


Action Taken Report

Action Taken Report of the IQAC Meeting Held on November 11, 2021

- 1. Student Feedback and Reports:** Student feedback on curriculum, teacher performance, the HOD report, and the principal's reports were to be completed by the end of November 2021. Initiated and ongoing. Forms are being distributed and responses are being compiled. Departments and the Principal's office are in the process of preparing the HOD and Principal reports, respectively. All reports are scheduled to be completed and submitted by the end of November 2021.
- 2. Activity Reports Submission:** Department HODs, Cells, and Clubs' coordinators had been notified of the deadline of report submission. Activity reports are being compiled and will be submitted to the criteria coordinators by the end of November.
- 3. Revision and Remedial Coaching:** Departments scheduled and conducted revision and remedial coaching sessions for the 5th and 3rd semesters. These schedules were submitted to the Academic Coordinator shortly.
- 4. Semester and Lesson Plans:** Departments prepared semester plans submitted and following semester. These plans submitted to the relevant authorities in the first week of December as scheduled.
- 5. AAA Audit.** The February AAA audit underscored both the organization's strengths and areas needing improvement. To address the identified deficiencies, immediate corrective actions were implemented, thereby ensuring ongoing adherence to AAA standards. In addition, long-term measures have been set in motion to uphold compliance and improve operational efficiency across all departments.


IQAC Coordinator




Principal
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Vengoor, Perumbavoor-683 546

Action Taken Report

Action Taken Report of the IQAC Meeting Held on July 17, 2021

1. Allocation of Criteria

The allocation of the seven criteria among faculty members has been completed as follows:

- Mr. Solymon V L : IQAC Coordinator
- Ms. Shyny K : Criterion 1
- Ms. Anju Antony, Ms. Sreekala M M : Criterion 2
- Ms. Anu Varghese, Ms. Preetha Ashok : Criterion 3
- Mr. Tennyson Thomas : Criterion 4
- Ms. Binitha P S : Criterion 5
- Ms. Rose Tania Jolly : Criterion 6
- Mr. Jithu Philip : Criterion 7

Faculty members have been informed of their respective criteria and are now working on their assigned responsibilities.

2. The College Handbook, College Calendar, and Departmental Calendar are now being prepared, published and distributed.

3. Brochures, posters, and calendars for Certificate Courses and Add-on Programs had been finalized, approved and distributed. The respective faculty members are now working on their assigned responsibilities of providing the Certification Courses.


4. All departments are following a uniform pattern for Internal Examinations, with proper documentation managed by IQAC. Departments had been instructed to adopt the uniform examination pattern. IQAC is overseeing the documentation process to ensure adherence to the standardized procedure.



5. Systems have been set up to track and publish monthly attendance percentages. Reports of attendance shortages are being compiled and will be sent to the respective departments. A comprehensive file of attendance records is being maintained for reference and follow-up.



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Actions Taken Report

The Action Taken Report of the IQAC Meeting Held on May 7, 2021

1. Academic Planning and Internal FDP:

- The Internal FDP from May 17 to May 29, 2021, commenced as scheduled and conducted.
- Academic planning sessions at college and department levels, including action plans for cells and clubs, were conducted.
- Calendar setting for the academic year 2021-22 was finalized during the FDP, aligning activities and events systematically.

2. Evaluation of 2020-21 Academic Year:

- Departments, cells, and clubs submitted their activity reports for the evaluation of the 2020-21 academic year to IQAC by the specified deadline.
- Feedback and recommendations from the evaluation process are being reviewed for implementation in future academic planning.

3. Analysis of Published University Results:

- A dedicated session within the Internal FDP analyzed published university results, identifying strengths and areas needing improvement.
- Insights gained are being used to enhance teaching methodologies and student support strategies.

4. Finalization of Reports:

- The HOD's confidential report and the principal's report were finalized by May 14 and communicated to the respective staff members.
- Feedback sessions were conducted to discuss outcomes and plan corrective actions where necessary.

5. Reconstitution of IQAC Core Committee:

- The reconstituted IQAC core committee held its initial meetings to outline strategic objectives and action plans for the upcoming academic years.
- Responsibilities were assigned to members to ensure effective oversight and implementation of quality assurance measures.

Installation of Fencing Around Football Stadium:



- Fencing installation around the football stadium commenced promptly after planning and procurement phases were completed.
- Progress updates on installation and completion timelines were communicated to stakeholders involved.

7. Construction of Roofed Area for Student Vehicle Parking:

- Planning and architectural designs for the roofed area for student vehicle parking were finalized.
- Construction activities began according to the approved timeline and are progressing as scheduled.

8. Renovation of Staff Accommodation:

- Renovating the staff accommodation building to provide modern facilities.
- Accepted the proposal for renovation of staff accommodation. The Commenced renovation works will start as per agreed timeline.

9. Open Classroom for Activities:


Started preparations for setting up the open classroom.

Scheduled initial programs and activities to utilize the space effectively.

10. Implemented measures to improve LMS updates and support. Upgraded bandwidth capacity to meet enhanced operational needs. Procured additional computers and upgraded existing units. Reviewed and renegotiated AMC agreements to optimize coverage and service terms.


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