IQAC - Action Taken Report (2022-23)

Meeting 1

In response to the agenda discussed during the IQAC Meeting on June 27, 2022, at St. Michael's College, Cherthala, the following measures were promptly taken, which positively highlights the efficiency and progress made by the college and the IQAC:

- New Faculty Welcome: Extended warm welcome to the newly joined faculty with an orientation program.

- Revised Committee Memberships: Committees within each criterion were reviewed and finalized for enhanced efficiency.

- IQAC Newsletter: Initiated a newsletter to inform the college community about IQAC activities.

- Macro Units Improvement: Emphasized the need for better departmental functioning.

- Data Collection Awareness: Raised awareness about collecting data in the prescribed format.

- Proper Documentation: Ensured proper documentation with supporting documents.

- Website Renovation: Proposed the renovation and refurbishing of the college website. The work in this regard had already begun.

- IQAC Constitution Publication: Initiated steps for the criterion-wise IQAC constitution to be published in the college handbook.

- Infrastructure Concerns: Addressed concerns related to infrastructure, internet connectivity, and campus hygiene.

- IT Resources: Committed to improving IT resources and providing printers in each department. Responsibilities were allocated to the teaching and non-teaching faculty to continue with the departmental visits and update the need for supply and maintenance.

- Clean Campus, Green Campus: Pursuing suggestions for the 'Clean Campus, Green Campus' initiative. Green Audit would be initiated at the earliest with active engagement from the student as well as the teacher community.

- Regular Meetings: Recognized the need for regular meetings to ensure system efficiency. The criterion heads would convene internal meetings and collect updates from the members and report to the authorities.

The IQAC has actively addressed the discussed agenda items to enhance transparency, efficiency, and the overall functioning of the institution and remains dedicated to achieving its goals and working collaboratively towards a more successful future.

Meeting 2

- First Meeting of Criterion Committees: The first meeting of the newly constituted Criterion Committees took place as scheduled.

- Briefing the Criterion Heads about the Goals and Responsibilities: Each criterion committee was briefed about its responsibilities and roles within the IQAC.

- Mode of Functioning of Each Criterion: The mode of functioning for each criterion committee was discussed, emphasizing the need for a sincere and systematic effort to ensure the institution's performance during the forthcoming NAAC visit.

- Explanations and Discussions: Queries and discussions were welcomed and addressed during the meeting. The departments were instructed to make work allocation within, and prepare themselves for regular presentations and mock visits in between.

The meeting, led by Dr.Sindhu S. Nair and coordinated by Dr. Manoj Parameswaran, strived for a productive introduction of criterion committees and their respective roles in the institution's accreditation process. It was noted that the institution is aiming for a successful NAAC visit by the end of 2023, and the members expressed their commitment to achieving this goal. The sufficiency of committee composition and readiness to commence work were confirmed, with a commitment to notify authorities of any obstacles that may arise during the process.

Meeting 3

- Presentation of Criteria and Orientation for Data Collection and Documentation: During the General Body meeting, the various criteria for NAAC documentation were presented and thoroughly explained. The entire teaching and non-teaching staff received proper orientation regarding the importance of data collection and documentation for the upcoming IQAC internal visit.

- Fixing and Informing Deadlines: Deadlines for different tasks related to NAAC documentation were fixed and communicated to the attendees. These deadlines will help ensure timely and systematic preparation.

- Planning and Scheduling Mock-Visits: Plans for internal as well as external mock-visits were discussed and scheduled. These mock-visits will help the college prepare for the NAAC accreditation process effectively.

- Explanations to Queries and Compilation of Suggestions: Attendees had the opportunity to ask questions and seek clarifications, and their valuable suggestions were compiled to enhance the preparation process. Criterion-wise queries were raised and were addressed, based on which the following arrangements were made:

  - Forwarded instructions to all departments to promptly prepare and submit academic and activity calendars.

  - Steps were initiated based on the need to plan for the smooth conduct of Internal Examinations and Add-on Courses.

  - The collection of data and documents for the first IQAC Newsletter of the academic year.

  - Detailed explanations of the seven criteria for NAAC documentation and the specific data and documentation requirements under each criterion.

  - A working plan to collect and analyse the student-parent-alumni feedback and the formation of a Feedback Committee to execute a survey.

  - Emphasis being on teaching-learning reforms and the need for the Student Satisfaction Survey to be linked on the college website, the departments were given orientation to work more systematically and efficiently.

  - Arrangements were made to ensure proper and prompt documentation and tracking of research, development, and extension activities.

