


ACTION TAKEN REPORT 2016-17

S.NO	DATE OF MEETING	DECISIONS	ACTION TAKEN
1	12/06/2016	The meeting approved minutes of last meeting	
2		The meeting approved the promotion proposals of Muhammed Baseer.C, and Abdulsalam. I.P	
3		The meeting discussed the problem (Inculcate value system in students) and decided to form a suitable plan for it.	A suitable and perfect plan was formed to Inculcate value system in students Under the supervision of Mohammed Basheer.K(Assit

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			Professor In Arabic department) and submitted in the next meeting and approved it.
4		The meeting considered the problem (Suggest measures for improvement) and decided to collect some suggestions.	Abdussalam I P(Assit Professor In Arabic department) noted some measures for improvement and they were discussed and approved in the next meeting.
5		The meeting decided to Formulate strategies for all-round development of the college.	Dr Abdulla Kavil (Principal) formulated some strategies for all-round development of the college and they were implemented.
6		The meeting requested to submit year plan of departments and directed to all HoDs on the same.	The year plans of departments were submitted on 25/06/2016
7	23/07/2016	The meeting assigned Moideen kutty Madathil and Sahadudheen V.P to control the Internal Examination programme	The first Internal Examination was conducted from 26/09/2016 to 01/10/2016. The second Internal Examination was conducted from 14/02/2017 to 20/02/2017
8		The meeting decided to purchase some books for new courses.	The books were bought.
9		The meeting decided to receive applications for Add -on course from new candidates .	The applications for Add-on courses were received and conducted the classes.
10		The meeting decided to install solar panel on the campus.	The solar panel installed on 20/08/2016
11		The meeting decided to conduct culture, sports, and games programme on 09, /02/2017, 26,27/01/2017.	The sports was conducted on 09/02/2017 and the arts was conducted on 26.27/01/2017



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12	10/11/2016	The meeting decided to use contribution of Alumni for renewing of smart rooms.	Some smart class rooms were renewed using some new equipments.
13		The meeting decided to celebrate Arabic day on 18/12/2016 and conduct a quiz programme for the students based on Arabic Language	The Arabic day was celebrated on 18/12/2016 by conducting some useful programmes.
14		The meeting decided to conduct some remedial classes for slow learners to improve their learning skill	Ten remedial classes were conducted for slow learners.
15		The meeting discussed on the matter (Strategic plan for NAAC Accreditation) widely and assigned IQAC co ordinator to make a plan for this matter.	The convener of IQAC of the college prepared a Strategic plan and stated the works for NAAC accreditation on the base of this plan.
16		Assigned staff secretary to conduct FDP program on Class Room Management.	A FDP programme was conducted on Class Room Management on 08/12/2016
17		The meeting entrusted Shaharban beebi K.V to conduct orientation programme for non teaching staff.	A orientation programme for non teaching staff was conducted on 10/01/2017



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