6/2018
Assess the learning levels of students and organize special programs for advanced and slow learners	The learning levels were assessed, and specialized programs were developed for both advanced and slow learners.	KFASC/IQAC/MINUTES/03/2018-19/2018	12/11/2018



Azies
Prof. M. ABDUL AZEEZ
PRINCIPAL
 OTTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 PARAPPUR.P.O. 676 503

Follow university norms for internal assessment patterns	Internal assessment was conducted in strict adherence to university norms and regulations.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019
Criterion III - Research, Consultancy, and Extension			
Encourage teachers to apply for research guideship and motivate them to publish papers or books	Faculty members were encouraged to pursue research, and activities were conducted to enhance professional Development	KFASC/IQAC/MINUTES/01/2018-19/2018	1/6/2018
Organize seminars, guest lectures, and workshops featuring renowned academicians and industry experts	Monthly seminars, guest lectures, and workshops were conducted, including a 7-day FDP on "Healthy Minds, Happy Campuses."	KFASC/IQAC/MINUTES/01/2018-19/2018	1/6/2018
Promote extension activities at the department level	Extension activities were promoted, with significant student participation in community outreach programs.	KFASC/IQAC/MINUTES/01/2018-19/2018	1/6/2018
Encourage innovations and promote club activities	Innovation in teaching was encouraged, and clubs were supported in organizing activities that foster creativity and learning.	KFASC/IQAC/MINUTES/01/2018-19/2018	1/6/2018
Criterion IV - Infrastructure and Learning Resources			
Increase the number of classrooms with ICT capabilities	The number of ICT-enabled classrooms was increased to enhance the teaching-learning process.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019
Take steps for online access to the college library	Steps were initiated to provide online access to the college library resources, with full implementation expected soon.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019
Provide free Wi-Fi access to students	Free Wi-Fi access was provided across the campus to support students' academic and research needs.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019



Prof. M. ABDUL AZEEZ
 PRINCIPAL
 Takkal Farooq Arts & Science College
 Parappur(P.O) - 676 503

Establish a flexible, technology-enabled learning environment	A technology-enabled learning environment was established, facilitating remote learning and collaboration.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019
Criterion V - Student Support and Progression			
Enhance student progression to higher education through continuous counseling	The mentor system was strengthened to provide continuous counseling, helping students progress to higher education.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019
Organize skill development workshops and certificate courses for skill development	Skill development workshops focusing on communication, critical thinking, and employability were organized, along with certificate courses.	KFASC/IQAC/MINUTES/01/2018-19/2018	1/6/2018
Encourage participation of students in extracurricular activities at state, national, and international levels	Students were actively encouraged to participate in extracurricular activities at various levels, with notable achievements.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019
Ensure timely redressal of students' grievances, including sexual harassment and ragging cases	A mechanism was established for the timely redressal of grievances, with the Anti-Ragging Committee and Grievance Redressal Committee actively involved.	KFASC/IQAC/MINUTES/03/2018-19/2018	12/11/2018
Provide guidance for competitive examinations and career counseling	The Career Advising and Counseling Cell organized guidance sessions for competitive exams and career counseling.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019
Criterion VI - Governance, Leadership, and Management			
Develop a comprehensive strategic plan outlining the institution's mission, vision, and goals	A strategic plan was developed, aligning the institution's mission, vision, and goals with quality improvement initiatives.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019



Azeez
PRINCIPAL M. ABDUL AZEEZ
PRINCIPAL
KOTTAM FARDOK ARTS & SCIENCE COLLEGE
PARAPPUR P.O. PIN: 676 503

Establish an advisory committee to oversee experiential learning and extension programs	An advisory committee was formed to oversee the implementation of experiential learning and extension activities, with regular updates to the IQAC.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019
Develop a mentoring program for new faculty members to promote professional development	A mentoring program was initiated for new faculty, focusing on ERP, language lab, and examination systems to enhance professional development.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019
Criterion VII - Institutional Values and Best Practices			
Promote a culture of inclusivity, gender sensitivity, and social responsibility through seminars, workshops, and awareness programs	Seminars, workshops, and awareness programs on inclusivity, gender sensitivity, and social responsibility were organized, with at least one event per semester.	KFASC/IQAC/ MINUTES/04/2018-19/2019	3/1/2019
Adopt inclusive and learner-centered teaching methods catering to diverse student needs	Inclusive and learner-centered teaching methods were adopted, with tailored approaches for different student groups to enhance learning outcomes.	KFASC/IQAC/MINUTES/01/2018-19/2018	1/6/2018
Foster a culture of transparency, accountability, and continuous improvement through periodic evaluations and feedback	Periodic evaluations and feedback mechanisms were established to foster transparency, accountability, and continuous improvement in institutional practices.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019
Ensure efficient, effective, and transparent academic and administrative processes using technology	Technology was integrated into academic and administrative processes to ensure efficiency, effectiveness, and transparency across the institution.	KFASC/IQAC/MINUTES/05//2018-19/2019	5/3/2019



M. Abdul Azeez
Prof. M. ABDUL AZEEZ
PRINCIPAL
 KOTAKKAL FAROOK ARTS & SCIENCE COLLEGE
 PARAPPUR (P.O.) - 676 503