  - Monitoring of IT and ICT-enabled teaching initiatives and campus facilities for health, fitness, and hygiene.

The college and IQAC remain committed to achieving excellence and preparing for the upcoming NAAC internal visit in a systematic and comprehensive manner.

Meeting 4

During the IQAC Meeting held on August 5, 2022, via Google Meet, several important agenda items were discussed. Here are the positive outcomes and actions taken as a result of the meeting:

- Plan of Action for the Academic Year: The meeting emphasized the need for a focused and determined effort from every department to ensure proper documentation and adherence to the AQAR format. The commitment to preparing for the expected NAAC visit in 2023 was underscored.

- Add-On Course Guidelines: Decisions and Guidelines pertaining to the Add-On courses were forwarded to the departments and it was decided to run 30-hour Add-On courses from September to January, targeting semester five students.

- Mentoring: The College Mentoring Cell initiated steps to publish a list of mentees for teachers to commence mentoring sessions. Each department was tasked with organizing mentoring files from the past five academic years starting from 2018.

- IQAC Internal Visits: IQAC internal visits to various departments were discussed, emphasizing the need for departments to hasten their preparations. Deadlines for the submission of AQAR and SSR were also communicated to ensure timely preparations.

- Internal Exam Guidelines: Guidelines for internal exams were shared, and it was decided to follow the University Exam Pattern. To accommodate concerns regarding portions yet to be covered, the exam duration was reduced from 3 hours (University Model) to 1 ½ hours.

- College Website Data Collection: Department heads were requested to compile and submit data, including Teachers' Profiles, Photos, and Activity Calendar, for the college website at the earliest.

The meeting reflected the institution's commitment to comprehensive preparations for the upcoming NAAC visit. By setting clear guidelines for Add-On courses, mentoring, internal exams, and website data collection, the institution is taking proactive steps to enhance the quality of education and documentation. The commitment to efficient documentation and adherence to AQAR format ensures the institution's readiness for the accreditation process. These positive outcomes demonstrate the dedication of St. Michael's College to its academic goals and quality assurance.

Meeting 5

Following the IQAC Meeting held on 9th November, several actions were taken to address the discussed matters:

- Feedback Integration: Departments commenced the integration of feedback received during the internal visits into their documentation processes. This resulted in clearer and more detailed data presentation under the appropriate criteria.

- Second Internal Visit Deferred: The initially proposed second internal visit was deferred in favour of conducting a General Body meeting for the entire college. This decision was aimed at ensuring broader participation and a unified approach to data collection and presentation.

- Common Template Development: While the idea of a common template for data presentation was explored during the meeting, it was found impractical due to the diversity in the data and documentation across departments. Instead, departments were encouraged to focus on improving the clarity and organization of their data.

- Skill Development Programs Initiative: Departments initiated efforts to launch Skill Development Programs and work towards more functional Memorandums of Understanding (MOUs) to enhance the skill development initiatives within the institution.

- General Body Meeting Preparation: Planning for the General Body meeting, scheduled for November 14th, 2022, commenced. Departments began preparing to update data for the 2021-22 academic year AQAR, with a focus on ensuring accuracy and completeness.

The post-meeting actions demonstrate the college's commitment to continuous improvement and alignment with accreditation standards. Departments have been actively engaged in addressing the issues discussed during the meeting, leading to enhanced data presentation and documentation.

Meeting 6

Following the Criterion Meeting held on November 14, 2022, focused on AQAR data collection updates, several actions were taken:

- **Criterion 1** - Ms. Jyothi Mary, head of Criterion 1, provided a positive update on the data collection process, indicating that almost all the data has been collected and sorted with supporting documents. This demonstrates proactive progress within the first criterion. The team positively internalised the suggestions made by the coordinator and other members and initiated plans to compile and improvise the work.

- **Criterion 2** - Mr. Joseph Libin, team lead for Criterion 2, discussed certain points of confusion, specifically related to the Mentor-Mentee Ratio and updated pass percentage. These issues were addressed and admitted for further clarification. External experts were consulted and the necessary improvisations were made.

- **Criterion 3** - Dr. Beena James, the head of Criterion 3, reported that department-wise data collection for Criterion 3 is ongoing and will be completed shortly, demonstrating active engagement with the process. It was suggested to send frequent reminders to departments in order to collect updates regarding publications, research and extension activities. The members made the data collection and documentation process more effective by intensified networking and better work allocation.

- **Criterion 4** - Challenges with Student-Computer Ratio and Audit: Dr. Teny David, overseeing Criterion 4, highlighted challenges related to calculating the student-computer ratio and the need to complete the audit procedure with the college office and the library. The coordinator provided guidance on collecting supporting documents and advised members to consult relevant staff for assistance.

