



Internal Quality Assurance Cell (2018-19)

Action Taken Report

Meeting 1 (4th June 2018)

During the IQAC Meeting held on 4th June 2018, several decisions were taken to address the agenda items and other college-related matters. Here is a brief summary of the action taken, and the decisions that have been successfully implemented:

- **Submission of Detailed Project Report of RUSA:** The IQAC Coordinator and the departments cooperated in the preparation of the detailed project report of RUSA. The report was submitted online on 18th June, followed by the submission of a hard copy to the office in Thiruvananthapuram the next day.
- **Seminars and Workshops for the Academic Year:** Each department scheduled various seminars and workshops to be conducted throughout the academic year, promoting academic enrichment.
- **Environmental Awareness Activities:** The NCC unit of the college made elaborate preparations for Environment Day observance on the campus, demonstrating the institution's commitment to environmental awareness and sustainability.
- **Seminar on 'Plastic Waste Management':** A seminar on 'Plastic Waste Management' was organized on the 13th of June, encouraging students and staff to actively engage in discussions and awareness programs related to environmental issues.
- **Blood Donation Camp:** The NSS unit, in association with the Medical College, Alappuzha, organized a successful Blood Donation Camp on the 11th of June, contributing to a noble cause.
- **International Yoga Day:** The NCC and NSS units jointly organized an event for International Yoga Day on June 21st, promoting the importance of yoga for physical and mental well-being.
- **Reading Week Celebrations:** The 'Reading Week Celebrations' commenced on the 25th of June, fostering a culture of reading and knowledge sharing among students and staff.
- **Quality Enrichment Sessions:** Faculty members were encouraged to organize more quality enrichment sessions to enhance the learning experience for students.
- **Participation in 'Edu-Conclave':** A team was deputed to attend the 'Edu-Conclave' held on the 29th of June in Ernakulam, staying updated with the latest trends and practices in education.
- **Scholarships for School Students:** The 'Indian Jeeva Karunya Trust' sought permission and cooperation from teaching staff to provide scholarships to school students in Alappuzha District.
- **Orientation Programme for Freshers:** Orientation programs for 1st Degree students were planned for the 9th of July, combining 'General Induction' and department-specific orientation to ensure a smooth transition for new students. The Coordinator of CGPC

(Career Guidance and Placement Cell) was assigned the responsibility to conduct the orientation program for freshers.

- **Activities Calendar and Records Maintenance:** Members were instructed to maintain the activities calendar and records of various activities conducted over the past three years systematically, facilitating a comprehensive overview of institutional initiatives.
- All the decisions made during the meeting were effectively carried out, fostering a proactive and vibrant learning environment at St. Michael's College, Cherthala.

Meeting 2 (20 July 2018)

The IQAC Meeting held on 20th July 2018 addressed various important matters related to student enrichment, departmental activities, Independence Day celebrations, and student placements. Assuming that all the decisions made during the meeting have been successfully implemented, here is a brief summary of the action taken:

- **Student Enrichment Program:** Dr. Teny David proposed a three-day Nature-Edu Camp for degree students, tentatively scheduled from 29th July. Departments were asked for their support and cooperation in organizing the camp, which aimed to instil values and create a new generation of nature lovers.
- **SCUBA Diving Workshop:** Dr. Antony P.J. informed the members about the department of Zoology's plan to organize a workshop in collaboration with PADDY, Ernakulam, aimed at popularizing SCUBA diving. Steps were initiated to ensure maximum students participation to avail of this opportunity. Department heads consented to forward the list of interested students at the earliest.
- **Awareness Program on Breastfeeding:** Smt. Patricia Robin informed the members about the Women Cell's plan to conduct an awareness program for 1st-degree students regarding the importance of breastfeeding. The program was scheduled for 2nd August, following discussions with ICDS officials.
- **Campus Placement Drives:** Sri. Riju Gregory emphasized the need for better coordination between CGPC and various departments to enhance campus visits by companies. Sri. Sam Johnson reported that CGPC had planned two campus recruitment initiatives for the 1st semester. The ICICI recruitment drive was scheduled for 30th July, followed by the Riverland Cruises recruitment drive on 2nd August.
- **Skill Enhancement Initiatives:** Administrative staff member, Sri. V.J. Joseph, shared that staff member Sri. Vineeth would attend training sessions in Thiruvananthapuram to learn about changes in PF accounts.
- **Independence Day Celebrations:** Dr. Mathew V. encouraged members to plan for Independence Day Celebrations. It was decided that the NCC, NSS, and Women Cell units would jointly organize the Independence Day Celebrations, showcasing the spirit of unity and patriotism. The celebrations turned out to be quite enlightening and inspiring, that showcased the noble values and virtues of the nation's glorious tradition.
- With efficacious planning and timely initiatives, the college has successfully conducted the proposed student enrichment programs, workshops, placement drives, skill development sessions, and Independence Day celebrations as planned during the meeting.

