



Action Taken Report: 2021-2022

Meeting 1

- Induction Programme for New Faculty: The initiation of planning and organizing an induction program to orient new faculty members for effectively handling the post-COVID batch of students was undertaken.
- Introduction of New Add-on Courses: The Add-on Course Cell was instructed to collect new add-on course proposals from departments. After reviewing the feasibility of the proposals, new add-on courses were granted approval.
- Composition of IQAC and Assignment of Responsibilities: The IQAC coordinator, Dr. Sindhu S Nair, briefed the members on the composition of IQAC and assigned each member to one of the seven criteria prescribed by NAAC. Duties were allocated to the heads of each criterion for data collection and compilation.
- Support from Non-Teaching Staff: Non-Teaching Staff were allocated NAAC Criterion duties to foster a more comprehensive and efficient approach to data collection and related tasks.
- Remedial Classes for Slow Learners: The agreement to conduct regular remedial classes starting from the second week of July to support slow learners has been confirmed. Dr. Teny David has been assigned as the in-charge of these remedial classes

Meeting 2

- Data Collection and Supporting Documents: The IQAC coordinator presented a report on the data obtained by IQAC from each criterion head. Suggestions were provided to the criterion heads on collecting supporting documents for the data. Each criterion head was directed to create a separate email address and upload files year-wise on Google Drive for better organization and documentation.
- Academic Mechanism and Centralization: The importance of an academic mechanism for efficient and periodic progress has been acknowledged. Discussions on centralizing academic activities are ongoing, with an aim to streamline and improve various academic processes.
- Improvement in Teaching-Learning Process: Members' emphasis on enhancing the teaching-learning process using ICT is being actively considered, with potential plans for implementing ICT solutions in various departments to improve educational delivery.
- Remedial Coaching: Analysed the progress of the remedial class in various departments and the Remedial Coaching Cell was directed to collect remedial timetables from each department.
- Alumni Interaction: The importance of alumni interaction has been recognized, and plans to collect alumni feedback and organize alumni meetings during the academic year are being formulated. The necessary permissions were sought from the Manager and Principal.

Meeting 3

- Plan of Action for Extension Activities: IQAC reviewed the activity report and detailed plan of action submitted by the coordinators of various clubs like NSS, Women's Cell, and NCC. Suggestions to improve the events to be organized were given to the different organizations.
- Promotion of E-Resources: The Librarian, Dr. Patricia Robin, provided details on the number of students using e-resources such as INFLIBNET and JSTOR. It was noted that students' participation in using e-resources has been ensured through orientation classes organized batch-wise.
- Preparation of SSR Plan of Action: Criterion heads were instructed to communicate to their fellow members regarding the preparation of the SSR plan.
- Clarification of Queries: The IQAC coordinator clarified queries raised by criterion members, ensuring a clear understanding of the tasks at hand.

Meeting 4

- Progress of Various Activities: The status of add-on courses, remedial coaching, and mentoring sessions conducted by various departments was queried by the IQAC coordinator. IQAC provided valuable insights to the Heads of respective departments regarding the activities conducted to date.
- Formation of Internal Examination Committee: IQAC has formed a committee for the centralized conduct of internal examinations, operating under the guidance of the CBCSS Cell. This committee is tasked with preparing a schedule for internal examinations in the upcoming semester.
- Support for Data Collection: The responsibility of scanning and sorting hard copies of certificates and supporting documents was assigned to Mr. Maxon A. M. (office staff) under the guidance of Dr. Manoj P. Criterion heads were instructed to collaborate with Mr Maxon for data compilation.
- Revamping College Website: The proposal for revamping the college website was put forward and approved by the members. The documentation and data collection process for this purpose was assigned to Mr. Sam Johnson.

Meeting 5

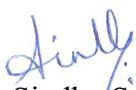
- Data Collection for AQAR 2021-22: The IQAC coordinator requested information regarding the AQAR (Annual Quality Assurance Report) 2021-22 data collection from each criterion head. Each criterion head provided details of their progress in data collection, with criterion 7 reporting completion.
- Clarification on Mentor-Mentee Ratio and Pass Percentage Calculation: The IQAC coordinator provided a detailed explanation to clarify the doubts raised regarding the mentor-mentee ratio and the calculation of pass percentages.
- Issues with Student-to-Computer Ratio and Audit Completion: The coordinator provided instructions on how to gather supporting documents for the student-to-computer ratio and complete the audit with the college office and library.
- Enhance the Quality of Education: Suggestions were made to incorporate various activities such as industrial visits, club activities, seminars, projects, outreach activities

by NSS, and research projects to enhance the overall quality of education and fulfil NAAC requirements.

- **Action Plan for Infrastructure Development:** A detailed action plan was developed during the meeting to raise funds for infrastructure development. The audit report was reviewed, and needs were addressed. It was decided to seek the help of the Parent-Teacher Association (PTA) and Alumni of respective departments to contribute to the development efforts.

Meeting 6

- **Internal Visit:** An Internal Visit was scheduled to assess the departments' performance and documentation.
- **Delegation of Responsibilities:** The IQAC coordinator instructed the Criterion heads to divide and delegate responsibilities among members in a fair and practical manner. This ensures that tasks related to documentation and quality assurance are distributed efficiently.
- **Online Follow-Up Meeting:** An online follow-up meeting during the vacation was scheduled.
- **Regular Communication via WhatsApp Groups:** Criterion heads were instructed to regularly communicate with their respective WhatsApp groups to update on the progress of their work. This helps in maintaining effective communication channels and ensuring that tasks are on track.


Dr. Sindhu S. Nair
IQAC Coordinator


Dr. Mathew V.
Principal