- **Criterion 5** – Sri. Sam Johnson briefed about the steady progress of the documentation process. The departments are given directions regarding collecting the student progression data in the prescribed format.

- **Criterion 6** - Data Collection Progress: Dr. Smisha M.A., head of Criterion 6, reported that data collection was progressing effectively and would soon be completed.

- Coordinator's Guidance: The coordinator provided general guidelines on updating and improving the current data, emphasizing the need for clear and comprehensive documentation. For example, clarification was provided regarding the various activities that can be included under the "Student-Centric Methods" within the second Criterion.

Meeting 7

Following the Peer Team Report of 2015 and the discussions held during the meeting, the institution has undertaken several actions to address the major suggestions for improvement. These actions have been taken to enhance the quality of education and institutional infrastructure:

- Teaching Curriculum Enhancement: Curriculum improvements have been implemented, focusing on updating and modernizing the teaching curriculum. The institution has incorporated contemporary teaching methods and relevant content to provide a more enriching educational experience.

- Faculty Recruitment: The issue of inadequate permanent faculty has been largely resolved. The institution has successfully recruited and retained qualified permanent faculty members, ensuring adequate support for students and academic programs.

- Research Centres and Research Guides: The institution has achieved recognition for one more research centre before the submission of the SSR. This step has strengthened the research culture within the institution. Efforts to secure research grants from the industrial sector have been initiated to support ongoing research activities.

- Research Facilities: A central lab facility has been established, offering advanced research facilities to students and faculty. Subscriptions to reputed research journals have been obtained to provide access to up-to-date research materials.

- Awards and Recognitions: The institution has focused on achieving National and International awards and recognitions, promoting academic excellence and recognition at a global level.

- Consultancy Programs and Collaborations: Consultancy programs and collaborations with the industrial sector have been actively pursued, enhancing the practical application of academic knowledge and fostering industry-academia relationships.

- Campus Recruitment and Job Fairs: Campus recruitments and job fairs have been organized to provide students with opportunities for employment and professional growth.

- Automation of Office and Library: The institution has made significant progress toward the full automation of the office and library, with finance and e-governance already automated. The remaining aspects, including Serials Control and subscriptions, are being worked on with the assistance of experienced librarians.

- Solid/Plastic Waste Management and Beautification of the Pool: The NSS has extended wholehearted support for proper solid and plastic waste management, contributing to a cleaner and environmentally friendly campus. Urgent measures for fencing have been initiated to enhance the safety and aesthetics of the pool area.

Criterion-1 Specific Actions:

- Qualitative metrics have been introduced to evaluate internal examinations.

- Clear guidelines for the continuous evaluation process have been developed.

- Attendance regulations have been made mandatory, with a minimum of 75% attendance required.

- Deadlines for assignment submissions have been centralized within the academic calendar.

- The lab-cycle system, as proposed by the B.Voc. Department, is being implemented to ensure adherence to deadlines.

- Value Education has been prioritized, and a comprehensive syllabus for the same is being compiled, with Dr. Teny David overseeing this initiative.

Criterion 1 - Quantitative Metrics:

- Two diploma courses offered by the community college have been implemented.

- New certificate courses, such as Malayalam and Psychology, have been launched to broaden the course offerings.

- Initiatives for a Business Incubation Centre have been explored to attract potential government funding.

- Collaborative projects associated with the Agricultural Ministry, such as paddy cultivation, seed development, and water resource management, are under consideration.

- Efforts have been made to revive the Medi-Garden and Butterfly Garden.

- Outreach programs under the auspices of BEAD have been initiated.

- The Chemistry department's initiative to set up labs and conduct faculty-orientation programs in local schools has commenced.

- The "Sastrajalakam" project is being re-launched

- Enrollment of students in newly launched certificate courses has been encouraged.

- More functional Memorandums of Understanding (MoUs) are being pursued.

- The Nature Club tour and the Zoology Department's collaboration with Charamangalam School are under development.

- A model MoU has been shared among teachers.

- The IQAC will conduct a Feedback Survey for the entire college, and the data will be uploaded on the college website.

- The college website is under construction, and data submission from all departments is actively sought for its completion.

Criterion 2 - Teaching-Learning Evaluation:

- Programs targeting both advanced and slow learners have been implemented, focusing on bridge courses and remedial coaching.

- Student-centric methods, including experiential learning, participatory learning, and problem-solving methods, have been incorporated into the teaching approach.

- Efforts are being made to introduce advanced teaching technologies like video lectures, smart classrooms, and smart boards.

