



# STRATEGIC PLAN 2018-2023

COLLEGE COUNCIL  
ANVARUL ISLAM WOMEN'S  
ARABIC COLLEGE MONGAM



## PROFILE OF THE COLLEGE

Anvarul Islam Women's Arabic College Mongam is a pioneer educational institution; imparting higher education to the girl students' especially backward and minority community, established in 1968 by the strenuous effort of Late T.P Ayamu Haji (Rahimahullah); a mentor and social reformer. The college was established by Anvarul Islam SanghamMongam to obliterate the ignorance of women folk through women empowerment and moral and secular awareness programmes. Later the institution was under taken by the Kerala Jam-iyyathul Ulama (Regd.); a social and reformative movement which took initiative in the educational framework of the Muslim community all over the country.

The college imparts quality higher education in Arabic language and literature with modern secular aspects to the large number of students all over the country. The college has rendered 50 years of service through expanding terms of infrastructure, courses, staff and student's strength. At present the college is offering under-graduate, post graduate and research programmes in different disciplines. The college is proud of its Alumnae who hold distinguished positions all over the globe as it is a stepping stone to realize the objectives envisaged all the sense.








## **INSTITUTIONAL BOTTOM LINE : QUALITY FRAMEWORK & STANDARDS**

### **VISION**

To achieve excellence by adopting holistic approaches and mold an egalitarian society through women's education and empowerment irrespective of caste, breed and creed, to dedicate opportunities for academic, professional, and lifelong learning in an environment of compassion and inclusivity

Goals of the College also Uphold the Vision;

-  To nurture noble values of social life, compassion, tolerance and patriotism fostering national integration and contributing towards nation building.
-  To prepare the girls students for life skills management and comprehensive knowledge acquisition which leads them to the social empowered.
-  To sensitize the learners and community about issues of gender exploitation, social equity and prompt affirmative action.
-  To prompt students for acquiring career skills so that the learners will land in enticing career and job opportunities reinforcing their financial and social stability.
-  To give insight, experience and expertise to students for enhancing their talents to become global leaders.

## **MISSION**

- ☑ Imparting holistic and man-making education with emphasis on character molding and imbibing moral and ethical values.
- ☑ Offering courses and implementing the curriculum which would transform students into valuable and skilled human resources.
- ☑ Constantly updating academic and management practices to enhance quality improvement in all spheres.
- ☑ Extending comprehensive services to students to participate themselves in the formation of curriculum relevant to the student community and the society at large.
- ☑ Taking remedial steps to make education affordable and accessible by awarding scholarships to needy, meritorious and financially backward students.
- ☑ Molding teachers to become role models for students, enabling them to dedicate for nation building

## **QUALITY POLICY**

We aspire to continuously improve our performance through systematic monitoring and upgradation of all aspects of the Teaching-Learning process through AIWAC academic council's policy formulation, Strategic plan for every three years, IT support, Technology applications, Content development, Documentation, Organizational culture, Leadership, effective use of human resources and through the promotion of technology enhanced learning



## **CORE VALUES AND GUIDING PRINCIPLES**








- ☞ Academic excellence through the best practices in innovations & research
- ☞ Fostering global competencies among girls' students
- ☞ Value & outcome-based education through dynamic demonstrations
- ☞ Women empowerment through the employability and life skills development
- ☞ Transformational learning and holistic development in cognitive approach
- ☞ Environmental sustainability to keep greenery for future generations
- ☞ Civic awareness for the betterment of social responsibilities and moral values

## **GUIDING PRINCIPLES FOR TEACHERS**

- ⚙ Encourage friendly contact between students and faculty
- ⚙ Encourage active learning
- ⚙ It is the responsibility and ultimate objective of teachers to ensure excellence in teaching, research and service to meet the needs of all our stakeholders such as students, employers, staff, community, and the citizens of India.
- ⚙ In order for students to benefit regular feedback should be collected besides self-assessment of teaching commitment and quality.
- ⚙ Efficient time-management skills are critical in teaching process for the benefit of the students "Make sure all-important aspects of teaching and leading are valued."

- ⚙ Usage of innovative and resourceful teaching methods to develop research mentality in students.
- ⚙ Be a good role model and mentor for once own disciplines.
- ⚙ Teachers should enhance Equity and equality in distribution of devotion and attention among students.

### **INSTITUTIONAL AND ACADEMIC OBJECTIVES:**

-  educate students for future success;
-  To recognize, promote and develop the capabilities and universal values in the student teachers needed for cohesion and welfare of society and nation.
-  To train our students adopting the latest Teaching-Learning methodologies in line with the rapid technology advancement.
-  promote academic excellence and equity for a diverse population of students within the public education system;
-  To make aware, inspire and enable the student teachers to integrate the ICT
-  To invent, adopt and practice the knowledge of ICT for teaching, learning and training of student teachers to meet the emerging issues, needs and problems of the school education system in global context.
-  To nurture in each student a qualitative personality /character which encourages good manners and morals in order that they may become good citizens.



- ✍ To provide an enthusiastic, motivating, inspiring and equally accessible teaching - learning environment, conducive to the professional growth of teacher educators and student teachers.
- ✍ provide a choice of higher educational opportunities and help them to expand their character and quality both in moral and educational level

## **GOVERNING BODY**

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution. Kerala Jam-iiyathul Ulema appoints the correspondent to manage and monitor the functioning of the college. Today the college is functioning under the spirited and charismatic leadership of T.P AbdullakoyaMadani. Since our correspondent T.P AbdullakoyaMadani is the president of K.N.M. he has been working with a visionary approach to excel the institution without compromising in quality education. Since the correspondent has political connection with renowned leaders of ruling party, he is shouldering stupendous task of rendering quality higher education to its wards.

