

**IQAC ACTION TAKEN REPORT 2019-2020**



16<sup>th</sup> June 2019

**Subject: Action Taken on IQAC Meeting Minutes 06/06/2019**

Respected Members,

Following the IQAC meeting held on 06/06/2019, The following summarizes the actions taken on each agenda item:

**Successful Completion and Evaluation:**

Dr. Joy informed all members about the successful completion of all stages, with 70% of the evaluation done. Emphasized the remaining 30% evaluation dependent on the upcoming NAAC visit. Highlighted the significance of accreditation and the need to take it seriously in the future.

**Final Audit and Criteria Lenders:** Dr. Joy enquired about the need for a final audit with all criteria completion by June 13th and 14th. Requested all criteria lenders to undergo the audit. Members agreed to conduct a final audit to address any pending areas by June 15th, Saturday.

**Mock Visit Preparation:** Informed about the Mock visit and stressed the need for departments to be cleaned and files ready. Fr. Paul inquired about file maintenance, and if requisitions for racks or cupboards are needed, it should be submitted immediately. Possibility of using a classroom for additional space was discussed.

**Profile and Presentation Preparation:** Departments were reminded to prepare profiles with historical details. Dr. Joy emphasized a 10-minute PowerPoint presentation to be presented before a team on June 11th at 2:30 pm in the Man Block Seminar Hall. Copies of the presentation should be provided for review.

**Data Updating:** HoDs were instructed to ensure that the 2018-19 data is updated within their respective departments.

**Acknowledgment and Confidence:** Dr. Joy acknowledged the college's achievement as the first Self-Financing institution moving for accreditation. Appreciated the collective efforts over the last 3-4 years and encouraged everyone to move forward with confidence.

**NAAC Team Interaction:** Dr. Joy explained that due to the fewer number of departments, the NAAC team may spend more time with each. Suggested each department include the 2019-20 data in presentations to showcase ongoing progress. Emphasized the importance of submitting the Annual Quality Assurance Report (AQR) by September 30th each year.

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NAAC Visit Preparation: Dr. Joy briefed about the upcoming NAAC visit on June 26th and 27th. Itinerary plans will be confirmed by the team, and all members are expected to be present during the team's arrival.

Emphasized the crucial role of the Principal's presentation, highlighting its importance.

Guidelines for Interaction with NAAC Team: Mr. Sabu Varghese advised caution during interactions with the NAAC team. Emphasized the need to discuss only relevant areas and avoid unnecessary details.

Auditors Meeting: Dr. Joy proposed and scheduled an auditors meeting for tomorrow to brief on specific areas that need attention during the NAAC visit.

Unity and Collaboration: Dr. Joy concluded the meeting by emphasizing the importance of unity. Acknowledged potential differences of opinion but stressed the need for solidarity to showcase strength as a team.

Final Audit is scheduled for June 13th and 14th.

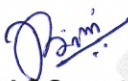
Mock Visit: Planned for June 19th or 20th.

Department Profile Presentation: To be prepared and ready on June 11th, by 2:30 pm in the afternoon at the Man Block Seminar Hall.

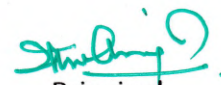
Student Training: Students will be trained on specific NAAC terminologies to enhance their understanding.

In conclusion, the necessary actions have been initiated to address the points discussed during the meeting, and the team is working collaboratively to ensure a successful NAAC visit.

Sincerely,

  
IQAC Secretary



  
Principal

25th June 2019

**Subject: Action Taken on IQAC Meeting Minutes (19/06/2019)**

Respected Members,

Following the IQAC meeting held on 19/06/2019, The following summarizes the actions taken on each agenda item:

The following actions have been taken in response to the minutes:

**Mock Visit Review:** Dr. Joy reviewed the mock visit and reported that it went well, with appreciation for department presentations. The suggestion to provide a brief hard copy profile of each department for NAAC members was acknowledged.

**Suggestions from NAAC Peer Team:** Noted the suggestions from the NAAC peer team regarding highlighting and focusing on important matters during the visit. Recognized the need to showcase the institution's strengths in the most effective manner.

