Action Taken Report Based on the AAA Audit Suggestions (21/7/23)
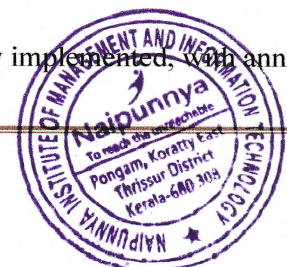
Common Suggestions:

1. Aligning the department Vision, Mission, and Core values with the college as per NEP guidelines:
   - Action Taken: All departments have revised their Vision, Mission, and Core values to align with the National Education Policy (NEP) guidelines. A task force was created to ensure consistent integration across all departments, which has been completed as of November 2023.
2. Extension programs to be domain-specific:
   - Action Taken: Extension programs are now being tailored to each department's domain. The faculty responsible for these programs have collaborated with industry experts to ensure relevance and specificity. This change was implemented in December 2023.
3. Creating MOUs for Add-ons with well-established corporate houses:
   - Action Taken: MOUs with major corporate houses have been initiated for various add-on courses across departments. A total of three MOUs have been signed with industry partners, focusing on skills enhancement, internships, and corporate exposure. More MOUs are in progress.
4. Departments to have their own best practices:
   - Action Taken: Each department has identified and documented its best practices, which are now showcased in their annual reports. These best practices have been integrated into the teaching-learning process.
5. Session on SDGs for faculty to align activities under the correct SDG initiative:
   - Action Taken: A workshop on SDGs was organized for all faculty members in December 2023, focusing on incorporating SDG principles into academic and extracurricular activities. Action plans have been drafted for the next academic year.
6. Revisiting the Mentoring Mechanism:
   - Action Taken: The mentoring mechanism has been reviewed and revamped. A clear policy was introduced, and mentors are now assigned based on student needs. The system has been formalized, and mentoring records are kept in the departments.
7. Encouraging start-ups on campus:
   - Action Taken: The Entrepreneurship Cell (E-Cell) has been reactivated, and several new start-ups have been incubated on campus. A formal structure for supporting start-ups, including seed funding and mentorship, is now in place.
8. Highlighting flagship programs:
   - Action Taken: Flagship programs across various departments have been highlighted on the college website and social media platforms. Special sessions have been organized for students to engage in these programs.
9. Twinning program for HM with foreign universities & Consultancy in fine dining etiquette:
   - Action Taken: Discussions with foreign universities for a twinning program in Hotel Management are ongoing. A partnership with a luxury hotel chain has been established to offer consultancy in fine dining etiquette.

10. Separate account for scholarship to be initiated and followed by the scholarship policy:
    o Action Taken: A separate fund account for scholarships has been created. The scholarship policy has been reviewed, and scholarships are now being disbursed according to the updated guidelines.
11. Displaying roles and responsibilities of administrative staff along with contact numbers:
    o Action Taken: A directory of administrative staff roles, responsibilities, and contact information has been displayed in every department and is now accessible on the college intranet.
12. Course Exit Survey to be used as an indirect tool for assessment:
    o Action Taken: The Course Exit Survey has been formalized and is now being used as a part of the assessment process. Results from the survey will be analyzed for continuous improvement.

PG Department of Commerce:

1. Including lab hours in the timetable for final year B. Com Computer Applications:
   o Action Taken: Lab hours have been incorporated into the timetable for final-year students, ensuring adequate practical exposure.
2. Certificate on the letterhead of the institution for outbound programs:
   o Action Taken: All outbound programs now provide certificates on the official letterhead of the organizing institution, ensuring authenticity.
3. Copy of ID Card as proof of internship:
   o Action Taken: The department has established a process where a copy of the student's ID card is collected as proof of internship participation.
4. Template for permitting teachers to attend FDP, seminars, etc., with prior permission:
   o Action Taken: A formal template has been created for faculty to request permission for attending academic development programs. This process has been communicated to all departments.
5. Mentoring policy and welfare coordinator to be appointed:
   o Action Taken: A mentoring policy has been implemented, and a welfare coordinator has been appointed in the department. The list of mentors and mentees has been displayed, and mentoring sessions have been documented.
6. Circulars for conducting programs with necessary documentation:
   o Action Taken: Circulars signed by the Principal and HOD are now required before conducting any departmental programs. All necessary documents such as brochures, geo-tagged pictures, and feedback are being maintained.
7. ISBN for conference proceedings:
   o Action Taken: The ISBN number is now displayed on the front and back covers of all conference proceedings published by the department.
8. Tabulation sheet in result analysis:
   o Action Taken: A tabulation sheet is now attached to the result analysis report to ensure clarity and transparency in results.
9. Resource persons' invitation and thanks letter:
   o Action Taken: Faculty members going as resource persons are now required to submit an invitation letter and a thanks letter from the host institution.
10. MOUs to be functional with signed activity reports:
    o Action Taken: MOUs with institutions are now being actively implemented, with annual activity reports signed by the heads of the institutions.