The college governing body also comprises renowned celebrities from the academic, social organization and they also share their worthwhile service in empowering the growth of the institution.

No doubt the remarkable experience and wisdom of the committee members and favor in maintaining academic activities of the college. This governing body members take strum effort in policy making and implementing varied programmes for the academic excellence of the institution. Their commitment and perseverance add ignition to the vibrant running of the college.

Our institution is unique in teachers appoint. The institution doesn't take any donation from the

applicants for their appointment. Instead, all appointments are made purely on the basis of merit and academic performance. Irrespective of caste, creed and gender teachers and students work together in the college campus.

The principal is the ex-officio member of the governing body preside over the process of framing policies with regard to daily functioning of the college. At the same time the principal ensures ample opportunities to the students to explore new avenues of knowledge hunting. Moreover, the governing body of the college maintains law and order in order to ensure soft skills development, competence and human values.

All developmental activities of the college are headed by

- ✓ College governing body
- ✓ College council "IQAC Committee
- ✓ Planning & development board.

Kerala Jam-iyathul Ulema erstwhile president KN Ebrahim Moulavi was the premier correspondent of the college. After his tenure P.C Ibrahim Moulavi Edavanna became the second correspondent. After the demise of him the present corresponded T.P AbdullakoyaMadani took the charge and still he continues. Growth and expansion

- ✓ Established in 1968
- ✓ Affiliated to the Madras University at the initial stage
- ✓ Affiliated to the University of Calicut Since 1970.
- ✓ Aided by the Government of Kerala Since 1978





- ✓ Recognized by 2(f) & 12B of UGC Act 1956 in 2011
- ✓ Approved as a Minority Institution under section 2(g) of NCMEI - India in 2012
- ✓ Registered in All India Survey of Higher Education (AISHE)

Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution. The College gives sufficient representation to students in various decision-making bodies through a free and fair election of Students Union Members in a parliamentary mode of election as per the recommendations of the Lingdho Commission. The Union comprises of Union Chairperson, Vice Chairperson, General Secretary, Joint Secretary, Fine Arts Secretary, General Captain, and Student Editor. Two students are elected as University Union Councilors. The Student Union organized different programmes in the college including celebration of National festivals. College ensures that student's representation is there in all the academic and administrative committees and clubs formed in the college.

### **ACADEMIC COMMITTEES :**

IQAC since its inception includes one vibrant student in the college as member of the committee and makes sure of his participation in all meetings. Library Advisory Committee includes student representation and the suggestions from students' side in refurbishing library is accepted and implemented. Committee for Academic Excellence is formed under IQAC with teachers and students' representations specifically to encourage and implement innovative teaching learning practices in the college.

## ADMINISTRATIVE COMMITTEES :

College Council is the apex body in the college and by default Union Chairman will be a member of college council to represent students. Planning and Development Committee for developing strategic plans for betterment of the college also include college Union Chairman as its member by default.

All statutory cells; Anti-ragging cell, Grievance redressal cell, Minority cell, OBC cell, SC ST cell, Internal complaint cell and Anti Sexual harassment cells are actively functioning in the college with student representation.

Organizational structure of the institution including governing body administrative setup and function of various bodies service rules procedures recruitment promotional policies as well as grievance and redressal mechanism. AIWA College has an effective organisational structure to run the institution with academic excellence. The college is run by Kerala Jam-iyyathul Ulema a non-profit organization which is established in 1924 for the upliftment and renaissance of minorities in Kerala.

The college governing body functions under the charismatic leadership of Sri. T.P Abdullakoya Madani. The patron and correspondent of the college.

AIWA College governing body convenes at least twice in each year to evaluate the smooth functioning of the institution and takes required amendments in governing policies of the college.

It is noted that all activities of the college are in tune with the UGC guidelines and regulations of Directorate of Collegiate Education - Kerala and the act and statutes of the University of Calicut to which the college is affiliated to The principal executes the administrative policies in consultation with



and subject to the verification of the college council. It is the college council takes all major decision regarding internal affairs of especially the administrative matters of the college, the apex body of decision making. Since IQAC is the authentic body in to handle with academic and non-academic entities, it takes needful initiatives to ensure quality enrichment in the college affairs taking in to confidence the stake holders, planning and development cell, PTA Statutory Cell for grievance and redressal cell SC, STs minorities & OBCs and play and pivotal role in the management of the college. It is our pride to mention that there are two academic departments and administrative wing to monitor the daily routine of the institution.

At department level heads of each department take the responsibility regarding various academic / non-academic performance of the student. Department council meetings are headed systematically to discuss, reviews and decide the matters concerned to each department. The heads of every department assign charge of each class to a tutor. The administrative wing is headed by principal includes head accountant, upper divisional clerk, lower divisional clerk and class d officers. The institution strictly adheres to rules and regulations of UGC, Directorate of Collegiate Education, Higher Education Council of Kerala, Government of Kerala and University of Calicut. Service rules: Kerala service rules are applicable for leave, traveling allowances, pension and related matters. UGC regulations in force from time to time as modified by the Government of Kerala are applicable for pay scale, promotion and career advancement schemes.

**Recruitment/Promotional Procedure:** The institution follows a set of policies and procedures in staff selection and recruitment. The recruitment/promotional policies adopted by college, composition of interview board, are wholly in accordance with UGC guidelines and affiliating university and are subject to the prior concurrence from state Government.

Grievance Redressal Mechanism: The college has a well-managed grievance mechanism in order to listen and solve the grievance and complaints of students and staff in effective manner of the shortest time span. The redressal cell including student representatives to find solution for department level grievances also.