**Appreciation for Faculty and Campus Features:** Acknowledged the appreciation from the peer team for the dedication and commitment of the faculty. Recognition for impressive features like the Pets Gallery and the Garden was noted.

**Student Interaction:** Dr. Joy reported that the interaction with students went well despite initial reluctance. Acknowledged the need to improve promptness in student responses.

**File Verification Concerns:** Recognized the concerns raised about file verification during the mock visit.

Acknowledged that due to time constraints, a random check was conducted, and the need for a more comprehensive review was highlighted.

**Shortcomings and Final Preparations:** Dr. Joy acknowledged shortcomings during the mock visit and stressed the importance of addressing them for the Final NAAC visit.

Instructed all Department HoDs to conduct a final check in all areas and be prepared for the NAAC team's visit on June 26th and 27th.

**Encouragement and Reassurance:**

Dr. Joy reminded all attendees to remain calm and not panic, assuring them that the institution would receive a grade. Encouraged a positive outlook and expressed hope for the best.

**Decisions and Action Plans:**

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Department Profiles: Initiated the process of creating brief hard copy profiles for each department as suggested by the NAAC peer team.

File Verification: Planned a more comprehensive file verification process to address concerns raised during the mock visit.

Final Preparations: Departments are instructed to conduct a final check to address shortcomings and be fully prepared for the NAAC team's visit on June 26th and 27th.

In conclusion, the actions have been initiated to enhance the institution's readiness for the Final NAAC visit. Regular updates and coordination will continue to ensure a successful evaluation.

Sincerely,

  
IQAC Secretary



  
Principal

10th September 2019

**Subject: Action Taken on IQAC Meeting Minutes (06/09/2019)**

Respected Members,

Following the IQAC meeting held on 06/09/2019, The following summarizes the actions taken on each agenda item:

The IQAC team conducted a comprehensive analysis of the NAAC Peer Team report.

The Principal expressed appreciation to the entire IQAC team for the remarkable achievement of getting accredited with a B++ Grade. Encouraged the team to work proactively towards the betterment of the institution in line with the suggestions and recommendations provided by NAAC.

NAAC Criterion-wise Division for 2019-20:

Decided on the NAAC criterion-wise division of the team for the academic year 2019-20.

Audit of Data for 2018-19:

Planned the audit of data for the academic year 2018-19, starting in the first week of October.

The audit will be supervised by the IQAC coordinator, Dr. Joy, and NAAC Coordinator, Ms. Bini.

Principal congratulated the IQAC team for organizing Knowledge Series Programmes and communicative skill training for students. Appreciated the Faculty Development Programme initiated by IQAC.

Decided to conduct Faculty Training sessions in MOOC on September 26th. Department heads were reminded to proceed with the execution of the Unnath Bharat Mission initiated by IQAC immediately after reopening.

Alumni Registration Process: The process of alumni registration for the institution is in progress.

Relief Build Mission, Version 2: IQAC's initiative, Relief Build Mission, Version 2, achieved the expected outcome, and the entire team was appreciated by the Principal.


Planned regular follow-ups on the project and utilization of funds in a qualitative manner.

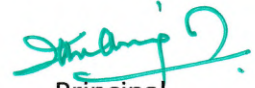


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Support from Panchayat Member: Ms. Kumari Balan, Panchayat Member, conveyed sincere support towards all activities of the institution. Congratulated the management team for their sincere efforts in the betterment and upliftment of the student community.

In conclusion, the actions taken are aligned with the achievements and initiatives discussed during the meeting. Continuous efforts will be made to uphold the standards and recommendations provided by NAAC.

Sincerely,  
  
IQAC Secretary

  
Principal



07<sup>th</sup> October 2019

**Subject: Action Taken on IQAC Meeting Minutes (01/10/2019)**

Respected Members,

Following the IQAC meeting held on 01/10/2019, The following summarizes the actions taken on each agenda item:

Dr. Joy Joseph Puthussery, IQAC Coordinator, appreciated the coordinators of the Rebuild Mission for the successful flood relief program in 2019. A total amount of Rs. 81,213 was collected from the student community, and Rs. 149,764 was collected from the teaching and non-teaching staff members. The funds collected will be utilized for quality enhancement initiatives in Attapady based on the specific requirements.