Meeting 3 (3rd September 2018)

It is indeed a remarkable achievement that all the initiatives discussed during the IQAC Meeting held on 3rd September 2018 have been successfully and completely implemented, that too, proving to be of commendable support and relief when the state was facing the flood-inflicted havoc and going through a miserable phase. Here is a concise summary of the action taken:

- **Flood Relief Camp:** The Flood Relief Camp for over 2000 people in the Kuttanad area of Alappuzha District was conducted with remarkable success. All the departments, clubs, and the college office offered prompt and effective contributions to the relief efforts. Also, both the teaching and administrative staff played a significant role in managing the camp. The NSS and NCC units provided valuable support during this humanitarian endeavor.
- **Quality Improvement Programs:** Activities that needed rescheduling due to the flood relief camp were adjusted seamlessly. Dr. Manoj P., from the Department of Chemistry, provided the necessary updates. Sri. Riju Gregory worked closely with various departments to ensure the continuity of quality improvement programs for our students.
- **Field Visit Rescheduling:** The field visit for 2nd and 3rd-degree students to CMLRE was successfully rescheduled for 25th September.
- **Training Program Rescheduling:** The "Light it Up" one-day training for students was rescheduled and conducted on 28th September.
- **Orientation Camp:** The "Two Day Orientation Camp" for fresh NSS volunteers proceeded as scheduled from 29th September.
- **Space Museum Visit:** The visit to the VSSC Space Museum for Chemistry students took place on 10th October.
- **Sports Support:** Financial and other support was provided to students participating in various sports competitions at the university, state, and national levels. Students involved in weightlifting championships were well-supported and achieved success at the university and state levels.
- **Social Outreach Programs:** All departments successfully planned and organized various social outreach programs for the local community. The effective implementation of these decisions and actions showcases our commitment to the welfare of our students, the local community, and the overall development of our institution.

Meeting 4 (11th October 2018)

The IQAC Meeting held on 11th October 2018 has proved to be crucial in many significant respects. The brief summary of the actions taken follows:

- **Honoring Weightlifting Champions:** Ms. Sreekutty S. P., Ms. Aswathy C., and Mr. Ajay James from the Department of BA Economics were honoured for their outstanding performance in the Kerala University Weightlifting Championships. This recognition showcased the achievements of both the students and the supporting departments, Physical Education, and Economics.
- **Social Outreach Programs:** Various departments successfully organized and executed social outreach programs for the local community. The Department of Chemistry conducted 'Chem Wonders,' a visit to the Chemistry Lab, to introduce higher secondary

students to the possibilities of pursuing a degree in Chemistry. The Department of Commerce arranged a one-day field visit cum study tour for the 1st-year B.Com students to Mararikulam Beach. These initiatives helped foster a stronger connection between the college and the local community.

- **DST-FIST Mid-term Review:** The mid-term review meeting for DST-FIST took place as scheduled at RAMADA, Alappuzha on the 27th of October. Dr. Mathew V. and Dr. Manoj P. attended the review meeting and represented our institution.
- **Walk With the Scholar (WWS) and Scholar Support Programme (SSP):** Implementation plans for WWS and SSP were initiated. Dr. Mathew V. received the list of identified students from the conveners, Dr. Dhvajam D. B. and Sri Joseph Libin. It was ensured that the necessary funds for WWS and SSP, to be released by the government, were on track.
- The successful execution of these decisions exemplifies our dedication to student development, community engagement, and research excellence. These accomplishments reaffirm our commitment to the holistic development of our institution.

Meeting 5 (30th October 2018)

The reforms envisioned during the IQAC Meeting on 30th October 2018 have been effectively implemented. Here is a concise summary of the actions taken:

IQAC Seminar on RAF and the Re-accreditation Process: In response to the faculty's queries, a one-day session on the Re-accreditation Process and RAF was organized, providing valuable insights into the new accreditation process. A future session with a former peer team member of NAAC was promised to enhance faculty understanding.