Implementation of e-governance in areas of operation:

- ☞ Planning and development
- ☞ Administration
- ☞ Finance and accounts
- ☞ Student admission and support
- ☞ Examination

## **STRATEGY DEVELOPMENT AND DIPLOYEMENT**

The institutional strategic /perspective plan is effectively deployed. The Governing Body, College Council, Academic council and IQAC intermittently examines the weakness and necessities of the institution and takes measures with form of strategy plans to address the issues.

The long-term plan for strategic development is framed in tune with the mission and vision of the college.

Mission 2016-2021 is the intendedventic with strategic plan is implementing in the institution. This strategic plan was formed in six broader areas to reach the goal of infrastructure development and



quality enhancement.

1. Administration
2. Academics
3. Infrastructure
4. Campus Development
5. Student support
6. Social integrity
7. MoU.s

### **Administration**

8. In administrative level the college initiated in following areas for easy access to public and students both with regard to staff/student support activities
9. Internal/External training programme for administrative staff
10. College website
11. Office automation
12. Library automation
13. Social media connectivity
14. College diary
15. Identity card

## Academic

The strategic plan is developed to improve the weaker areas by promoting the online resources and successful implementation of online platform for knowledge sharing and enhance the quality of teaching learning process as shown below

- ☞ Ad-on courses for students
- ☞ College YouTube Channel
- ☞ Library online research journal
- ☞ Wi-fi facility for students and staff
- ☞ Library blog
- ☞ Publication of Academic calendar and students hand book
- ☞ Teaching and curriculum plan implementation 2016
- ☞ Teacher orientation / refresher courses workshops/ seminar/ conferences/ symposiums etc
- ☞ Ph.D. & Research innovative programmes upgrading college as a research centre
- ☞ Publication of magazine/souvenir/ manuscripts

## Infrastructure

- ☞ Academic block - 3
- ☞ Academic block
- ☞ ICT enabled classroom



- ☞ Security system (CCTV surveillance)
- ☞ Bell Automation
- ☞ A full-fledged seminar hall
- ☞ Campus beautification
- ☞ Bio agriculture
- ☞ Plastic free campus
- ☞ Gardening
- ☞ Compound wall
- ☞ Waste management
- ☞ Sanitary napkin disposal machine
- ☞ Plastic recycling machine s\
- ☞ Rain water harvesting and recharging project \Agriculture
- ☞ Rain water pits

### **Student support**

- ☞ Blog
- ☞ YouTube Channel
- ☞ Cafeteria (Earn while learn)

- ☞ Student counselling centre
- ☞ Management scholarship programme
- ☞ Scaffold
- ☞ Aid social welfare wing

### **Social integrity programme**

- ☞ Flood relief fund
- ☞ Palliative care
- ☞ Poor help fund
- ☞ Financial gifts for staff members in occasion
- ☞ Homes for homeless under NSS unit





## COLLEGE STRATEGIC PLAN 2016-2021

The present initiative details the broad initiatives planned for the next three years from 2016 to 2021. The initiatives have been streamlined according to the seven criteria of NAAC. It details the plans of the management and staff of the college towards delivering high quality educational experiences and opportunities for the students. The planning is decentralized with each department making a distinct plan of its own. This is not meant to be an exclusive report on the activities, but a reflection of the guidelines for shaping the entire college community to provide the direction and target for a better future. In this plan, our plans are detailed, and our hopes unveiled.

### **Jyothirgamaya Guidance Programme**

Jyothirgamaya (ज्योतिर्गमय) is a Sanskrit word which means leading to the light. The philosophy behind this concept of leading to a light, is to bring the blind or ignorant who are confined within their helplessness or carelessness, out and give them a healthy exposure to the outside world, and enlighten them in various fields and activities, so that they may not be in a world of darkness, but become well informed productive citizens.

Guidance Programme from recognition of slow learners, average learners and advance learners , and providing them with various skill based and educational programs and initiatives until achieving each groups of students to their respective goals.

Through Jyothirgamaya Guidance Programme the institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners. IQAC and the Departments of the College scrutinize the socio-economic, curricular and extracurricular aspects of each student during and after the admission process. Every department conducts a multiple-choice test for the students named Jyothirgamaya entry level test. The students who scored below 40% of marks are identified as slow learners and above 70% as advanced learners. An orientation programme is also conducted after the admission for the freshers to bridge them towards the university curriculum and framework. Special sessions are also devoted in the programme to sensitize students in the curricular and co-curricular activities to explain programme outcome along with the description of the vision and mission of the institution.

### **Orientation and Assessment Methods**

- ☑ Orientation Programme is arranged for the first-year students and parents to facilitate academic preparedness and to equip them to cope up with the changing trends in education system.
- ☑ Jyothirgamaya Entry level tests are conducted for the first-year students to measure their level of knowledge and appropriate skills
- ☑ Counselling is arranged to have a better understanding of the students; to know about their strength and weaknesses.
- ☑ A bridge course is conducted for the UG and PG students in the beginning of every academic year to bridge the gap between the subjects at pre-university level and the subjects they will study during graduation. The syllabus for the course is framed in such a way that they get a general



awareness on the syllabus, pattern of examination, semester system, scope and application and the expected outcome.

- ☑ Advanced and Slow Learners were identified and categorized by each department based on plus two marks, entry level exam, one-to-one-counselling during the bridge course and CIE.

### **Special Programmes for Slow Learners :**

- ☑ STUDY BUDDY system, in which Class Teachers divide students in the Class into two groups in which Advance Learners are friended with Slow Learners to provide assistance in learning process.
- ☑ Remedial Coaching is an initiative taken by IQAC and implemented through departments to provide special coaching to slow learners
- ☑ Study Buddy System is a peer learning group of the Department of English in which selected brilliant students get an opportunity to help the slow learners in the learning process.
- ☑ Additional books and assignments are given to slow learners to make them engaged with more academic activities.

