



INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

2022-2023



NAAC TRACK ID:
KLCOGN111882



AISHE ID-C44890

Action taken report upon the minutes of IQAC meeting held on 12th July 2022.

AGENDA	ACTION TAKEN
NAAC Preparatory visit and Department Audit	The NAAC preparatory department wise visit was conducted from 17 th July 2022 to 3 rd August 2022.
Updatons of Data Collection	Criterion in charges went to all the departments to verify the documents and gave suggestions for improvements
Presentation by the Head of the Departments	All the departments' heads were allotted 10 minutes for their presentation incorporating necessary changes mentioned in the first presentation held in July.

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Action taken report upon the minutes of IQAC meeting held on 26th September 2022.

AGENDA	ACTION TAKEN
NAAC PTV Preparedness	Vice Principal Dr.K.L Joy and Dr.Rani M J were entrusted with the monitoring of the criterion wise documentation preparedness. Criterion in charges after verifying department wise documents should report to Dr.K.L.Joy and Dr.Rani M J.
Updatons of Data Collection	Criterion in charges collected and compiled data from various departments and reported to the Vice principals about the progress of each department.
One to one meeting with DQAC	The DQACs of departments who had not completed the required updation were asked to report to the Vice Principals and inform the reason for non-compliance. Further dates were given within which the documentation should be completed by the concerned departments.

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Action taken report upon the minutes of IQAC meeting held on 24th November 2022.

AGENDA	ACTION TAKEN
Documentation review meeting	DQAC members of all departments were convened to review progress of the department documentation.
NAAC visit committee meetings	Seven criterion in charges verified the documentation with regards to their criterion in departments
Best Practices	The best practices of the institution Saptasadassu and Sahridayam was decided to put up on the walls of the Central Auditorium Pillars in an artistic manner. The details were shared to concerned contractors to start the work
Labels and Boards to be placed	Labels and Name boards details required were collected from all departments and sections and many of them were placed before 2 nd December.
Mock Visit	Arrangements were made to conduct mock visit on December 15 th . Resource persons were identified and communicated.
Filing of documents	Criterion In charges are progressing with the filing of metric wise documents.
Statutory books	All the statutory books like minute's books, reports etc of mandatory Clubs, Cells and Committees are collected and kept at the Principals office with Principal as the custodian.

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Action taken report upon the minutes of IQAC meeting held on 3rd January 2023.

AGENDA	ACTION TAKEN
Appeal process	It was decided to proceed with the Appeal against the NAAC score declared within the stipulated date.
Review and sanction	The college council had agreed unanimously that the grade may be subjected to review and may be contested through appeal

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Action taken report upon the minutes of IQAC meeting held on 9th February 2023.

AGENDA	DECISIONS
Criterion Incharges for next cycle	Criterion in charges were shared with the new manual and asked to prepared report of changes in the old and new manual
DQAC Members	DQAC Members were shared with the new manual for accreditation and asked to start their work in the department
Unnath Bharat Abhiyan	The application for the Unnath Bharat Abhiyan is initiated



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Action taken report upon the minutes of IQAC meeting held on 14th March 2023.

	DECISIONS
Progress of work by Criterion in charges	Principal had called meeting of heads of department and DQAC members to speed up the data collection process
Extension activity during vacation	Departments of Commerce, Computer Science and English decided to offer the following programmes during vacation namely- CA Foundation, Certificate in Accounting Technician (CAT), CSEET, TALLY Prime, Business English Certificate Prelims and Introduction to computers
Collection of Feedback and Performance appraisal of staff	Feedbacks from all stake holders regarding curriculum were collected. Feedbacks like Student evaluation, Peer evaluation, Employee Satisfaction survey etc were conducted
Report submission by Clubs, Cells and Committees	Collected reports from all clubs, cells and committees and handed over the same to the Principals office
Conduct of FDP and year plan presentation	Contacted Linways technologies to arrange for the resource person to conduct hands on session in OBE. Also Dr. Anil Kongoth, Vice Principal, St. Thomas College, Thrissur was also invited as another resource person
Financial Assistance to faculty members for professional development	Faculty members were asked to avail the facility before 31 st march details submitted to IQAC

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Action taken report upon the minutes of IQAC meeting held on 12th May 2023.

	DECISIONS
Consolidation of Previous data	Criterion in charges started consolidation of data and few metrics were completed by 15 th of June
Year Plan presentation	Schedule of draft Year plan presentation was given by IQAC and Departments did the draft plan presentations. IQAC also provided the slot for the final presentation on 24 th May 2023.
Induction of new faculty members	Induction programme was organized by IQAC to new staff members on 24 th May 2023. Linways orientation was conducted in the afternoon session of the same day by Ms. Jaymol, Asst. Professor, PG Dept. of Computer Science.
Faculty Development Programme	Faculty development programme was conducted on 22 nd and 23 rd May 2023 with Dr. Anil Kongoth, Vice Principal, St. Thomas College, Thrissur as the resource person and 2 nd day was handled by Mr. Basil Thomas, CEO of Linways technology and his team. Both sessions had hands on session in the afternoon session.
Programmes planned to be conducted	All departments submitted an excel sheet of the programmes planned to be conducted during the year which was included in the Academic Calendar.

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