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11. Physical register for Add-on courses:
    o Action Taken: A physical register has been introduced to track students enrolled in Add-on courses. A formal notice regarding the courses is issued at the beginning of each semester.

PG Department of English:

1. Mentoring records to be maintained:
   o Action Taken: Mentoring records are now maintained, with an updated list of mentors and mentees displayed in the department.
2. Lengthier program reports with required details:
   o Action Taken: Program reports have been updated to include detailed content such as participant lists, geo-tagged pictures, and official circulars.
3. Cultural visit report to include institutional letters:
   o Action Taken: Reports for cultural visits now include official letters from the visited institution and from the college for authenticity.
4. Attendance register and circular for Add-on programs:
   o Action Taken: Add-on programs now have a dedicated attendance register, and circulars are circulated to ensure proper documentation.
5. Feedback report and departmental discussion:
   o Action Taken: Feedback reports are now discussed in department meetings, and action taken based on feedback is documented in the meeting minutes.
6. Faculty Exchange program with MOU signed date:
   o Action Taken: Faculty exchange programs now include a formal proposal letter from both institutions with the MOU signed date.
7. Exploring funded project opportunities:
   o Action Taken: Faculty have been encouraged to explore government-funded projects, and opportunities for collaboration with agencies like Kerala Police for translation works are being actively pursued.

PG Department of Computer Science:

1. Improving slides and font size in presentations:
   o Action Taken: All faculty members have been trained on creating professional presentations with clear fonts and themes. Workshops on presentation skills are scheduled every semester.
2. Add-ons in Big Data/Hadoop/Data Analytics:
   o Action Taken: Add-on courses in Big Data, Hadoop, and Data Analytics have been introduced as part of the curriculum for the upcoming academic year.
3. Startup incubation at the campus:
   o Action Taken: Four startups have been incubated in the campus incubation center, and the E-Cell is working to mentor more startups.
4. Alumni participation in the incubation center:
   o Action Taken: Alumni have been invited to mentor the startups. Several alumni-led startups have set up operations within the incubation center.
5. Institution-funded startups with faculty as directors:
   o Action Taken: Two new startups have been funded by the institution, with faculty members acting as directors to provide guidance and mentorship.

6. Patent publications support from Kerala Startup Mission:
   o Action Taken: Faculty members have been encouraged to apply for patents, and support from Kerala Startup Mission has been sought to help with the process.
7. Increasing MOUs with institutions:
   o Action Taken: The department is actively working to sign two academic and two industry MOUs every year, with two successful MOUs signed this academic year.
8. LinkedIn address for students:
   o Action Taken: All students have been encouraged to create and maintain LinkedIn profiles. Workshops on professional networking are being conducted.

Department of Hotel Management:

1. Value-added courses to be mentioned:
   o Action Taken: The value-added courses have been cataloged and are now included in the program brochures and official records.
2. Live operations in practical sessions:
   o Action Taken: Live operational sessions with industry partners have been introduced into practical classes to provide real-world experience to students.
3. Industry-relevant curriculum with expert involvement:
   o Action Taken: Industry experts have been included in the Board of Studies, ensuring that the curriculum is up-to-date and aligned with industry standards.
4. Flipped classrooms and case studies as teaching methodologies:
   o Action Taken: Flipped classroom methods and industry-related case studies have been integrated into the teaching strategies.
5. Preparation of student profiles for income input and output:
   o Action Taken: A student profile system has been introduced to track their educational outcomes and career progress.
6. Achievements in sports for 2022-2023:
   o Action Taken: The achievements in sports for the 2022-2023 academic year have been compiled and showcased in departmental newsletters and on the college website.
7. Department mentoring policy (Detailed Input-Output):
   o Action Taken: A detailed mentoring policy has been prepared, focusing on student inputs and outputs, and is now being implemented department-wide.
8. Student involvement in disciplinary activities:
   o Action Taken: Students are now actively encouraged to participate in disciplinary activities such as student councils, unions, and clubs.

Fr. Dr. PAULACHAN K.J.
Principal