### **Special Programmes for Advanced Learners:**

- ☑ ALGIBRA Technology Creativity Innovation team is formed with Advanced Learners who are brain and spine of tech and innovative initiations of the College.
- ☑ Research Forum, a platform for UG & PG students, helps them present research papers and discuss

latest issues pertaining to their discipline.

- ☑ Earn while learn: cafeteria for students
- ☑ Phonetics course is provided for Advanced learners which helps them to acquire Advanced Knowledge and Skill in Arabic Phonetics.
- ☑ Advanced Learners are provided with teaching opportunities in MADRASAwere they teach Arabic Language and Literature.
- ☑ College library is facilitated with a specialised pool of learning materials to prepare for competitive examinations.
- ☑ Award/ Endowment Distribution: The toppers of each semester are honoured by awarding special endowments on the occasions of the college-level programmes.
- ☑ NET/SET/KTET/and other competitive exam coaching facility is provided for students, by which large number of students qualifies them

### **Measures of All Students**

- ☑ The institution offers an effective mentoring system in which the mentors help the mentees in reducing stress and to bring them up to the mainstream.
- ☑ A dynamic Career Guidance System assists the students in choosing right career path. Orientation for higher education and soft skill development programmes are arranged.



## CURRICULAR ASPECTS

The institution ensures effective curriculum delivery through a well-planned and documented process. The following are major activities concerning curricular planning and Implementation.: The College Council (Management and Governing council) is the prime body tasked with ensuring proper and planned delivery of the curriculum. IQAC conducts meetings regularly to plan, monitor, and review of the curriculum implementation and prepares the necessary Year plan for the effective delivery of the curriculum. Staff meetings are conducted regularly to implement the plan and execute the Year plan prepared by the IQAC. Based on the IQAC minutes and feedback report, prepares an Action Taken Report for the effective implementation of the curriculum. Department meetings are conducted regularly to implement plan and execute the action plan prepared by IQAC. Class tutors of each class ensure that the content of the curriculum reaches the students at proper time and manner. The academic-related activities are transferred to the students through the student's handbook and Academic Calendar.

Various activities of the clubs, observance of important days and other programmes - academic, co-curricular and extra-curricular activities are included in calendar. The College follows CUCBCSS implemented by the University and has elective courses in each programme, which the College changes according to the changing needs of students. In the fifth semester, the students can select an Open Course according to their choice. Teacher's handbook, semester/year teaching plan along with other necessary documents, forms and details concerning classes and students.

Each department prepares a Teaching Plan & Syllabus Completion Report at the end of each semester which is approved by Head of each department and the same is submitted to IQAC. An Extra Period Register is kept by each department to record the extra hours taken by faculties. Academic -industry

interface programmes, delivery talks by using e learning resources, lecture capturing system, audio video recording, sharing study materials through Google classrooms are conducted for effective delivery of curriculum. Slow Learners and Advanced Learners are identified and special trainings are given for them

### **Other supporting initiations**

1. College Central Library will be fully automated one with Koha. The central library is equipped with large number of books, newspapers, manuscripts, periodicals, print journals, and reference books, digital library and E- Resources like N-LIST, and INFLIBNET are also available.
2. Internal Examination Cell of the college conducts centralized internal test once in a semester and after which department level Parents Teachers Meeting is conducted.
3. Career Orientation for the outgoing students provide them with a panoramic view of the job opportunities.
4. Expert Lectures/Invited Talks are conducted on a regular basis.

The college is affiliated to the University of Calicut and adheres to the regulations of the university in conducting CIE and End Semester Examinations. Student evaluation and assessment is based on CBCS introduced by the university. Academic Calendar is prepared by Academic council with the assistance of Departments. Academic Calendar is Published and Distributed in the beginning of each academic year by IQAC to facilitate the ease of planning for teachers and students. For introducing



and familiarizing academic activities, the Academic Calendar is included in Student's Handbook Published yearly by IQAC. Teaching Plans: Teachers prepare Teaching plans along with a detailing of the Course Outcome in each module. Awareness on the Internal Evaluation is provided to the first-year students and parents during their orientation programme. The syllabus and the question paper pattern are given to the students at the onset of each semester. The Syllabi and model questions are available in college website as accessible any time. Progress Report: A parents' meeting is organized by the end of each semester for discussing the students' performance in the internal examination. The parents get a vivid picture of their child's progress through such meetings. A progress report is prepared by the class teacher and signed by the parent. Out of total marks, 20% is ear-marked for internal evaluation which is done on the basis of:

- ✓ Assignments: Students have to submit assignments relevant to their courses in line with the university rules.
- ✓ Seminars/Viva Voce: Course related topics are assigned to students for seminars/Viva to improve their knowledge.
- ✓ Internal Examinations. The schedule for conducting internal examinations, valuation of answer scripts, publishing of results and PTA meeting is intimated to the teachers and students one week before the commencement of the examinations. The internal examinations are conducted in a centralized manner by the Internal Examination Cell, headed by the coordinator. Two internal examinations are conducted as per the university guidelines for every course in each semester.

- ✓ Research Methodology programme: The final year UG & PG students have to participate in the programmes/workshop on research methodology which helps them in preparing their Projects/dissertations report.
- ✓ Project Report and External (Internal) Viva: The final semester UG and PG students have to submit a project report. A mock-viva conducted at the college level seeks to boost self-confidence in the students and thereby grooms them for the external viva. The evaluation of the projects is conducted externally and the students appear for a viva-voce soon after their end semester examination.

