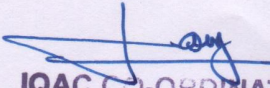
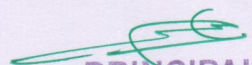


## Action Taken Report 2022-2023

<b>Date</b>	<b>Decision Taken</b>	<b>Action Taken</b>
01-06-2022	Decided to conduct orientation programme for newly joined teachers	The newly appointed teachers were given an orientation about the functioning of IQAC. They were added to the different groups of the Criteria.
23-06-2022	Decided to make arrangement for welcoming the IQAC team from with Mar Dionysius College, Pazhanji	Conducted the workshop on quality enhancement in collaboration with Mar Dionysius College, Pazhanji on 24- 06-2022.
29-06-2022	Decided to start file documentation for the SSR	Made department visit to check the files and documents.
06-07-2022	Decided to conduct audit by external agencies.  Decided to prepare academic calendar for the year 2022-2023	Enquiry was made to the agency for conducting Green audit, Environment audit and Energy audit. Mr. Anoop C Markose was assigned the charge of preparing the Academic Calendar.
01-08-2022	Decided to conduct an evaluation meeting for the AQAR 2020-21	All the coordinators of the Criteria were appreciated for the support given for uploading AQAR 2020-21 and further urged them to work enthusiastically for the AQAR 2021-22.
16-08-2022	Decided to make the staff aware of the SOP for SSR	All the coordinators of the Criteria were given a copy of the Standard Operating Procedure (SOP) in order to prepare the SSR
22-08-2022	Decided to collect data for AQAR 2021-22	Criterion 3 members started collecting data and uploading it in the website.
26-08-2022	Decided to collect data for AQAR 2021-22	Criterion 2 members started collecting data and uploading it in the website.

  
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## Action Taken Report 2021-2022


Date	Decisions	Action Taken
08-07-2021	Discussion on AQAR 2019-20 Uploading. Welcoming the new principal	Evaluated the progress of AQAR 2019-20
22-07-2021	Discussion on Pending Points in AQAR 2019-20	Informed the HODs on the remaining data to be collected from the departments
17-08-2021	Decided to submit the AQAR 2019-20 before the council  Decided to constitute various clubs	Presented the drafted AQAR 2019-20 before the college council for their suggestions and evaluation.  Informed the principal on the need of constituting various clubs and committees which are mandatory for the institution
03-09-2021	Decided to appoint a new IQAC Coordinator.  Decided to make corrections on AQAR 2019-20 as suggested by college council	Dr. James Joseph was appointed as the IQAC coordinator.  Made corrections and uploaded AQAR 2019-20
24-09-2021	Welcoming of new IQAC coordinator  Decided to conduct an orientation programme for the newly joined teachers	Discussed various matters on the functioning of IQAC and on uploading the remaining AQAR
05-10-2021	Decided to evaluate the overall activities of IQAC and to assign each criterion to 7 groups.	Based on the decisions of the meeting IQAC included all the teaching staff into 7 criteria and formed committees for each Criterion under the leadership of a Criterion Coordinator.
06-10-2021	Members of criterion 1 decided to work on the points related to the Criterion.	Criterion 1 group was formed and Mr. Harish K. V was selected the Coordinator of the Criterion. The members of the group were explained about the sub-points in the criterion and duties were assigned to them.
08-10-2021	Members decided	Members started collecting data required for

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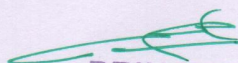


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	<ul style="list-style-type: none"> <li>- to collect data for AQAR 2020-21.</li> <li>- Create Google Form for feedback collection</li> </ul> <p>Suggested new methods to improve curriculum based teaching-learning process</p>	<p>uploading the AQAR 2020-21.</p> <p>Google forms were made to gather feedback from various stakeholders.</p> <p>In order to improve teaching learning process and evaluation, Principal circulated letters to complete the portions before the exams and to conduct internal examinations before the University exams to evaluate the learning level of the students.</p>
13-10-2021	<p>An introduction to the criterion 2 was given.</p> <p>Planned to conduct various programmes for the students.</p>	<p>Criterion 2 group was formed and Dr. Arunkumar T. T. was selected the Coordinator of the Criterion. The members of the group were explained about the sub-points in the criterion and duties were assigned to them.</p>
22-10-2021	<p>Introduced Criterion 3.</p> <p>Decided to collect details of teachers' research activities.</p>	<p>Criterion 3 group was formed and Dr. Ganesh R was selected the Coordinator of the Criterion. The members of the group were explained about the sub-points in the criterion and duties were assigned to them.</p> <p>Began to collect details from teachers on research and academic activities, awards and honours received and positions and posts held.</p> <p>Principal encouraged the teachers to engage in research based activities.</p>
26-10-2021	<p>Discussed the points in criterion 4 and decided to find new methods of attracting students to the library</p>	<p>Criterion 4 group was formed and Dr. Geetha George was selected the Coordinator of the Criterion. The members of the group were given a brief introduction about the sub-points in the criterion and they were assigned with gathering data for the AQAR.</p> <p>To utilize the facilities of the library, teachers were informed that the class assignments given to the students should include reference or bibliography. Instructed the teachers to encourage students to visit the library during the free hours and to make note of the books they read.</p>
19-11-2021	<p>Decided to look into the certificate course offered by each department.</p> <p>Decided to inform teachers on uploading personal data</p>	<p>Instructed the departments to conduct Certificate Course.</p> <p>Checked the progress of the Certificate Course Programme conducted by the Departments.</p>

  
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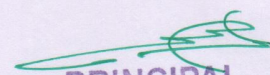


