12th June 2020

Subject: Action Taken on IQAC Meeting Minutes (05/06/2020)

Respected Members,

Following the IQAC meeting held on 05/06/2020, please find the below action taken on the discussed agenda items:

1. The uploading to the NAAC portal was completed on 03/08/2020. The deviation report was received on the same day and the NAAC Team is working on the same.
2. Review of AQAR 2019-20 is in progress. After the review, the criteria heads will present their criteria in the Advisory Board Meeting on 14/08/2020.
3. AAA Audit is still pending.
4. A training was provided to the faculty by the IT department on conduction of classes through Linways on 08/06/2020
5. A training was provided by Mr. Towin Mathai, to the faculty team on uploading of files for NAAC and how to compress files for the same. The training session was arranged on 16/07/2020
6. Splash- Online inauguration of the clubs was successfully conducted on 13th July 2020.The program was well organized by the coordinators Ms. Jeena Antony and Ms. Vandhana C H
7. National webinars were successfully hosted by different streams in association with the IQAC
8. Taglio- Career Guidance program was organized by the Placement Cell on 29/07/2020 where 5 experts from various domains addressed our student placement coordinators of all final year classes, MBA Director, faculty and student coordinators of MBA, Academic council members and all final year class in charge. The second session of the program is planned for the coming week.

We appreciate the active participation and cooperation of all members in the successful conduct of the meeting and the subsequent implementation of the action items.

Sincerely,

IQAC Secretary

Principal

10th August 2020

Subject: Action Taken on IQAC Meeting Minutes (04/08/2020)

Respected Members,

Following the IQAC meeting held on 04/08/2020, please find the below action taken on the discussed agenda items:

1. Revamping of the Handbook - The team working to bring the handbook in line with NAAC requirements was appreciated and informed 90% of the work is completed and will be able to bring out handbook in two weeks' time. If the situation demands, we will go with online methodology to reach out the handbooks to the students.

2. Faculty training to Linways - IQAC along with the support of IT department had initiated faculty training on "How to conduct examination through Linways". IQAC coordinator appreciated the whole faculty team for attending and utilizing the sessions to the fullest. As well suggested follow up will be done on 8 faculty members who couldn't attend the programme due to unavoidable circumstances, so that all raise themselves together in the way expected.

3. Students training to Linways - In order to ensure full participation from students during the conduct of examination, IQAC had initiated student training programme on "How to appear examination through Linways". The session was given to all students through class in charges monitored by stream coordinators and HoDs. A mock demo session was conducted to all students to find out the difficulties faced by them while undergoing the online process of examination. And the reports from HoDs was cross verified and troubles identified was trouble shooted through class in charges and HoDs. IQAC coordinator expressed happiness and thanked all HoDs and class in charges for seeing 100 percent attendance in all examinations happened till date.

4. Conclave - As we are undergoing through a period of uncertainty in all aspects of education, as recommended by Principal Rev. Dr. Paulachan K J. IQAC had initiated a conclave on "Articulating Strategic Competencies for Higher Education Institutions Towards the Post Covid Scenario" to move ahead precisely in this period without fail. Seven eminent speakers gave an insight in the following areas.

   - Safety Protocols in the institution

   - Modes of teaching - learning process

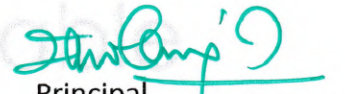   - Modes of examination

   - Empowering faculty members
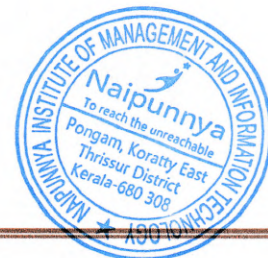
- Prudent Financial Measures

- Social and Community programs

- Campus Placement

5. IQAC Coordinator informed that a three-day training will be conducted for the faculties from 8/6/2020 onwards, department wise on "Google Classrooms "to get familiarized with one more platform for the conduct of online classes. The schedule of the sessions was briefed to all HoDS. The CS department will facilitate the training sessions.

6. The NAAC Coordinator briefed the division of faculty members into different criterion for the year 2020-21, to move ahead with the work of NAAC.

7. A proof-reading team is set up from within the institution headed by Mr. Philp P. Principal entrusted the NAAC coordinator to see that the AQAR of the institution is going through the proof-reading team before uploading.

8. Fr. Paul also suggested that there should be a clear-cut idea about conduct of Add on programs for the final year students. And entrusted the academic coordinator to consolidate the list of all Add-on/Certificate programmes in a week's time.