There are many Add on courses introduced and Academic Plan intent to start numerous Add on /Certificate programs during the planned five years on following topics :

1. BASICS OF ARABIC LANGUAGE. 2.CERTIFICATE COURSE IN VALUE ADDED SKILLS
3. DTP IN ARABIC
4. CERTIFICATE COURSE IN ISLAMIC FINANCE
5. INTRODUCTION TO EFFECTIVE COMMUNICATION
6. INTRODUCTION TO EFFECTIVE READING
7. SOAP MAKING COURSE
8. MEADOWS OF RIGHTEOUS
9. INDIAN CULTURAL VALUES





10. ETHICS AND ETHICAL DECISION MAKING
11. SOCIAL INTEGRITY AND IDEOLOGICAL TOLLERENCE 12. CYBER SECURITY
13. GENDER EQUALITY
14. ENVIRONMENTAL AWARENESS
15. HUMAN RIGHTS

Several steps have been taken by the College, including the implementation of the curriculum stipulated by the University to ensure that the student community is enlightened with social and moral values, which, of course, match with the mission and vision of the College. Plan intends to introduce more Programmes on these cross-cutting issues. Plan intends to introduce courses on "Human Values, Gender equity and Professional Ethics" under the guidance of Human Values and Ethics Committee run by the college.

- ⚙ To address the cross-cutting issues college also provides events on Gender, Environment, human Rights and Values and professional ethics. Every year college conducted programmes on days of national and international importance.
- ⚙ Women Development Cell (WDC) is well functioned and conducts numerous activities and programmes each year. Women development Cell will organize NATIONAL WOMEN'S DAY SEMINARS lead by prominent women figures and ideal personalities in various fields. Intercollegiate competitions are conducted along with the conference and other programmes where female students are awarded.

- ⚙ 'Women of the year Award' is awarded each year for achievements and contributions of respected year by Female Arabic students and teachers can propose their service profile.
- ⚙ International creativity award for women writers conducted by including eminent female Arabic scholars by considering the service rendered in the field of Arabic language and literature
- ⚙ The College has conducted numerous programmes on promotion of Universal values and to increase consciousness on national identities, fundamental duties and rights and gender equity.

### **Environment and Sustainability**

- ⊗ The campus declared as "Clean Campus Happy Campus" (Class Room, College Cleaning Programme In Connection With Swachhta Pakhwara)
- ⊗ Green Club Activities
- ⊗ Declaration of Plastic Free campus
- ⊗ The NSS organizes several programmes sensitizing students to environment. Swachh Bharat Abhiyan is a cleanliness drive to maintain a hygienic environment. Every year World Environment Day is observed by planting saplings and cleaning the campus.
- ⊗ Introducing of Cloth Banner For all NSS Activities



## **Gender, Human Values & Professional Ethics**

- ⊗ The college maintain professional ethics in staff, faculty, students, and other stake holders as these ethicates published in college website.
- ⊗ One day One Rupee: Student's Union will introduce One Day One Rupee to collect and distribute the disadvantaged.
- ⊗ Students/staff contribute to flood or other relief funds, Chief Minister's Distress Relief fund and other concerns.
- ⊗ Contributing to fund to Unity Pain and Palliative care for the treatments to the needy patients.
- ⊗ NSS distributed essentials at flood relief camps soon after the floods.
- ⊗ Blood donation camps by NSS, homes visit for the destitute with clothes and other necessities inculcate human values.
- ⊗ Common courses address secularism, Gandhian ideals, gender, human rights, globalization, nonviolence, humanitarian concerns, weather changes, global warming and environment for all students.
- ⊗ The Women Development Cell of the college addresses gender issues.
- ⊗ Legal Awareness and cyber awareness are provided through invited lectures.
- ⊗ Skill Development Programmes are conducted for girls by experts.
- ⊗ Invited Lectures by eminent woman personalities like renowned social activist
- ⊗ History department offered an open course on Gender Studies. Every U.G. programme includes

- ⊗ course on Environmental Studies and Human Rights.
- ⊗ Cross-cutting issues like professional ethics, etiquette, societal values and business ethics are included in the syllabus.

**Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders.**

- 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents
- 2) Feedback are and will be collected, analyzed and action taken and feedback available on website.

### **TEACHING- LEARNING AND EVALUATION**

As mentioned before, Through Jyothirgamaya Guidance Programme the institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners. IQAC and the Departments of the College scrutinize the socio-economic, curricular and extracurricular aspects of each student during and after the admission process. Every department conducts a multiple-choice test for the students named Jyothirgamaya Entrance Exam . The students who scored below 40% of marks are identified as slow learners and above 70% as advanced learners. An orientation programme is also conducted after the admission for the freshers to bridge them towards the university curriculum and framework. Special sessions are also devoted in the programme to sensitize students in the curricular and co-curricular activities to explain programme outcome along with the description of the vision and mission of the institution.



## Orientation and Assessment Methods

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- ☞ Jyothirgamaya Entry level tests are conducted for the first-year students to measure their level of knowledge and appropriate skills
- ☞ Counselling is arranged to have a better understanding of the students; to know about their strength and weaknesses.
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## Special Programmes for Slow Learners:

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- ✘ The institution offers an effective mentoring system in which the mentors help the mentees in reducing stress and to bring them up to the mainstream.
- ✘ A dynamic Career Guidance System assists the students in choosing right career path. Orientation for higher education and soft skill development programmes are arranged.

Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used and will be continued to use for enhancing learning experiences. The college with the support of Students Union, NSS and Career Club has deliberately made efforts to improve the learning experience of the student more learner centric. The college is using unique ICT tools and supplements to the departments to ensure a student-centric learning process.