NAAC Workshop: As part of information sharing about NAAC, it was decided to conduct a workshop for outside colleges as an initiative of IQAC. Dr. Joy Joseph Puthussery and Ms. Bini Rani Jose, IQAC Coordinator and NAAC Coordinator respectively, were assigned to lead and organize the workshop.

Recognizing the need for increased research publications, Fr. Paul suggested organizing a research paper writing workshop for teachers. Ms. Bindu G was assigned to take charge of organizing the research paper writing workshop to address the identified drawback.


The audit of the academic year 2018-19 is scheduled to begin during the first week of October.

Departments have been notified to complete any pending areas before the audit. Dr. Joy emphasized the need for departments to be prepared with data for both 2018-19 and 2019-20 for the Annual Quality Assurance Report (AQAR) submission.

Sincerely,



IQAC Secretary



Principal



28<sup>th</sup> November 2019

**Subject: Action Taken on IQAC Meeting Minutes (22/11/2019)**

Respected Members,

Following the IQAC meeting held on 22/11/2019, The following summarizes the actions taken on each agenda item:

The entire team was appreciated and congratulated for the successful conduct of the NAAC workshop and R Collective. Consultancy services have been initiated to support nearby institutions in their accreditation processes, as a continuation of the NAAC workshop.

Continuation of R Collective: A Research Proposal Competition has been organized as part of the R Collective initiative. Teachers are encouraged to submit proposals with a title and three objectives, with the best proposal receiving prizes.

Knowledge Lecture Series: The third series of the Knowledge Lecture Series, an IQAC initiative, was well appreciated.

Faculty Utilization for Research: Mr. Sabu Varghese suggested effective utilization and guidance of faculty with Ph.D. for research within the campus.

Mentor Groups for Research Publications: Dr. Jacob suggested the formation of mentor groups for all faculty members to facilitate effective development of research publications.

Publication of PG and UG Projects: All PG projects and the 50 best projects of UG from all departments are planned for publication. HoDs are entrusted with the responsibility of overseeing this process.

Awards for Best Projects: The best project from each department will be awarded with endowments, and HoDs are responsible for selecting the best project from their respective departments.

Audit of 2015-16 Data: Audit of 2015-16 data has been completed, but certain areas are yet to be finalized.

A re-audit for the same is scheduled to be conducted on November 27th and 28th, 2019.

The HM department received appreciation for maintaining a perfect filing system.

Audit of 2019-20 data is scheduled for the 1st week of December.



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Question papers of internal and external exams are decided to be uploaded to D-Space.

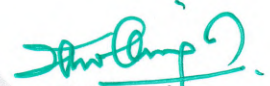
Department heads are instructed to open files for each recommendation given by NAAC and start working on the same.

In conclusion, these actions are aligned with the suggestions made during the meeting.

Sincerely,

  
IQAC Secretary



  
Principal

15<sup>th</sup> January 2020

**Subject: Action Taken on IQAC Meeting Minutes (10/01/2020)**

Respected Members,

Following the IQAC meeting held on 10/01/2020, The following summarizes the actions taken on each agenda item:

Dr. Joy intimated that the uploading of 2018-19 data will be completed on January 15, 2020.

Dr. Joy emphasized that the NAAC team requires cooperation from all criteria leaders as and when called upon. The audit of 2019-20 data is scheduled to begin by January 23. All departments are expected to come up with documentation to meet the expected level.

Review of Department Perspective Plans: The review of department perspective plans was conducted during the meeting. The Principal suggested that all department heads work towards their respective plans. The Governing Body meeting is scheduled for January 21, 2020. The agenda for the meeting was briefed.

Departments were suggested to organize Alumni meetings for their respective departments.

Principal suggested that all criteria leaders come up with presentations for the betterment of each criterion in the first week of February.

PTWA Fund Details: The details of the PTWA fund were discussed and revealed in the meeting.

Moving Library Maintenance: The moving library was praised for being maintained in good order, as commented by the Language Department Head.

Best 10 Projects Recognition: The Principal reminded department heads to work on selecting the best 10 projects from each department, which will be rewarded on the day of College Day.

