



Action Taken Report: 2020-2021

Meeting 1

- **Amendment and Assignment of Members:** Members were assigned to the six criteria groups of NAAC based on their expertise and interest. Dr. Sindhu S. Nair, the IQAC coordinator, provided an extensive overview of the IQAC's constitution, emphasizing the roles and responsibilities of each group, and encouraging active participation from the members.
- **Functioning of Departments Amidst the Lockdown:** Departments deliberated on the difficulties encountered during the lockdown period and formulated a plan of action for online activities. Approaches, methods, and schedules for online classes, evaluations, and various academic initiatives were outlined and classes were conducted accordingly. Classes were conducted via platforms like Google Meet, Google Classroom, Zoom, Moodle, Webex, Teams, YouTube and Jamboard using posters, videos and presentations. Assignments, quizzes and assessments were given online.
- **Data Collection:** AQAR data collection process overview provided, emphasising timely and accurate data submission. Members were informed about the prescribed format for data collection and submission deadlines. Members are collecting supporting documents, such as photographs, reports, certificates, and testimonials, to substantiate all activities and events.
- **Documentation Procedure:** Documentation procedure outlined, stressing the importance of supporting documents for all activities and events. Emphasis was placed on the need for proper documentation for the new and revamped college website.

Meeting 2

- **Enhancing Online Learning:** In response to the challenges faced during the pandemic, necessary training and resources have been provided to students to improve their online learning experience. This includes workshops, webinars, and technical support. Moreover, faculty enrichment sessions were organized which emphasized engaging teaching and learning strategies that are student-centric and participatory, along with the adoption of ICT for teaching, learning, and assessment.
- **Learning Management Systems (LMS):** St. Michael's College, Cherthala in association with Spoken Tutorial Project, IIT Bombay conducted a Faculty Development Programme on Moodle Learning Management System to enhance the competency of faculty members from 23.11.2020 to 27.11.2020
- **Department of Physical Education Upgrade:** The Department of Physical Education received Khelo India support from the Sports Authority of India. The college has initiated to explore collaborative opportunities and seek support for sports programs and infrastructure development.
- **INITIUM 2020 Orientation Program:** An Online Orientation Programme was organized by the Career Guidance and Placement Cell in association with the Internal Quality Assurance Cell of St. Michael's College, Cherthala from November 17-19, 2020. The various organizations and establishments functioning on the campus were introduced to the newly inducted students.
- **Engaging in Social Extension Activities:** Sanitizers and face masks were manufactured and distributed. Assistance was provided to students who belong to socio-economically disadvantaged communities and who experience personal and family difficulties.

- **First Line Treatment Center (FLTC):** Resources have been allocated to convert the college buildings First Line Treatment Center. A distribution plan was formulated and implemented to make the essential items available to the wider community.
- **Experiential Learning:** The institution is in the process of designing and implementing a comprehensive experiential learning program that integrates practical experiences into the curriculum to improve their soft skills, communication skills, professional skills and research skills.

Meeting 3

- **Conduct of Internal Examination:** Internal exams were conducted online under the supervision of the Department Level Monitoring Committee (DLMC) and the College Level Monitoring Committee (CLMC).
- **E-Learning Content Development:** Teachers have actively started developing e-learning content in various formats, including PowerPoint presentations, posters, video classes, audio classes, quizzes, and notes.
- **AQAR and SSR Preparation Committee:** A committee comprising faculty members, administrators, and staff responsible for preparing and submitting the Annual Quality Assurance Report (AQAR) and Self-Study Report (SSR) has been formed. Specific faculty members have been assigned the task of collecting relevant data, information, and documentation required for the AQAR.
- **Student Mentoring Sessions:** Each student was allocated a mentor by the Mentoring Cell and mentoring sessions were conducted through online mode.
- **Support for Deserving Students:** Mobile phones were distributed to deserving students to facilitate their attendance in online classes and bridge the digital divide.

Meeting 4

- **Progress on AQAR Data Collection:** Data collection for the Annual Quality Assurance Report (AQAR) is almost complete, with the exception of mentoring details. Measures to ensure the collection of mentoring details were made. Write-ups were reviewed and edited by a language expert before proofreading. All hard copies of the supporting documents (duly signed) have been collected by the respective departments.
- **Supporting Documents:** Proper communication has been made with the University of Kerala to obtain supporting documents for the improved pass percentage.
- **Enhancing ICT-Enabled Classrooms:** Actions were taken to establish Wi-Fi connections and to upgrade the classrooms to ICT-enabled.

Dr. Sindhu S. Nair
IQAC Coordinator

Dr. Mathew V.
Principal