### **Experiential learning practices follows by different department.**

- ✧ Exhibitions, festivals and food Expos are conducted in different occasion
- ✧ Project based learning: applications of academic theories and methodologies for socio-economic analysis through project studies
- ✧ the brio-English club conducting reading competition and seminars
- ✧ The library council regularly conduction readers day celebration and library users award

### **Participative learning practices by different departments**

- ☞ Research Forum of the department of Arabic.
- ☞ Programmes and events are organized by the Literary Forum
- ☞ Readers Forum consisting of the student representatives from various departments
- ☞ Panel Discussions, Group Discussions, Quiz Competitions are regularly organized by different departments and wings
- ☞ National and international seminars, Academic workshops, and invited talks conducted by various departments for enhancing subject up-dation and academic excellence.
- ☞ Career Guidance Cell conducted UGC -NET, K-TET, coaching.
- ☞ Handwritten Magazines of the Arabic and English departments.
- ☞ Participation in intercollegiate competitions

### **Problem-solving methodologies**

- ☑ Students will be encouraged to participate in certain practical tasks such as modalities of Banking Activities and Zakat system: The Department of Islamic Finance analyzed the impact of the Zakat Distribution in the nearby area as a part of their project-based learning initiatives.
- ☑ Computer-assisted learning: Language lab is facilitated to give opportunity to interested students to govern suitable approach to develop the language acquisition capacity of learner with special reference to defined cases.





- ☑ Projects in the Economics department are selected on the basis of contemporary economics issues and faculties are encouraging students to select such topics for discussion and dissertation.

### **Teachers should use ICT enabled tools for effective teaching-learning process.**

The college has maintained a unique modern ICT enabled culture along with necessary supporting facilities to enrich advancement in teaching Learning Process and to attain an enhanced outcome. A major benefit of ICT for the teachers is that they can make their classroom teaching more effective by making its effective practice. The teaching faculties of the Institution are regularly engaged and use ICT to enhance the learning experience of the students. To excel in the computing/ software skills the college has organized a crash training Programme for faculty members in the college computer lab.

All classrooms are well furnished with LED TV / LCD projector, audio system, and with internet through Wi-Fi connection. The campus is Wi-Fi enabled and is accessible to all students and faculty members. The seminar hall is equipped with multimedia facilities and Invited talks and webinars are conducted in the seminar hall using ICT facilities.

The institution has a computer lab with 40 desktop PCs connected over LAN with internet facility and is accessible to all students and faculty members for teaching-learning, research, and other academic activities.

The Central library also furnished with ICT by which a sufficient number of books, journals, e-journals, and e-books are available in this platform. The research journals are available online. The e-resources like INFLIBNET and e-library are available to all students and faculty members through registered ID. The faculty members will effectively utilize audio-visual aids to demonstrate the concepts

to the students using the resources. The teachers are using ICT tools to deliver contents such as Video Lectures, audio Lectures, zoom Application, Google Form, YouTube Videos, etc. and for utilising Google Class Room and Google Meet in general.

Digital materials are and will be provided to the students also to supplement classroom teaching/virtual teaching. During live video sessions, students are given the opportunity to raise their questions and clarifications regarding the topic of the class. Online tests are conducted and e-assignments are given through "Google class Room." The examination wing of the college has been conducting online examinations for all departments in a centralized manner. Concerns and complaints of the students regarding the conduct of the examination and results of the examination will be properly addressed by the examination wing through the grievance cell of the college.

As the seminar presentation is an essential part of the course and subject, every department randomly selected student and asked them to present their assigned seminar topic by using PowerPoint presentation as scheduled by the concerned department. Online classes and assessments assist the teachers to utilise the available time effectively. Globally emerged virtual learning environment is effectively utilising in the college by making use of its state-of-the-art ICT facility.



## **Research, Innovation & Extension**

The college strongly believes that educational process would be completed by which endeavour creation, modification and updating of the existing stock of knowledge. For competing such an environment, the college facilitates and will introduce in planned period, various platforms of research for faculty members and student's community

1. Research Centre in Arabic language and literature. Which facilitates inspirations to encourage the faculty members and students to undertake various research activities such as Ph.D.'s, and Minor Research Projects.
2. Academic expertise, exposure and research are promoted by encouraging faculty to publish research papers and books and to take up research projects.
3. The centre promotes intuitiveness among the student community to carryout research project studies systematically. All final year students of Undergraduate and Post Graduate programmes undergo project and dissertations as part of the curricula.
4. The college has well functioned soft skill development centre: under this centre the college trains the students to keep the campus clean and healthy by maintain on plastic free / smoke free environment. Major initiatives of the club a) plastic free initiatives by providing steel glass and plates b) cafeteria: home based cooking and sale
5. The college has well functioned and will continue Value-Added Courses for enrichment and empowerment of girls' students through the experience, Major courses runs a) Training on Tailoring and designing for students b) Cake making under Cake Club c) The Art of Cooking for student's enhancement d) Training on Umbrella making.

6. A well functioned National Service Scheme (NSS) of the College actively introducing and initiating on creation and transfer of knowledge by the participation of students and stake holders.
7. Food Fests will continue to be conducted by NSS in connection with national food day programme.
8. Arabic Exhibition conducted by Students Union in international Arabic Day
9. Students' initiatives to expose their knowledge and talents come out through manuscript magazines.
10. International Creativity Award for women writers in connection with world women writer's day for inspiring the girl's students and uplift them.
11. Google classrooms, YouTube classes, enrolment in Online courses, webinars and department blogs are implemented in the college as knowledge exchange platforms.
12. Skill Development Workshops by Career Club, Women Development Cell and Soft skill development Cell on cake making, vegetable carving and making bottles are conducted to enhance the skills, creativity and entrepreneurial capacity of students.