Sincerely,

  
IQAC Secretary



  
Principal

20th March 2020

**Subject: Action Taken on IQAC Meeting Minutes (16/03/2020)**

Respected Members,

Following the IQAC meeting held on 16/03/2020, The following summarizes the actions taken on each agenda item:

The IQAC Coordinator informed that the AQAR data for 2018-19 is completed.

Criteria leaders are entrusted with the responsibility of final perfection and cross-verification, expected to be completed by March 20, 2020.

Final Audit Dates for 2019-20: The final audit dates for 2019-20 are scheduled on March 18, 19, and 20.

NAAC will send the audit schedule immediately. HoDs are requested to be ready with the "NAAC recommendation file" for the audit.

The IQAC Coordinator brought attention to the following areas and appreciated the team's efforts: Completion of Alumni registration process for the year 2019-20. NAAC consultancy with 7 institutions for the year 2019-20. Green audit work in progress under the coordination of Criteria 7 team members.

The best research projects and guide awarding ceremony during College Day. Successful release of ISBN publication - a collection of multidisciplinary research papers named "Naivigyan." Departments' collective effort for the conduct of a National conference and the successful proceedings named "Danpath" and "Vigyan" by Commerce and Computer Science departments respectively. Successful completion of phase one of the Rebuild Mission. Arrangements made for geotagged photographs, a mandatory requirement for NAAC, with the IT team. Best practices chosen for the academic year 2019-20, including activities inculcating research culture and excellence awards given to outside institutions for academic excellence, environmental protection, and social justice.

In conclusion, these actions are in line with the initiatives discussed during the meeting. Continuous efforts will be made to ensure the successful completion of AQAR data, the audit process, and the implementation of best practices.

Sincerely,

  
IQAC Secretary



  
Principal

12/04/2020

**Subject: Action Taken on IQAC Meeting Minutes (07/04/2020)**

Respected Members,

Following the IQAC meeting held on 07/04/2020, The following summarizes the actions taken on each agenda item:

Each criteria heads presented their perspective plans.

Criteria 1:

Linways(LMS) will be designed to allow parents access to student information. The implementation is in progress.

Certificate Courses: Departments are working to conduct certificate courses for 30 hours, made available to all students. The schedule for the programs is being discussed.

Syllabus for Cross-Cutting Issues: Departments are identifying syllabus components for professional ethics, gender, human values, environment, and sustainability.

Feedback System: Departments are redesigning the feedback system for different stakeholders. A formal mechanism for feedback will be implemented, with departments preparing action taken reports sent to the university.

Criteria 2:

The implementation of an automated admission system is underway. Community certificates are now mandatory for students admitted through different communities. Expressions program restarted to identify talented students.

Various initiatives, including bridge courses, ability tests, and peer teaching, are in progress.

Criteria 3:

Establishment of a research center with a separate library is being explored.

Research journals and workshops for students interested in the incubation center are planned.

Exploration of student exchange programs and encouragement for students to apply for funded projects is underway.



Criteria 4:

Identification of needs in physical facilities, including sports equipment and library resources, is in progress. Recommendations for improving the library, digital resources, and internet bandwidth are being addressed.

Criteria 5:

Monthly classes on life skills, yoga, and health are being conducted.

Efforts to improve placements through external training and coaching for NET, PSC exams are initiated.

Alumni events, including a common Badminton championship, are in planning.

Criteria 6:

Regular meetings of grievance redressal committees are being conducted.

Budget statements and annual e-governance reports are in progress.

Development programs for non-teaching staff and proper documentation for funds and grants are being addressed.

Criteria 7:

Initiatives for women's safety, skill development programs, and celebrations of specific days are planned.

Promotion of green practices on the campus, workshops, and competitions are initiated.

The constitution of an Internal Green Audit Committee is being considered.

In conclusion, these actions reflect the commitment of each department to address the outlined perspective plans.

Sincerely,

  
IQAC Secretary



  
Principal

27/04/2020

**Subject: Action Taken on IQAC Meeting Minutes (27/04/2020)**

Respected Members,

Following the IQAC meeting held on 27/04/2020, The following summarizes the actions taken on each agenda item:

**CRITERIA 1:**

Tentative dates for the following have to decide by the department heads:

Internship dates for BBA, BCA and BA English for 1 week Including the presentations and the Viva.

