

## Internal Quality Assurance Cell

### Action Taken Report 2014-15

**June 27, 2014**

Decided to efficiently implement and practice the newly granted autonomy

decided to increase employability and placement opportunities,

Decided to establish linkages with industry, government department, NGOs

Decided to expand the extension activities to the local community.

decided to advertise the consultancy services of the college.

Decided to develop the HR division.

Decided to strengthen the alumni.

Decided to develop the infrastructure facilities of the college

Action taken: 1) The College effectively implemented autonomy with its own curricula and syllabi adopting and modifying the university curricula and syllabi; its own examination manual and examination automation system, developing its own software for examination, attendance entry, internal assessment mark entry, establishing deanery and preparing additional facilities and systems.

2) Dr T P Thomas and Dr SaJoy PB were given charge to coordinate the placement activities and to train students for placement.

3) Various committees were constituted to raise funds and to start the construction of the new building to begin new courses and to accommodate other activities.

4) Principal took the initiatives to visit different countries and establish alumni chapters.

**17 December, 2014**

Decided to organize the seminar on autonomy sanctioned by NAAC

**Action Taken:**

Committees constituted, various activities were assigned to different members

Seminar was conducted

**12 March 2015**

Decided to systematize the bridge courses in the departments

Decided to have orientation programmes on spirituality, stress management, academic discipline, and time management

Decided to do result analysis at the department level

Decided to distribute admission of sports quota students among all departments

ICT facilities should be utilized by all departments.

Decided to conduct the annual science Congress

#### **Action taken report**

All departments prepared bridge course syllabus and offer bridge course

Content on spirituality, stress management, academic discipline, and time management was introduced in the induction programme of students.

Every department started to do result analysis

Sports quota students are distributed among all departments

A large number of the faculty members started using ICT facilities.

**12 March 2015**

Decided to make publication of findings mandatory for the acceptance of research submission

Decided to bring out a new consultancy registry

#### **Action Taken**

The annual science Congress was conducted

Researchers published articles before the submission of their dissertation

New consultancy registry was published

**13 March 2015**

A specified area for research students can be maintained in the library.

Training programme should be conducted on plagiarism for all departments

Dr. M J Mathew and Jeet Kurian will be in charge of MOODLE and MOOCH.

Construction of the elevator will be completed by June.

Modification of women's rest room is to be done

#### **Action Taken**

A new section with computers, chairs, LCD and A/c was constructed

Plagiarism orientation was given to faculty and it was made a policy that all UG and PG projects should be plagiarism checked before final submission

MOODLE and MOOCH training sessions were conducted and faculty started using MOODLE

Elevator was constructed and particularly dedicated for Students with Disabilities.

Women's rest rooms were modified.

#### **13 March 2015**

Decided to:  
re-alignment of the front office.  
conduct WWS and SSP programmes  
do SWOC analysis every year.  
conduct academic audit by IQAC.



#### **Action Taken**

Re-aligned the front office; Conducted WWS and SSP programmes; SWOC analysis was conducted and IQAC conducted academic audit

#### **13 March 2015**

Decided to make Service Learning Programme mandatory  
Strengthen agricultural activities  
Strengthen scholarship for the needy students  
Digitalise students' profile and feedback system  
Conduct a green audit which includes energy audit, water audit, carbon footprint, environmental audit.

**Action Taken**

The Service Learning Programme mandatory; strengthen agricultural activities with paddy cultivation; The students' profile and feedback system were digitalised to a great extent and green audit was conducted.

  
Coordinator

  
Chairperson



13 March 2015

Action Taken

13 March 2015