- The Language Lab has been reintroduced into the curriculum.

- Descriptive details about internal assessment, program outcomes, and course outcomes have been included in the template.

- The college office is promptly documenting the relevant data.

- Pass percentage is being monitored, and focused efforts are being made to enhance the pass rate.

- Student Satisfaction Surveys are conducted at the campus level.

- Supporting documents for Criterion 2.4.1 are duly signed by the principal.

Criterion 3 - Research, Innovation, and Extension:

- Proposals for minor research projects have been submitted to get them approved.

- Grants from government and non-governmental bodies are actively sought and documented.

- Details of faculty publications, including paper presentations and book chapters, are being updated.

- More efforts are being made to secure grants, industrial collaborations, and functional MoUs.

- Reports of all activities, along with geotagged photos, are being saved for documentation.

Criterion 4 - Infrastructure and Learning Resources:

- Infrastructure enhancements include a WiFi campus, fully automated office and library, a fully functioning gymnasium, yoga programs, and waste management initiatives.

- Beautification of the campus and classrooms has been initiated.

Criterion 5 - Student Support and Progression:

- Documentation of student participation in co-curricular and extracurricular activities has been improved.

- Efforts to engage with pre-degree alumni and increase scholarship amounts have been initiated.

- A Job Fair is planned for February-March.

- A judicious ban on the use of mobile phones on campus has been implemented.

- Initiatives to boost sports, including the proposal for an indoor stadium and turf, are in progress.

- The Physical Education Head is working on networking with neighbouring schools to identify and nurture upcoming talents.

Criterion 6 - Governance, Leadership, and Management:

- Effective performance appraisals for teaching and non-teaching staff have been introduced.

- Strategic planning for the optimal utilization of funds is being enhanced.

- Documentation of funds related to Criterion 3 has been included.

As was decided, Criterion 7 continued to be handled by the core committee duly constituted by the authorities.

Meeting 8

In response to the discussions held during the meeting, the following actions have been taken to ensure the smooth and efficient collection of data for the Annual Quality Assurance Report (AQAR) and the completion of assigned work by the end of the academic year itself.

- Division of Responsibilities: Criterion heads have been directed to divide and assign responsibilities among the criterion members in a fair and feasible manner. This step will ensure that the workload is distributed evenly and that each member is responsible for specific tasks. The Principal, Dr. Sindhu S. Nair, welcomed the attendees and sought their maximum support and dedication to complete the necessary documentation during the Christmas vacation. The urgency of this commitment was emphasized.

- Follow-Up Meeting: The members requested a follow-up meeting to monitor progress and discuss any challenges. A Google Meet session has been scheduled for December 23rd during the vacation to provide updates, address concerns, and ensure that the work is on track.

- Enhanced Networking and Coordination: Criterion heads have been instructed to use their respective WhatsApp groups to keep all members updated on their progress and to facilitate communication regarding the assigned tasks.

By implementing these decisions, the institution is taking proactive steps to ensure that the data collection for the AQAR proceeds efficiently, and that criterion members are well-prepared to complete their tasks during the Christmas holidays.

Meeting 9

In response to the discussions held during the online criterion meeting, the following actions have been taken to ensure that the data collection for the Annual Quality Assurance Report (AQAR) proceeds efficiently and that the second internal visit by the IQAC is well-prepared:

- AQAR Data Collection Progress: Each Criterion head has provided updates on the status of data collection for their respective criteria. The data collection process has made significant progress, with only a few minor tasks remaining to be completed. This includes authenticating links and finalizing the data for some sections. The heads have been advised to complete these tasks promptly.

- Editing and Proofreading: Ms. Jyothi Mary Mathew suggested that write-ups should be scrutinized and edited by a language expert. However, it was decided that final proofreading will be conducted after the completion of data collection to prioritize timely submission.

- Supporting Documents for Pass Percentage: Mr. Joseph Libin, head of Criterion 2, was instructed to contact respective the university section to collect the necessary supporting document for the improved pass percentage.

- Authenticity of UGC-CARE List Link: Dr. Beena James, head of Criterion 3, reported that data collection for her criterion is nearly complete, except for the authenticity of the link to the UGC-CARE list. The coordinator advised the team to finalize data collection, and the links will be provided in the next phase.

- Completion of Criterion 4 Data: In the absence of the Criterion 4 head, a team member provided some clarifications regarding the presentation of fully functioning gadgets and the budget for their criterion.

- Criterion 5 Data Collection: Criterion 5 data collection was reported to be nearly complete, with the exception of the website link, which will be provided once the college website, currently under maintenance, is ready.