The sports students of the BBA final year BBA have to be also included in the program effectively Industrial Interaction and Industrial visits. As of now only happening for the first year during the orientation. At least 2 programs have to be conducted for the year and at least one of the programs should be done with the Alumni. The dates for Industrial Visits of the final years should also be planned. Separate coordinators have to be selected for each program.

Mini projects- CS department will plan for the following for the coming academic year onwards. A coordinator has to be selected for the same

- Certificate and Diploma Programs- From the coming academic year onwards, the program will be planned for the first years onwards. The students should be able to get a certificate/ diploma program each year. Funding part has to be taken into consideration. A common Certificate program for Communicative English for the first years can be planned for the academic year for 30 hours by an external agency during the initial days for commencement of the year. A suggestion was made to complete a certificate program for 1 batch of the CS department through MOOC courses. Separate coordinators have to be selected from each department.

Curriculum Delivery- The assignments and seminars have to be conducted through lineways rather than submitting a physical copy.

- Book Publication- Each department is suggested to come up with a publication of a book regarding any subject. Paper publications- Each class is required to come up with at least a paper publication. The first years can be asked to come up with papers. Shortcomings: The departments should properly identify the courses from the syllabus which include gender, human values etc. and should be filed. The area has to be

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highlighted and should be filed. Form of the syllabus feedback which is taken during the end of each semester will be revised for the academic year. The departments have to conduct the feedback and create a report which is to be sent to the Chairman of the University.

### **CRITERIA 2:**

o Walk with the Scholar-Departments have to come up with programs for the same other than those conducted in institution level. A coordinator has to be decided upon department wise.

o Student Support Program- The activity has to be conducted in a much better manner for all departments with proper logbooks and other documents. A coordinator has to be decided upon department wise. • Bridge Course: The activity for the CS department was not complete for the present academic year.

The Language Department hadn't conducted the course and all other departments had conducted the program well, Suggestion was to include Mathematics as a bridge course. For the next academic year, there will be 3 bridge courses: Accounting, Mathematics and C programming. A coordinator has to be selected for each department.

• Experiential, Participative learning, Problem solving learning- All the departments have to plan their activities as those coming under these. The departments have to conduct activities such as case study, quizzes, puzzles, role play etc. A suggestion was put across by the criteria head to restart panel discussions and inter- department competitions.

• Seminars and conferences hosted by students. The departments have to utilize the MOUs signed with different colleges and institutions. The students should organize certain small inter collegiate seminars or conferences apart from the conferences organized by the departments.

Language Lab- Ms. Grace suggested that the lab should be exclusively used as Language Lab rather than making it available for other departments. A proper schedule has to be created for the first years. Father suggested that during the day 3 hours will be given as language lab and other 2 hours will be for other departments. There will also be a person to support the teachers technically. A query was raised regarding the number of computers in the lab too.

• Convocation Ceremony- The ceremony has to be planned department wise from the 2018-21 batch onwards. There should be a coordinator for the same from each department.

### **CRITERIA 3 & 6**

Tentative dates for the following have to be decided:

• Workshop and seminars for PG students- CS and Commerce Department has to come up with the dates of the same for PG students exclusively.





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All departments have to come up with tentative dates for conducting their National Seminars/Conferences. A suggestion was made to select a date before December.

- Extension and outreach activities CUSSP activities of Calicut University comes under the outreach activities. The activity has to be conducted for 2 days at the 22 institutions who were present for Snehasangamam and 1 activity with an outside institution. 11 first year classes are assigned with one institution and the 2020-21 first years will be assigned to the next 11 institutions. Department can plan a half day program for the students. Mr. Robert suggested that the cost part for one visit can be taken care of by the department, then the institution and then by the students alone. The NAAC consultancy fees collected from institutions can be utilized for this activity. The common coordinator, Mr. Gladson, will have to plan out the activities for the departments. There should be a separate coordinator for the same department wise.
- MOUS and Linkages- As per the revised manual of NAAC, what NAAC requires is regarding functioning of the MOUs signed. Whatever has been written on the MOUs has to be properly executed. Father suggested that we could plan a faculty exchange where in one or two faculties from our institutions can visit these institutions and take sessions for the students there. Each department head is required to select faculties for the same. As a common coordinator, Dr. Joy was assigned and there should be separate coordinators from each department.
- Faculty training- Tentative dates for the 5 hours of faculty training department wise regarding latest trends and technologies has to be decided upon.
- o Research Paper- Research paper has to be made compulsory for PG students mandatorily.
- o Journal-At least 1 journal is expected to be published from each department.
- o FDP Policy- There should be uniformity in filling up the requisition form for funds. The department heads have to support the faculties for the same.

