



## Actions Taken Report (2019- 2020)

### Meeting 1

- Decided to conduct a three day Nature camp from June 24<sup>th</sup> under the leadership of the NSS.
- The principal encouraged the heads of various departments to conduct recreational activities to enhance the mental health of students, who were back in college after the catastrophic flood.
- Department of Zoology decided to conduct a one day seminar for students, in association with the Forest, Wildlife and Environment Department of Kerala on the 28<sup>th</sup> of June.
- Decided to invite the writer, Mr Sebastian Pallithode as the chief guest for the observance of Reading Week, on 25<sup>th</sup> of June.
- It was decided to continue the mentoring programme from the previous year for the students in odd semesters. The heads of departments were reminded to make sure that mentoring diaries are strictly maintained.
- Mentoring programme for the first year students would start only after getting the final list of students admitted for various programmes from the university.
- Decided to send two administrative staff members to attend e- Grants training to be conducted at St Joseph's College, Alappuzha.
- Steps were taken to get the Alumni Association of the college registered under the Government of Kerala.

### Meeting 2

- The College Library decided to conduct a one day seminar on Reading, organized by the P N Panicker Foundation on the 9<sup>th</sup> of July.
- An orientation programme for civil service aspirants led by Dr. Nirmal Ouseph was decided to be held on the 10<sup>th</sup> of July.
- The NSS Programme officer informed that the college NSS unit has decided to organise an event on "Meeting Skill Development" by RJ Chinchu Raj, former student and NSS Volunteer.
- The members of the Administrative staff decided to attend an E- TSB Training session at Cherthala Boy's School, organised by the Treasury department, on the 24<sup>th</sup> of July.
- Department of Zoology decided to conduct a one day exhibition and an awareness class on "Value Added Products from Aquatic Weeds", by Dr. Nagendra Prabhu.
- The Women Cell decided to conduct a one day invited talk for girls on Gynaecological issues by Dr. Vimalamma of Mathilakam hospital in the first week of August.
- The Department of Chemistry initiated preparations for the International Conference on "Photo- Chemistry and Sustainable Energy", to be organised in the month of October.
- Heads of the departments were asked to ensure that mentoring details of odd semester students are updated.

### Meeting 3

- The inauguration of Rifle's Club in the Campus was decided to be held on the 31<sup>st</sup> of August by the honourable Chief Minister of Kerala, Sri. Pinarayi Vijayan.
- The Anti-Drug committee decided to organise an awareness session for second year degree students on the 20th of August, expecting 200 students to attend the programme.
- Zoology Association: ZEST would be inaugurated on the 27th of the month. It was also planned to organise an alumni meet for the first batch of BSc Zoology on the same day.
- The inauguration of Chemistry Association was to be conducted on the 30th with the keynote address by Sri. Sebastian Nybra Rimello.
- Department of Physical Education decided to conduct a one day seminar on 'Sports Injuries and Prevention', by Dr. Manoj M of Kinder Hospital.
- The Women Cell proposed to conduct an exhibition before the Onam holidays.

### Meeting 4

- It was decided to organise PFMS Seminar for the various colleges in Kerala. The state office of the PFMS had confirmed that they would provide the resource persons for the training on the 23rd of September. More than fifty colleges had informed their participation for the seminar and 20 colleges had already registered.
- Recent updates on the mentoring programme were collected. It was informed that the programme has not started for the semester 1 students as the admissions weren't closed. The members promised that the programme for first year students would start as soon as the admission process gets over.
- CGPC would be organising a one day seminar on 'Overseas Education', for final year degree students on the 19th of September.
- The NSS unit planned to organise an invited talk for 'Adolescent Problems', on the 24th September.
- 'Tourism Fest - FORSCHER 2K19' was decided to be conducted from the 3rd of October.
- The list of proposed faculty had been sent to the IGNOU office and when contacted they had informed that the approved list of faculty would be sent soon.
- College union election was decided to be conducted on the 27th of September.

### Meeting 5

- As part of the preparations for the International Conference conducted by the Department of Chemistry, almost all the duties related to the organisation of the conference were charted and distributed.
- It was informed that on the inaugural day itself IGNOU would be conducting an orientation programme for the new panel of academic counsellors.
- The department of Commerce decided to organise a workshop on GST on the 14th of October.
- The department of Zoology planned to observe the 'World Stroke Day' by organising a 'Diabetes Detection Camp' on the 30th of the month.

- The CGPC decided to conduct a seminar on ‘Personality Development’ in association with ‘National Child Development Council’ on the 4<sup>th</sup> of November.

### **Meeting 6**

- IQAC planned to conduct an invited talk on ‘Respecting IPR in an Academic Environment’ on 15<sup>th</sup> of November, by Mr Douglas Haggermann, an expert in the field from the United States of America.
- It was informed that the preparations for the ‘International Seminar on Responsible Tourism’ to be organised by the department of B Voc, in association with King’s College, London was going well and the resource persons had contacted and confirmed the dates of 5<sup>th</sup> and 6<sup>th</sup> December for the seminar.
- The heads of the departments decided to take feedback from the students, parents and teachers as per the provided templates and prepare ‘Action Taken Reports’ by each of the departments. Only randomly selected ten percent of the students and parents would be covered in the feedback survey for the preparation of the ‘Action Taken Report’.

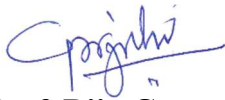
### **Meeting 7**

- It was observed that though many effective academic activities were being conducted in the academic year, only a few social outreach programme were initiated by college. Hence it was decided to plan and conduct social outreach programmes in the near future.
- The staff and students of B Voc. Software Development successfully completed the collection of books to be contributed to the library of Areeparambu Government Higher Secondary School. It was planned to hand over the collected books by the third week of December.
- The preparations for the Kerala University Athletic Meet were going on well under the guidance of the Department of Physical Education. It was assured that the result would be better than that of the previous year. The probable events for medal positions were Javelin Throw, Discus Throw, Hammer Throw, 20 kilometer walking and 110 meter hurdles.
- The college library decided to organise an invited talk for the faculty members on ‘Creative REM’ by Dr. Ratheesh Krishnan on the 13<sup>th</sup> of December.

### **Meeting 8**

- The members were requested to prepare the Programme Outcomes, Programme Specific Outcomes and Course Outcomes for all the programme that the departments were offering.
- The department of Chemistry in association with the IQAC took the initiative to conduct a one day orientation session on Outcome Based Education for faculty members as early as possible.
- As part of the ongoing preparations for uploading the AQAR 18-19, the coordinator informed the members that the data collection was underway, but the portal would be open to upload only in March 2020. The members agreed to upload all the relevant documents to a cloud drive and share the link to the IQAC.

- The members were asked to elaborate on the activities planned for the remaining of the academic year.
- The department of Commerce planned to conduct an 'Exhibition on Eminent Entrepreneurs' in the second week of February.
- The inauguration of 'Literati - English Association' was planned to be held on the 4th of February. The 'Book Club' was also planned to be inaugurated on the same day.
- The Women Cell planned to organise an 'Orientation for Girls on Legal Rights' to be conducted tentatively on the 13th of February.
- The members were requested to prepare a future plan for furthering the development activities in the college. The members were suggested to have a brainstorming session prior to the beginning of the next academic year and prepare a future plan that would be presented before the College Governing Body.



**Prof. Riju Gregory**

IQAC Coordinator



**Dr. Mathew V.**

Principal