We appreciate the active participation and cooperation of all members in the successful conduct of the meeting and the subsequent implementation of the action items.

Sincerely,

IQAC Secretary
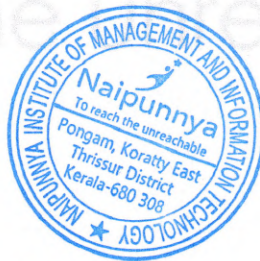
Principal

15th October 2020

Subject: Action Taken on IQAC Meeting Minutes (09/10/2020)

Respected Members,

Following the IQAC meeting held on 09/10/2020, please find the below action taken on the discussed agenda items:

1. A webinar was hosted by the IQAC on the New Education Policy (NEP) 2020 on 11/09/2020.
2. 2 Sessions were organized with Dr. Anne Mary Fernandez;
   - A One- day workshop on How to take forward research in line with NAAC on 27/08/2020
   - A Workshop on outcome-based education on 22/09/2020
3. The 2nd version of R-Collective was organized as 2-day session
   i. Day 1 – Research paper writing
   ii. Day 2- Session 1- Advanced research writing (exclusively for CS Department)
   iii. Session 2- Funded project writing
4. Taglio- Session 2 and 3 were conducted in the following months. The coordinator of the program, Ms. Saritha, put into notice that she requires guidance from the IQAC team on how to move forward with the same.
5. Just like the IQAC, a Research Quality Assurance Cell (RQAC) was set up to ensure that the research work of the faculties was moving on well and fine. Ms. Anitha put forward a suggestion that a Student Quality Assurance Cell(SQAC) could also be set up.
6. Dr. Joy briefed about the outreach activities conducted during the months:
   a. Elderly Day competitions were carried out in the campus
   b. The institutionalization activities are going on and events are being planned by different classes with the institutions assigned.
   c. The Attapadi house building mission was complete and the blessing of the same was carried out on 03/10/2020

We appreciate the active participation and cooperation of all members in the successful conduct of the meeting and the subsequent implementation of the action items.

Sincerely,

IQAC Secretary

Principal

16th December 2020

Subject: Action Taken on IQAC Meeting Minutes (11/12/2020)

Respected Members,

Following the IQAC meeting held on 11/12/2020, please find the below action taken on the discussed agenda items:
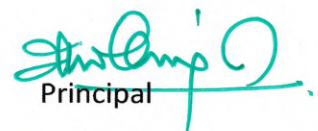
1. Webinar on IPR was conducted for the faculty team on 30/10/2020. Dr. Jippu Jacob was the resource person for the session
2. Webinar on Anti Ragging was conducted on 02/11/2020 for the second-year students and Adv. Bino was the resource person was the resource person for the same.
3. Finishing Touches program for the final year students were organized by the training department. It was organized as a week-long training as 2 sessions: 23/11/2020 for Commerce and HM department and 02/12/2020- CS and Languages Department
4. 2 further sessions of the Taglio were conducted by the placement team on 27/11/2020 and 30/11/2020.
5. A webinar organized by the IQAC in association with CS Department on 30/11/2020
6. The World Differently Abled day was celebrated in the college on 03/12/2020

7. Funded projects- Regarding the same, discussions are made with Sahrdaya College and Dr. Antony is given the charge and 5 teams are working under him for the same.
8. Outreach activity- Many activities are still pending for many classes. The activities are to be completed by the end of March
9. NAAC Audit- For the academic year 2020-21, the programs are classified into 2 – Activities and Academics
10. Activities- Audit sheet was prepared on the basis of the mails sent and the event calendar and edit option is provided to faculties. The sheet is maintained department wise and in charges are expected to upload the evidences as a link in the sheet. All reports should be in the required format; categorization will be done by the NAAC team during the month of April.
11. Criteria heads put across a grievance regarding the non-availability of scanners and color printers in the college for the completion of works.
12. Academics: All the records regarding academics are shifted to Linways from this year onwards
13. Schedule the Academic and Administrative Audit for the academic years 2019-20 and 2020-21 to be conducted offline on 27/01/2021.

We appreciate the active participation and cooperation of all members in the successful conduct of the meeting and the subsequent implementation of the action items.