It was decided to call a meeting of the Academic Council on Friday at 10 A.M. to discuss the institutional matters.

Sincerely,



IQAC Secretary



Principal

07/05/2020

**Subject: Action Taken on IQAC Meeting Minutes (01/05/2020)**

Respected Members,

Following the IQAC meeting held on 01/05/2020, The following summarizes the actions taken on each agenda item:

**Criteria 1:**

**Industrial Visits:** Departments are in the process of planning tentative dates for industrial visits.

**Internships:** BCA and BA batches will undergo mandatory internships from the upcoming academic year.

**Mini Projects:** The CS department will plan mini-projects for 2nd BCA batch students.

**Certificate/Diploma Program:** Planning for certificate programs for first and final years is underway, with a common Communication Skills program for all first-year students.

**Paper Publications:** Compulsory for PG students.

**Syllabus Feedback Form:** Revision is in progress, led by Ms. Saritha. **Linways Accessibility:** Fully utilized, accessible to parents and students. **Mr. Sabu Varghese** appointed as Director, IT Department.

**Appointments:** Ms. Teresa as Academic Coordinator and Management Representative, Mr. Gladson to oversee non-academic activities.

**Criteria 2:**

**Walk with Scholar, Student Support Program:** Departments are developing activities and schedules.

**Bridge Course:** Offered for Accounting, C Programming, and Mathematics.

**Experiential Learning:** A schedule for the Language Lab will be included in the timetable.

**Remedial Classes:** Conducted with proper retests for students.

**Convocation Ceremony:** Planned for final-year students from the upcoming academic year.

**Automated Admission Software:** To be used from 2020-21 admissions onwards.

**Community Certificates:** Mandatory collection during admissions.



Freshers Day: Cancelled, and Expressions program will be restarted.

Mentoring: Restructuring the system, providing training to mentors.

Criteria 3:

Workshops and Seminars: Departments are planning events organized by students.

National Conference: Continuation of regular activities.

Extension and Outreach Activities: Planning for 3 extension activities, faculty and student exchanges, coordinated by Ms. Reni and Mr. Gladson.

MOUs and Linkages: Dr. Joy in charge.

Incubation Center: Ms. Noble appointed in charge.

Criteria 4:

Sports Facilities: On hold due to financial constraints.

Technical Equipment: Each department provided with a scanner and printer.

Technology Upgrades: Exploration of touch screen displays.

Internet Bandwidth: Increased to 20 Mbps.

Library Management: Ms. Dhannya appointed as in-charge.

Criteria 5:

Annual Alumni Meet: Tentatively scheduled for December 26th.

Training Schedule: Inclusion in the handbook, worked on by the training department.

Placements: Separate placement managers for each department, with Mr. Wilson exclusively for the HM department.

Criteria 6:

Faculty Training: Department-organized training (5 hours) and in-house training (10 hours) in progress.

Cell Functioning: Ensuring proper functioning of all cells, subject to NAAC team review.

Discipline Committees: To be set up for each department.

Non-Teaching Staff Training: HR Manager, with assistance from the Training Department.

Separate Accounts: For PTWA and Alumni, with details in concurrence with executive committees.

FDP Policy: Restructured, with certificates submitted to FM for fund requisition.



Criteria 7:

Green Audit Team: Formed within the institution.

Ananya and Bhoomitrasena Club: To decide on activities for celebratory days.

SSR for 2019-20: To be opened shortly and shared with the faculty team for collaborative work.

This Action Taken Report reflects our commitment to implementing the decisions for the betterment of the institution.

Sincerely,



IQAC Secretary



Principal