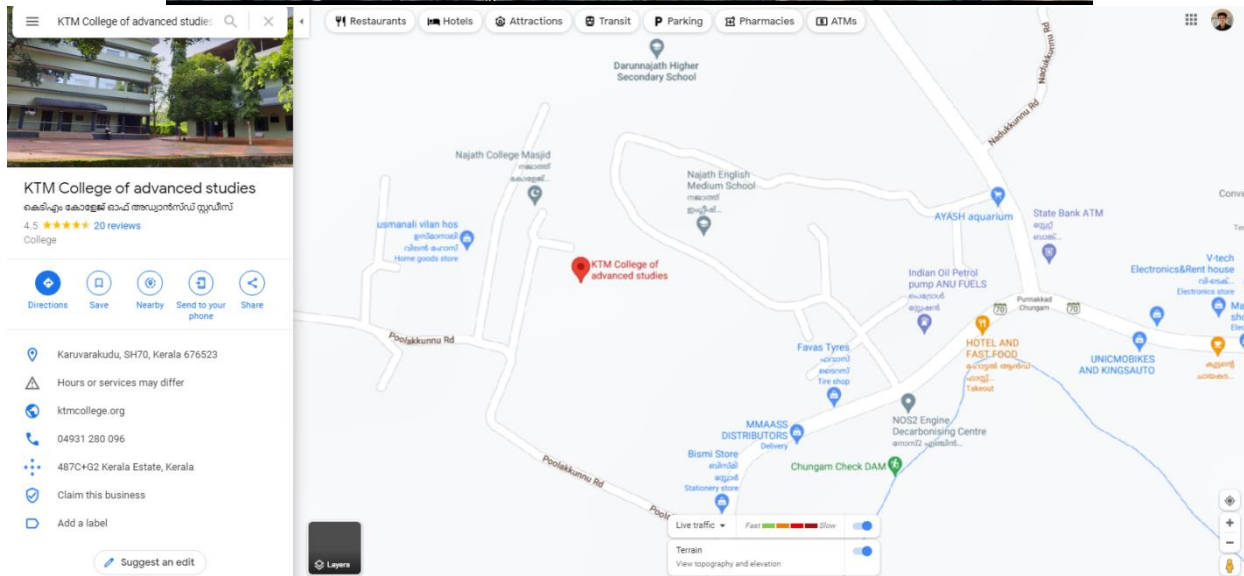
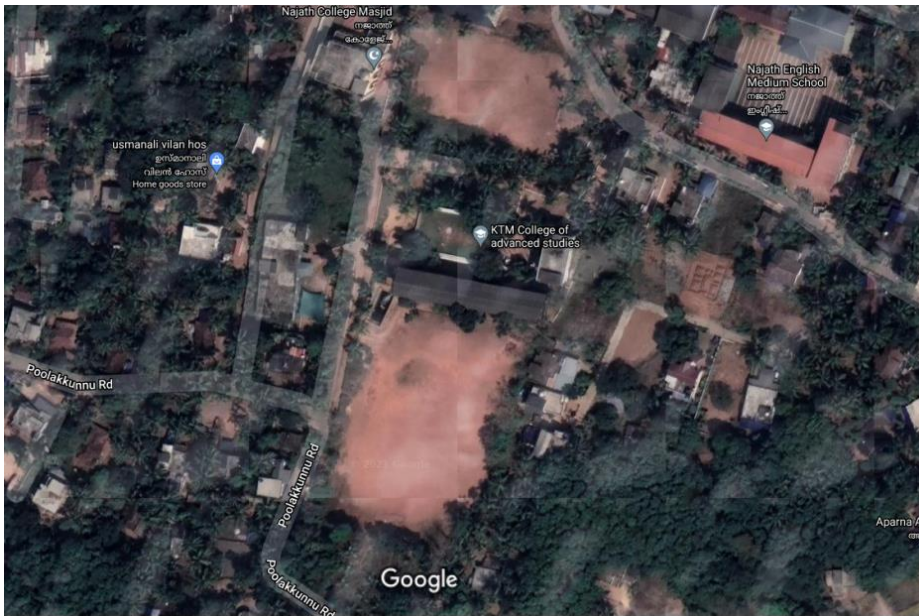


# IQAC ANNUAL REPORT

## 2017-18



Internal Quality assurance Cell (IQAC) is a quality sustenance activity for each and every walk of our institution Darunnajath Arabic College, Karuvarakkundu. The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. In this academic year, 2017-18 the IQAC played a significant role in ensuring timely, efficient and progressive performance of academic, administrative, financial walks of the college. As every year, IQAC conducted its first meeting decided to do the needful for the preparation of Academic calendar of the College and to submit the necessary suggestions to the Staff Council for the same. It was also decided to visit all the classes and to hear their requirements and suggestions. Also, the distribution of teachers work diaries was done on the same day.

