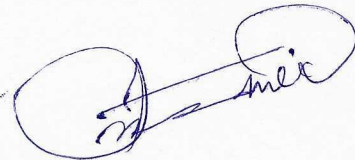


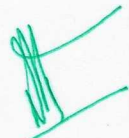
Actions Taken Report

Action Taken Report of the IQAC Meeting Held on April 26, 2021

1. Completion of Certification Courses and Add-on Programs: Certification courses and Add-on Programs were successfully transitioned to an online format. Documentation of student details regarding course completion and attendance is in progress, with completion expected by the specified deadline of April 30, 2021. Transition to online mode has been well-received, with students actively participating and progress being tracked systematically.
2. Updating Online Activities and Events: A dedicated team has been assigned to ensure timely updates of online activities, training sessions, competitive examinations, workshops, seminars, and college celebrations on both the college website and social media platforms. Regular postings are made to keep students, faculty, and stakeholders informed about upcoming events and achievements.
3. Submission of Activity Reports to IQAC: Departments, cells, and clubs have been notified and are actively preparing their activity reports for submission to IQAC by the deadline of April 30, 2021. Guidelines and templates for report submission have been provided to ensure consistency and completeness in reporting. Initial submissions indicate comprehensive documentation of activities and achievements.



IQAC Coordinator



Principal

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Actions Taken Report

Action taken Report of the Meeting IQAC Meeting Held on January 16, 2021

1. Emphasis on IQAC and Duties Presentation:
 - The PowerPoint presentation delivered by Ms. Febi Abraham has been archived and made accessible to all criterion coordinators for reference.
 - Regular updates and reminders regarding IQAC responsibilities are being communicated to ensure alignment with institutional goals and quality assurance standards.
2. Appointment of Criterion Coordinators:
 - Criterion coordinators have assumed their roles and responsibilities effectively.
 - Each coordinator has begun outlining action plans and timelines for their respective criteria.
3. Conduct of AAA Audit.
 - The February AAA audit revealed both strengths and opportunities for improvement within the organization. Immediate corrective actions have been implemented to address the identified deficiencies, ensuring alignment with AAA standards. Additionally, long-term initiatives have been launched to maintain compliance and drive continuous improvement in operational efficiency throughout all departments.



IQAC Coordinator



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Actions Taken Report

Action Taken Report on the IQAC Meeting held on November 16, 2020

1. MoU Collaborative Activities Online:

- Departments have identified and initiated online collaborative activities with MoU-signed colleges and institutions.
- Activities include webinars, virtual conferences, and online workshops. Activities are progressing as scheduled, with positive feedback received from partner institutions on the effectiveness of online collaboration.

2. Enhancement of College's Social Media Presence:

- Prof. Tennyson Thomas has begun updating the college's social media channels regularly with upcoming events, achievements, and important announcements.
- Social media strategy has been refined to increase engagement and reach among students, alumni, and the broader community.

3. Implementation of Biometric Attendance for Staff:

- The process of re-implementing biometric attendance for staff has begun with the installation of necessary hardware and software.

4. Use of Linways for Attendance and Student Data Tracking:

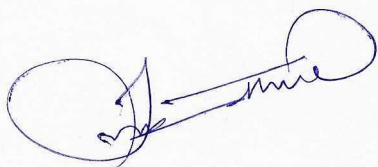
- Linways software has been deployed for tracking attendance and managing student data in the online mode.
- Faculty members have been trained on using Linways for marking attendance and accessing student records.

Faculty members have adapted well to using Linways for attendance and student data management, enhancing administrative efficiency.



5. Changes in IQAC Team Membership:

- Jithu Philip and Nivea Thomas have been officially inducted into the IQAC team.
- The newly integrated members have begun contributing actively to IQAC initiatives, bringing fresh perspectives and ideas to improve institutional quality.



IQAC Coordinator



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Action Taken Report

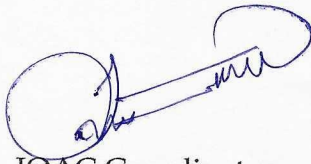
Action Taken Report on the IQAC Meeting held on August 17, 2020

1. Establishment of Common Staff Room and "ThinkTank:

- The proposal for the common staff room was formally submitted to the management with the requirements and functionalities expected from the room. Discussions initiated regarding potential room locations and layout options.

2. Orientation Program for Mentoring:

- Faculty members received orientation for mentoring.



IQAC Coordinator



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Action Taken Report

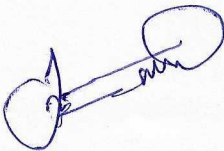
Action Taken Report on the IQAC Meeting held on May 11, 2020

1. Academic Planning: The Internal FDP was successfully conducted online from May 18 to May 30, 2020.

Academic planning sessions at college and department levels included setting the calendar for the academic year 2020-21.

Implementation of the planned activities and timelines for the academic year commenced immediately following the FDP.

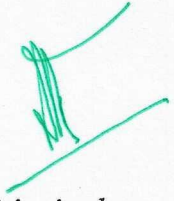
2. Evaluation of Previous Academic Year's Programs: Documentation and evaluation of cell and club-wise activities from the previous academic year were completed. Key insights and recommendations from the evaluation were prepared for dissemination and action.
3. Presentation of University Results: Semester-wise analysis of university results was conducted and presented during the Internal FDP. Analysis provided a basis for discussions on enhancing academic performance and student support strategies.
4. Communication of Evaluations: Evaluations were documented with Criteria Six evaluations and communicated to the staff by the Principal and Associate Director before the specified deadline of May 30, 2020. Feedback mechanisms were established to address any queries or concerns arising from the evaluations.
5. Mentoring Cell Activities: The mentoring cell finalized the list of students and mentors for the next academic year, ensuring continuity in mentoring support. Plans for conducting mentoring activities online were developed and communicated to mentors and students.
6. Green Audit Conducted: Completed a comprehensive green audit to assess resource efficiency, waste management strategies, and energy consumption across all departments. Improved waste recycling programs and introduced measures for better energy conservation.



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IQAC Coordinator



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