The STRATEGIC PLAN emphasizes Extension activities in the neighborhood community in terms of impact and sensitising students to social issues and holistic development.



## **Infrastructure and Learning Resources**

The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc.

To enrich and strengthen the innovations of digital revolutions in teaching and learning techniques, including multimedia and animation technology, the college has updated all class rooms with modern teaching and learning equipment. Primarily it is intended to equip the students to exploit the vast knowledge of web world in their studies and to prepare their study matters become interesting and effective. The college has adequate number of class rooms for the smooth conduct of teaching and learning process. Each department request number of classrooms which most of them are specious engaging to carry out general classes and association activities. There Classrooms are spacious, well equipped and facilitated with black / white boards, furniture, power supply, centralized public addressing system etc. From 13 classrooms eight of them are smart class rooms with LED TV which is capable presentation and broadcasting of international channels with help of cable connection.

The college provides sufficient infra structural facility for supporting effective teaching learning process. Curricular and co-curricular activities - classrooms, technology enabled learning space, seminar hall, library, Auditorium, computer lab, internet resource center, specialized facilities and equipment for teaching, learning, and research etc.

Wi-Fi & Internet facility is enabled in the campus for staff and students of the college. Students are advised to make use of IT & internet facility only to support their academic activities. Students should

enter their name and details in the register before browsing the internet. The maximum time for browsing is restricted to one hour/day. Any kind of misuse of the computer systems/internet facility noticed; the principal reserves the right to stop extending the facility to the person misused, besides initiating disciplinary actions as per rules.

In order to prepare students to compete with the tremendously changing technological educational system, and considering the recommendation of Higher Education Council to include information technology in Degree Courses, the college have established an Information and Communication Technology Centre (I.C.T.C) with 50 Computers. This Centre provides the students the opportunity to watch outstanding Arabic and English news channels. Students and Teachers can access e- books and e- journals from this Informatics Centre.

To keep abreast with the changing scenario in higher education, empowerment and research, a Network Resource Centre will be set up in the campus. The centre, functioning in the central library will have a high-speed broadband internet facility accessible to all students and staff. To enrich and strengthen the innovations of digital revolutions in teaching and learning techniques; including multimedia and animation technology, the college intent to update all class rooms with modern teaching and learning equipment's. Primarily it is intended to equip the students to exploit the vast knowledge of web world in their studies and to prepare their study matters become interesting and effective.

The seminar hall is well equipped with modern seating arrangements with 50 seats. It is fully furnished with adequate lighting arrangements, LCD projector, proper presentation screen, Smart Board, T.V, internet connectivity, and other sound arrangements along with modern audio-visual



installations, language teaching and learning aids. Seminar, department level programmes are conducted in seminar hall. The Strategic Plan intends to introduce various developments in the subject. The college has a main auditorium which has 250 seating capacity with mounted LCD projector setup and display screen. It's having good Public Address System along with all related facilities for gathering.

All college level events are being conducted in this auditorium. Our college has a lounge for visitors to relax while they wait to meet the concerned college authorities. The administrative staff ensures that visitors feel welcome and they are very forthcoming with any assistance the visitors require. The College is providing better facilities for Sports and Games. It has equal and excellent preference for physical health along with the academic activities. So, the college has its own well-maintained playground. The Strategic Plan intends to introduce various developments in the subject.

Prayer is our source of strength to help you through this life. As the college aim at inculcating the same faith in our students, it has a divine prayer hall for students and teacher staffs who requires a spiritual & peaceful time.

The college provide residential facility functions in a permanent building in the college campus for a limited number of students. The admission should be done on the basis of separate application after obtaining admission in college. The resident shall pay the establishment charges and caution deposits at the time of admission. The mess due and rent are to be paid monthly. Residents shall observe the rules and guidelines for healthy atmosphere.

The Strategic Plan intends to introduce various developments in the subject. The college has a general and academic store which provides study materials including books, stationaries and general items

in reasonable rate. Safeguarding the well being of all students and staff is a primary concern today. A properly installed video security cameras will be installed recording 24x7 for ensuring safety on all relevant areas including examination halls. The Administrative Office, Class rooms, Central library, Staff room, Seminar hall, Auditorium and Computer lab are connected with Generator/UPS power supply in order to smooth functioning of the said departments.

The college will provide pure drinking water purified, ozonized and ultra violet protected normal/hot/cool through water dispensers installed in the campus. The college have a good user-friendly website, timely updating and uploading with notifications, other relevant and concerned information. The Strategic Plan intents to introduce various developments in the subject. Student Information & Management System [SIMS] The college administration is fully automated with SIMS having the facilities to manage attendance of students, staff & faculty, Progress report, T.C & Conduct Certificate, Fees collection, examinations, SMS etc. There is a dedicated parking space for staff and students and The Strategic Plan intents to widen and beautify the area.

The institution will provide adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports (gymnasium, yoga center, auditorium, etc.) beside the facilities established and running now. The sports and games activities are headed by the Students Union of the college. Students with exceptional skills are selected through selection trials and they are given rigorous opportunities for sports activities.

The College has a separate Arts and Cultural Club team comprising faculty members and student representatives. Every year a college level arts competition is held and participants who perform well





are sent to participate in the Zonal and Inter zonal competitions organized by the University. Special coaching is given to students to participate in arts competition. The college is providing sports equipment's along with facilities for sports and games. It has equal and excellent preference for physical health along with the academic activities. The Strategic Plan intends to introduce a great expansion in these fields. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc.

Anvarul Islam Women's Arabic College has an established system for the effective and proper maintenance of the infrastructure and properties of the institution without fail. The college management is responsible for all the maintenance activities in the campus with adequate support from staff, students, alumni, PTA and other well-wishers.