### **Activities and contributions of IQAC**

IQAC Collected feedbacks from all the stake holders ie students, teachers, Alumnae and employers, and analyzed and taken necessary steps for actions to be taken to assure the accountability and transparency in the quality management system of the institution and its concern for ensuring quality of education being imparted. The academic audit and Professional development programs for teaching and non-teaching staff of the College also conducted as the IQAC is creatively interfering to enhance the quality of teaching-learning process by ensuring that the planned activities are carried out in a time-bound manner. Here are the important initiatives of IQAC in the last academic year.

#### **Departmental Seminars:**

- Department of Arabic conducted a Two-Day Workshop on "Arabic Media Writing" on 22<sup>nd</sup> and 23<sup>rd</sup> of June 2017.

- One day Workshop on "Research Methodology and Academic Writing" was organized on 27/09/2017.
- A State level seminar on "Modern Arabic Feminist Writers" was organized by Department of Arabic on 18/12/2017.
- Department of Commerce organized One Day National Seminar on "Support System and Entrepreneurship" on 02/09/2017.
- Workshop on "Intellectual Property Rights and Plagiarism Issues" was conducted on 03/02/2018 by the Department of Commerce.

### **Skill Enhancement Initiatives:**

- An Achievement Motivation programme conducted on 17.09. 2017 in which 37 students participated. Mr. Mansoorali was the resource person.
- To improve Language and Communication skill of the students a session was conducted named "Letters" under the leadership of Mr. Zubair, on 21-06-2017. about 70 students participated.
- Prof. Ubaidurahman conducted a session on Types of Speeches on 05-10-2017.
- A Workshop on ' Drama theatre' was organized on 13-01-2018 and Dr. V. Hikmathulla (Dramatist) and Afsah led the sessions.
- A Computer oriented skill development programme conducted on 11-08-2017. Mr. Abdul fathah led the session.
- Conducted a training session on "Microsoft Word & Excel" for Final year Students on 15-01-2018 in collaboration with FOCUSCOM.

### **Extension and Outreach Programs:**

- The extension and outreach programs of the IQAC include the Health survey and awareness program for plantation labours. The premarital counseling is another important extension program which is widely appreciated from the commons. The other programs are listed below

- Madhuram Malayalam: The Language acquisition program for migrant laborers.  
Psych-up: Program targeting class ten students.
- “Koode” (We are With You) In consonance with the Union Government’s initiative of Beti Bachao, Beti Padhao.
- Shashakthikaran: Educational and Social Enrichment Program for the orphan and destitute students.

### **Promotion of Research**

- Mr. Muhammed Aslam EK honoured and appreciated by IQAC as he published his new book named “Literary Exchange Between Arabic and Malayalam”
- IQAC provides guidelines and suggestions for publishing research articles in peer reviewed journals especially in UGC approved journals. As a result two faculties of college, Mr. Muhammed Aslam EK and Mr. Abdul Gafoor NV published their articles in UGC approved journals; Al Jeel Al Jadeed and Majalla Al kalikoot respectively.

### **Contribution of IQAC to teaching- learning process**

- IQAC helps to maintain zero hour and substitute registers.
- It was held special programs for Advanced and Slow learners.00 programs for Slow learners and 00 for advanced learners.
- IQAC makes it sure that open houses (class PTA meetings) are convened regularly.
- IQAC selected the students who deserve different scholarships and awards of the College.
- Teachers were encouraged to use IT tools in maximum number in the classrooms.

### **Enhancement of Staff competence**

- Conducted an orientation program on VISWAS module on 05.07.2017
- Aiming to build competency in teachers organize an initiative of one day workshop on workshop on effective classroom communication and management on 06-05-2017.

- IQAC organized a session on “The modes and mores of institution development” as a part of institutional development on 03-03-2018
- On 12-12-2017, IQAC conducted a Training Programme on “academic writing” for the development and competency enhancement of Teachers
- Details of teachers attended professional development Programmes

<b>Name of teacher</b>	<b>Program</b>	<b>Date</b>
DR Rasheed ahammed P	UGC Sponsored Refresher Course	17-10-2017 - 01-11-2017
Dr Muhammed Aslam NK	UGC Sponsored Refresher Course	24-10-2017 - 15-11-2017