Sincerely,

IQAC Secretary

Principal

24th January 2021

Subject: Action Taken on IQAC Meeting Minutes (18/01/2021)

Respected Members,

Following the IQAC meeting held on 18/01/2021, please find the below action taken on the discussed agenda items:
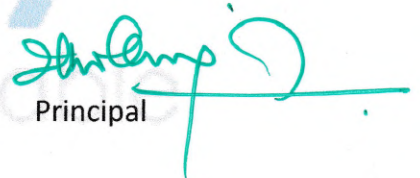
1. Schedule the Academic and Administrative Audit for the academic years 2019-20 and 2020-21 to be conducted offline on 27/01/2021.
2. Ensure that department heads have filled the external audit format provided and clarify any doubts with the IQAC Coordinator.
3. Include audits of common areas such as the Library, Office, and IQAC on the designated day.
4. Prepare certain files as soft copies to be shown to the audit team for the year 2020-21.
5. After completion of the audit by the NAAC team, acknowledge the team for their efforts in maintaining up-to-date files in the departments.
6. Remind first-year course facilitators to complete lesson plans for program outcomes and course outcomes and forward them to Ms. Binju.

We appreciate the active participation and cooperation of all members in the successful conduct of the meeting and the subsequent implementation of the action items.

Sincerely,

IQAC Secretary

Principal

19th February 2021

Subject: Action Taken on IQAC Meeting Minutes (15/02/2021)

Respected Members,

Following the IQAC meeting held on 15/02/2021, please find the below action taken on the discussed agenda items:

1. Employability as a Program Outcome: Add employability as a program outcome based on team suggestions and discussions regarding the PO.
2. Program Specific Outcomes (PSO) Determination: HoDs should convene meetings with team members to decide on Program Specific Outcomes (PSO). Ensure that the PSO does not exceed 5 in number.
3. Question Bank Preparation: Ensure the question bank is prepared following a proper format. Start preparing the question bank from the first semester. Conduct training for first-semester course facilitators on effective question bank preparation.
4. Question Paper Generation Software: Coordinate with the Computer Science (CS) department to develop software for automatic question paper generation based on the question bank.
5. Utilization of Final Year CS Students: Engage final year students from the CS department to assist in creating the software for question paper generation.
6. Curriculum Alignment: Design the curriculum to cover Criteria 1, 2, 3, and 7 effectively.
7. Important Dates: Finalize PSO-1 by March. Conduct Linways Audit-1 by March. Prepare question bank for any 2 modules by 15th March and complete the remaining modules by 31st March. Perform CO-PO mapping of all first-semester courses by 15th March. Conduct outcome evaluation of 1 semester by 30th April 2021.
8. Advisory Board Formation: Establish an Advisory Board for program evaluation. Invite an external expert for outcome evaluation.

We appreciate the active participation and cooperation of all members in the successful conduct of the meeting and the subsequent implementation of the action items.

Sincerely,

IQAC Secretary

Principal

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19th March 2021

Subject: Action Taken on IQAC Meeting Minutes (15/03/2021)

Respected Members,

Following the IQAC meeting held on 15/03/2021, please find the below action taken on the discussed agenda items:

1. Google Sheet Sharing: Ensure that all first-year class in-charges have been provided access to the Google Sheet containing the new pattern of result analysis. This sheet will contain fields for entering marks of the 10th and 12th-grade exams, internal examinations, assignments, seminars, etc.

2. Completion of Paper Valuation: Teachers are given 8 days to complete the paper valuation process. Supervisors or coordinators should monitor the progress to ensure timely completion.

3. Remedial Classes: Within the next 7 days following paper valuation, remedial classes must commence. Identify students scoring less than 50% in any component and mandate their attendance in remedial classes. Designate teachers or tutors to conduct these classes based on subject expertise.

4. Remedial Test: Following the completion of remedial classes, schedule the remedial test for the identified students. Students scoring less than the passing threshold (e.g., 50%) in the remedial test should be notified for further remediation. Provide support to these students through additional resources or tutoring sessions.

5. Repeat Remedial Test: Students who scored below the passing threshold in the initial remedial test should undergo another remedial test after further preparation. Ensure necessary resources and support are provided to help these students improve their performance.

6. Report Card Generation: Once all data is entered into the Google Sheet, ensure that the report card generation process is initiated promptly. Verify the accuracy of the report cards before distribution to students and parents.

7. Monitoring and Evaluation: Continuously monitor the progress of the entire process. Gather feedback from teachers, students, and parents to identify areas for improvement. Analyze the effectiveness of remedial classes and tests in improving student performance.

We appreciate the active participation and cooperation of all members in the successful conduct of the meeting and the subsequent implementation of the action items.

Sincerely,

IQAC Secretary

Principal