The College has an efficiently performing Purchase and maintenance committee to monitor and ensure the maintenance of physical equipment's and other facilities of the college Premises. The committee chaired by the principal which includes Heads of the department and senior teachers etc. as members concerned, is responsible for taking care of their equipment's. A teacher is appointed as lab in charge and he is responsible for maintaining the laboratories, as per the directions of purchase and maintenance committee. The college council will propose and review all the major works pertaining to renovation and maintenance of all construction and maintenance in college premises.

The library has proper maintenance system of its own. The library assistant facilitates the effective functioning of the library and proper maintenance of the gadgets and equipment's therein. The Librarian will inspect and monitor all the maintenance works in the library. The College Council discuss and review all the major renovation and maintenance works.

The technical supervisor from the college management undertakes civil works of game courts and another team nominated by the management looks. The IQAC committee is responsible for all the IT related maintenance activities in the campus including computer lab and language lab. As per suggestions and recommendations pertaining to the purchase and maintenance of computers and accessories are be considered by the College Council while taking decision to the effect.

The major maintenance and renovation work in the Computer and Language Labs are outsourced to a third party. The maintenance of the classrooms is carried out by the college administrative wing and its management is also done by them effectively. This wing keeps the stock register and maintenance report of the classrooms. Major maintenance works are outsourced with consent of Management and the civil maintenance works are done with the supervisor appointed by the Management. General Maintenance, the College Management is always very keen to ensure the proper maintenance of all properties and assets of the College. Plumbing and electrical works are performed by efficient workers called for assistance by the management. Carpentry (desks, benches, tables etc.) and building maintenance are timely getting done by the Management with the help of appropriate work force. Staffs are appointed for cleaning and maintaining the campus neat and hygienic. Upon these achievements and establishments, The Strategic Plan intents to introduce a great expansion in these fields.

### **Institutional Values and Best Practices:**

The Institution intents to initiate and empower various measures by for the promotion of gender equity. Gender equity and sensitivity are displayed in the daily activities of the college and endorsed



through gender equity promotion programmes. The college keeps all students' teachers on a par, irrespective of gender specific programmes are organized to promote a sensitivity to gender equity. Redressal of Grievances: The grievance and redressal committee (GRC) is concerned with any grievance, especially sexual harassment, that may arise

- ✓ The Anti-Sexual Harassment Cell (AHC) functions in the college
- ✓ The GRC and AHC address any complaint and take necessary action
- ✓ The College adopts a zero-tolerance policy towards any such transgression
- ✓ The college provides a secure and conducive environment to students
- ✓ The college is extremely alert to matters pertaining to any kind of harassment and gender sensitivity
- ✓ The Women's Cell monitors all activities and training programmes related to safety and security of women
- ✓ Experts are invited to conduct workshops and various sessions related to women's safety like self-defense, cyber-crime, police training etc.

**Vigilance against Ragging: Anti-ragging Committee is formed as per the U.G.C. guidelines**

- ✓ On admission, students sign an affidavit about non- involvement in ragging activities
- ✓ The Anti-ragging Committee assures that there are no instances of ragging in the girls' hostel or anywhere in the campus

- ☑ Anti-ragging posters are prominently displayed at all different places within the campus
- ☑ The Women's Hostel provides the students a safe and comfortable environment and is a Zero ragging space.

### **Mentoring and Counselling**

- ☑ Well-regulated Mentoring system for regular academic and personal counselling
- ☑ Every student is assigned a faculty as her mentor who meet the mentees, providing constant care and support
- ☑ The service of a professional counselor is also provided to students
- ☑ Adolescent issues, management of stress and tension, and individual problems that cause distress and tension to students, hampering their wholesome development are resolved

### **Common Rooms**

- ☞ There is a common room for girl students with the following facilities
- ☞ Bed for the sick to recline and relax
- ☞ Medicine chest and First Aid Box
- ☞ Incinerators and Sanitary Napkin kiosk
- ☞ Special Toilets for differently-abled girl students



## **Celebrations& programs**

- ☞ International women day celebrations
- ☞ National women day celebrations
- ☞ National women day seminars
- ☞ Woman empowerment programs (Educational, Intellectual, career, cultural)
- ☞ Competitions
- ☞ Woman of the year awards

## **Green initiatives**

The Institute is committed to grow sustainably and develop as a model clean, green campus. The management, staff council and the green club which consists of students, faculty decide campus policies to promote sustainable practices and maintain the flora and fauna of the campus.

- ☞ Plastic Free Campus
- ☞ Increased use of renewable energy
- ☞ Installation of Solid waste management.
- ☞ Rain water harvesting
- ☞ Green protocol in public programmes.
- ☞ Planting of trees in the campus.

- ☞ Conduct Green audit and Energy audit.
- ☞ Adopt Green Initiatives with the view of transforming the campus into a truly eco-friendly one

The Strategic Plan intends to introduce expansions and innovative developments in these fields, by the updating and upgrading needed for.

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It gives immense pleasure to state that our college focus on all round development laced with value-based morality and ethics, inculcate honesty and integrity in all the manner as believe 'honesty is the first chapter in the book of wisdom'. Education is the most powerful tool to bring desirable changes in personality through which bring positive changes in our society.

**Jb. T.P Abdullakoya Madani**  
Correspondent

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## **ANVARUL ISLAM WOMEN'S ARABIC COLLEGE, MONGAM**

Run by: Kerala Jam-Iyyathul Ulama [Regd.]

Aided by Govt. of Kerala & Affiliated to University of Calicut

Approved by 2(f) & 12(B) UGC & Recognized as Minority Institution NCMEI

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