- Adopting a Uniform Pattern for Departmental Presentations: The coordinator emphasized the need for criterion-wise presentations during the second internal visit to ensure that all aspects are covered without omission. He also stressed the importance of keeping all essential supporting documents, including signed hard copies, within their respective departments.

The actions taken post-meeting indicate that progress is being made in the data collection process for the AQAR. Members are actively addressing any outstanding tasks and ensuring that supporting documents are appropriately organized. The preparations for the second internal visit are well underway, and the commitment of all participants is essential for the successful completion of these tasks.

Meeting 10

- Completion of AQAR Submission: The AQAR for the academic year 2020-21 has been successfully submitted, and the submission process for the AQAR 2021-22 is underway. Dr. P.J. Antony, in charge of the compilation, has been provided with an ultimatum to ensure its timely completion.

- Feedback Survey Results: The feedback surveys have been conducted, and the results will be made available on the college website once it is refurbished.

- Preparation for Academic Audit: The academic audit process is scheduled to be completed by April. The staff has been urged to prepare for presentations before an external expert as part of this process.

- Emphasis on Building Professional Rapport: The need for building and maintaining a healthy and professional rapport among the staff has been emphasized. The importance of teamwork and collaboration has been recognized to achieve institutional goals.

- Recognition of Excellent Performances: The exceptional performances by Team Commerce and Team Physics were acknowledged and upheld as examples of excellence within the institution.

Expert Talk and General Body Meeting: Plans for an expert talk during the vacation and a general body meeting have been announced, indicating continued engagement and collaboration within the institution.
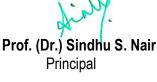
Meeting 11

The final meeting of the IQAC for the Academic year expedited the completion of documentation and exhorted the entire fraternity to welcome the fresh year with enhanced vigour and enlightened vision. The important outcomes implemented are as follow:

- Summer Vacation Preparation: The staff was urged to continue their teamwork and ceaseless preparation during the summer vacation. The focus is on the submission of SSR and the upcoming NAAC visit. A reasonable and effective vacation plan has been devised to facilitate NAAC preparations, with a deadline for the submission of reports and documentation by departments, clubs, and associations. Various activities planned for April, including the external visit, college-level presentations, expert talks, and green audit, are progressing as scheduled.

- Consistency and Benchmarks: Measures have been implemented to achieve consistency in departmental presentations, such as extended library hours and lab assistant availability. Benchmarks mandated by NAAC are being strictly followed to meet the institution's goals.

- Recognition of Toppers: A practice to identify and appreciate exam toppers has been proposed to enhance the results and impact of internal exams.

- Attendance Monitoring: Strict monitoring of student attendance is recognized as crucial for maintaining academic discipline within the institution.

- AQAR Submission: The AQAR for the academic year 2020-21 has been submitted, and the submission for the 2021-22 AQAR is progressing. Documentation for the 2022-23 AQAR is also being prepared for uploading by June.

- SSR Submission: The SSR submission is planned for August, and preparations for the same are underway.

- Expansion of Criterion Teams: Additional members have been added to the criterion teams, enhancing the scope and coverage of their activities.

- Attendance Monitoring App: An attendance monitoring app is being developed by Easy Go and will be put into use.

- Feedback Survey Results: The results of the feedback surveys are being compiled.

- Pass Percentage Recalculation: Departments are instructed to re-calculate and update the pass percentage following the release of the fourth-semester results.

- Student-Teacher and Student-Computer Ratio: The improvement of student-teacher and student-computer ratios is a focus area for the institution.

- Areas for Improvement: Areas needing improvement as marked and informed include care-list publications, paper presentations, book chapters, books with ISBN, awards, and recognitions.

- Institutional Audit: An institutional audit is planned, with the participation of three teachers, to ensure institutional discipline.

- Budget Presentation: The budget for the next academic-financial year will be presented in June, for which initiatives are taken and carried out the work allotment.

- Formation of Core Committee: A Core Committee is in the process of being formed to guide and supervise NAAC preparations in consultation with the management and College Council.

The action taken post-meeting reflects the commitment of the institution to meet the NAAC requirements and improve its overall performance. The staff and management are actively working together to achieve their goals through invigorated zeal at academics as well as co-curricular realms that contribute to the weal of the local community in particular and to the overall wellness of the society.

Dr. Manoj Parameswaran
IQAC Coordinator

Prof. (Dr.) Sindhu S. Nair
Principal

Prof. (Dr.) Sindhu S. Nair
Principal
St. Michael's College
Cherthala.