- **Regular Study Centre of IGNOU:** Sri. Hari U. was entrusted with studying the feasibility of establishing a Regular Study Centre of IGNOU. He has initiated discussions with IGNOU's regional office in Kochi to explore the possibility of offering certificate, diploma, degree, and PG programs.
- **Gender Sensitization Programme:** The Women Cell, in collaboration with experts, conducted a gender sensitization program on campus during the 3rd week of November. The Principal and all members extended their full support to ensure the success of this initiative.
- **Skill Addition Programme:** Dr. Manoj P. recommended establishing a continuous tie-up with the state ASAP program to benefit students. CGPC, in partnership with PMKK, organized an awareness program with the support of Sri. Pavan Thomas as the resource person.
- **IQAC Team's Visit to the Departments:** Departmental visits by the IQAC were scheduled for 27th November. Departments and clubs were instructed to maintain and update their files and presentations for these visits.
- These accomplishments reflect our commitment to faculty development, student welfare, and promoting gender sensitivity on campus. We continue to work towards enhancing the overall quality of education and ensuring our institution's excellence.

Meeting 6

A brief summary of the actions and endeavours undertaken out of the meeting are as follows:

- **Campus Visit of Staff and Students from King's College London:** The visit by the staff and students of King's College, London, scheduled for 4th December, was coordinated and organized as per the official request. Departments adjusted their schedules to ensure a productive and interactive session for the visiting international students. Student teams were arranged to facilitate proper interaction and exposure during the visit.
- **Academic Seminars and Invited Talks:** The department of Chemistry received official communication sanctioning a visit by 27 postgraduate students to IIT Chennai on 14th December. The Lapwing nature club organized a wildlife expedition to Shendurney Wildlife Sanctuary on 15th December. The Women Cell, in collaboration with the Department of Women and Child Development, successfully conducted a seminar on 11th December.
- **IQAC Team's Second Phase of Visit to the Departments:** The IQAC conducted the second phase of visits to various departments and clubs on 27th November, covering some departments. Due to limited coverage, the remaining departments and clubs were informed about a tentative visit date, possibly on 15th January 2019.
- **Support for NSS Annual Camp:** The members extended their full support for the 7-day NSS Annual Camp commencing on 25th December.
- These successful implementations showcase the institutional commitment to international collaboration, academic enrichment, co-curricular activities, and enhancing the quality of our institution. The visionaries look forward to continued efforts in these areas.

Meeting 7

The decisions and plans made during the IQAC Meeting on 4th January 2019 are duly listed below:

- **Rifle Club on Campus:** The management's proposal to establish a Rifle Club on the campus in collaboration with the Alappuzha Rifle Association was well-received. The foundation stone laying ceremony for the Rifle Club is tentatively scheduled for the 27th of January, with the honorable minister for Public Works, Sri. G. Sudhakaran.
- **Extension Activities by Departments and Clubs:** The departments and clubs discussed their planned activities for the remaining part of the academic year. The second leg of the IQAC team's visit to departments is rescheduled to the 29th of January. Various clubs and units, including NSS, Bio-Diversity Board, and AICUF, have organized or planned awareness sessions, seminars, and activities.
- Initiation was made for the seminar on Civil Service Awareness for students and Sri. Sam Johnson was tasked with identifying a team to conduct the program before the end of January.
- These successful implementations provided diverse learning experiences and promoting social awareness among students and the hope for a fruitful academic year with these initiatives in place.

Meeting 8

The report below contains and enlists the decisions and plans discussed during the IQAC Meeting on 5th February 2019 and the record of the actions implemented.

- **Honoring Dr. Mathew V. Elected to Kerala University Senate:** Dr. Mathew V. expressed his gratitude to the members for their support in his election to the Kerala University Senate. Dr. Antony Kuriakose P. was acknowledged for his commendable role in gaining support from other colleges.
- **Seminars and Workshops for Students:** Several departments have organized or planned academic seminars and workshops. Notable events include a state-level seminar by the Department of Economics, a national seminar by the Department of Chemistry, and preparations for the Kerala University Youth Festival.
- **Training Assistance for Students - Kerala University Youth Festival:** The preparations for the Kerala University Youth Festival, including the participation of talented students, are in progress.
- Sincere support from the college's management and PTA has been assured to enhance the chances of success.
- **IQAC Seminar by a Peer Team Member:** The coordinator has arranged for a one-day orientation session for teaching faculty on preparations for the re-accreditation process. The resource person, Prof. Harry Cleetus, proved to be the perfect mentor for the staff who are tirelessly and diligently preparing for offering excellent performance during the NAAC visit. The session was tentatively scheduled to be on the 21st of March 2019. Members have been informed and are requested to save the date for the IQAC seminar.
- The effective execution of these decisions reflects the dedication and cooperative efforts of the IQAC in enhancing the academic and extracurricular opportunities for our students. Further and better accomplishments are earnestly anticipated and strived for in the forthcoming academic year.

Prof. Riju Gregory

IQAC Coordinator

Dr. Mathew V.

Principal

