



Internal Quality Assurance Cell (IQAC)

St. Michael's College, Cherthala

Action Plan 2024-25

IQAC

Prof. (Dr.) Sindhu S. Nair (Chairperson)

Dr. Manoj P. (Coordinator)

Members:

Dr. Antony Kuriakose P.
(Vice-Principal & FYUGP Academic Coordinator)

Dr. M. A. Florence

Dr. Sreedhar P. Nair

Dr. Binil K. P.

Sri. Hari U.

Smt. Seena Elizabeth George

Dr. Pearl Augustine

Dr. Antony P. J.

Dr. Dhvajam D. B.

Sri. Sam Johnson

Dr. Vimsy Geo

Smt. Priya Antony

Sri. Prem Vineeth M. Eresseril

Sri. P. Prasad
(Hon'ble Minister for Agriculture,
Govt. of Kerala)

Adv. S. Sarath
(Alumni Representative)

Dr. Mathew. V. (External Expert)

Dr. Sheena George
(External Expert)

Dr. John Thomas
(Management Representative)

Ms. Ruksana C. S.
(Student Representative)

- Oversee all activities and prepare the institution for the NAAC visit.
- Provide guidelines and support for implementing the Four-Year Undergraduate Programme (FYUGP) as part of the National Education Policy (NEP) 2020.
- Register the college with the Academic Bank of Credits (ABC) as part of NEP 2020.
- Organize Faculty Development Programs to ensure effective content delivery through platforms such as MOODLE and MOOC.
- Oversee the implementation and progress of e-academic teaching and learning processes. Also, monitor the internal examination cell and the academic monitoring committee of the college to enhance the teaching and learning process.
- To boost the research activities of the institution, motivate faculty members to apply for major and minor research projects, promote collaborative research endeavors and publish articles in esteemed peer-reviewed journals.
- Conduct institution-wide training on Learning Management Systems (LMS) and the Ezygo app to help faculty become familiar with digital teaching tools and CO, PO mapping.
- Host an induction program for first-year students, in collaboration with the Career Guidance and Placement Cell, to acquaint them with college ethics, policies and facilities.
- Perform quality audits, including Academic, Administrative and Assessment (AAA) audits and Gender Audits, to maintain adherence to quality standards.
- Enhance alumni engagement and explore placement opportunities for students through the alumni network and the Career Guidance and Placement Cell.
- Ensure timely submission of reports to regulatory bodies like the National Institutional Ranking Framework (NIRF) and the All India Survey on Higher Education (AISHE).
- Facilitate visits by internal and external expert committees to departments to evaluate progress on NAAC visit preparation and offer necessary support and guidance.
- Encourage faculty to reflect on their teaching practices, curriculum design and student outcomes to align with the objectives of the FYUG programme.
- Oversee the infrastructure facilities and their maintenance, and provide timely recommendations to management for their improvement and upkeep.
- Ensure the effective and smooth functioning of the college office, and provide necessary training programs for the administrative staff.
- To raise awareness about energy conservation and environmental protection among students, organizations such as NCC, NSS and the Women's Cell will be encouraged to conduct relevant programs.
- Assist in preparing Annual Report of the college, showcasing achievements, challenges and future directions for stakeholders.

Dr. Manoj Parameswaran
IQAC Coordinator



Prof. (Dr.) Sindhu S. Nair
Principal