  
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		Monitored the uploading of Personal Profile of the staff in the college website.
24-11-2021	Decided to collect data related to criterion 5 and to collect data required for students progression	Group for Criterion 5 was formed and Dr. Joby N. G. was selected the Coordinator of the Criterion. The members of the group were given a brief introduction about the sub-points in the criterion and they were assigned with gathering data for the AQAR. Google Form was sent to the pass-out batch students to gather information on their present status and academic progress.
25-11-2021	Decided to conduct webinar. Decided to sign an MoU with cycling association	Conducted On One-Day National Webinar titled "USING MENDELEY FOR SYSTEMATIC REVIEW" on 27 <sup>th</sup> Nov. Signed MoU with the Cycling Association of Wayanad District on 26 <sup>th</sup> Nov. 2021
08-02-2022	Decided to convene a staff meeting to clarify doubts on AQAR data collection	The various concerns and doubts of the teachers regarding the data uploading of AQAR were cleared during the staff meeting.
25-02-2022	Decided to conduct one day outing for the teaching staff	One-day outing was arranged for the teaching staff on 01-03-2022 and a seminar on Stress Management was conducted.
06-03-2022	Decided to make arrangement for the workshop on Experiential Learning/ Rural Engagement/Sustainability in Campus for faculty and students.	A committee was formed to make arrangements for the Workshop on Experiential Learning/ Rural Engagement/Sustainability in Campus for faculty and students by Mahatma Gandhi National Council of Rural Education.
15-03-2022	Decided to make immediate arrangement for the visit in the adopted colonies and for the workshop.	Conducted the workshop on 16 <sup>th</sup> March and visited the colonies along with the resource person Mr. Razak Cheruvanasery.

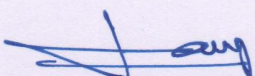
  
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## Action Taken Report 2020-2021

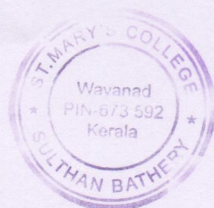
<b>Date of Meeting</b>	<b>Decision Taken</b>	<b>Action Taken</b>
26-06-2020	Decided to modify the AQAR of 2018-2019. Resolved to constitute new IQAC Members.	AQAR of 2018-2019 was resubmitted. New Coordinator and members were appointed for the IQAC.
16-07-2020	Resolved to collect data for submission of AQAR 2019- 2020. Decided to encourage teachers to register for research and to apply for guideship.	Instructed teachers to apply for guideship and a few teachers began the registration process for Research.
14-08-2020	Decided to conduct more webinars. Resolved to quicken the registration for Alumni Association.	Many departments conducted webinars. Alumni meet was conducted and executive body was formed to register for Alumni.
20-08-2020	In the department coordinators meeting, it was decided to conduct add-on-courses. Decided to instruct teachers to keep record of all the club activities.	With the new intake of students, departments conducted add-on-courses. Departments were instructed to document all the activities and update faculty details in the website.
26-08-2020	Resolved to conduct workshop for teaching staff regarding the data collection for 2019-2020. Decided to distribute each criterion to respective groups.	A workshop was arranged for explaining the data collection required for AQAR. Coordinators of each criterion were asked to submit the report of the meeting.
11-09-2020	Decided to conduct the following webinars initiated by IQAC: IPR, NEP, Gender equity, Research Methodology Decided to forward the responses of the feedback for analysis	A few webinars were organized on these topics. Responses of the feedback collected from various departments were forwarded for analysis.
15-09-2020	Decided to implement fully automated software for all activities related to department and staff. Decided to register in ARIIA(Atal Ranking of Institution on Innovations and Achievements) Decided to appoint a Counselor	Steps were taken to purchase a software for office purpose. A new site was created for entering department activities and staff details. A Counsellor was appointed to meet the students during the aftermath of Covid.
25-09-2020	Decided to collect students' feedback. Decided to form IPR Cell.	Students feedback was collected and analysis has been conducted and report submitted. IPR Cell was inaugurated and a webinar was conducted on 29 <sup>th</sup> September 2020.
30-09-2020	Decided to organize webinars. Planned to conduct orientation programme for	Webinars on research methodology, gender equity, IPR and physical fitness

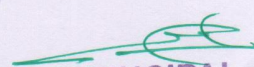
  
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	students of 2020-21 admission.	were conducted.
09-10-2020	Decided to conduct webinar on NEP. Decided to print code of conduct and ethics booklet.	Conducted webinar on 'Kanupriya' by Hindi Department. Organized webinar on NEP in collaboration with St. Xavier's College, Kothavara.
16-10-2020	Decided to conduct skill development programme for students. Decided to conduct programmes in the socially backward colonies on health and hygiene. Decided to form policies and procedures for the use of all academic and support facilities.	Due to restrictions imposed by the government on entering the colonies in the wake of Covid, no programme was conducted in the colonies. Regulations and policies for the wise use of academic and support facilities were framed and displayed in laboratory, library, corridors and in common places.
18-12-2020	Decided to complete the work on AQAR 2018-19. Decided to collect data for next AQAR.	AQAR 2018-2019 was analysed and submitted before the council for correction and approval. A few more photographs of various programmes were included in the AQAR before final submission.
12-01-2021	Decided to check the progress of the registration of Alumni Association.	Alumni executive meeting was held.
03-02-2021	Resolved to send feedback form to alumni and parents. Decided to submit the AQAR 2018-19.	Feedback forms were created and distributed among the alumni and parents. Submitted the AQAR.
08-02-2021	Decided to conduct green audit and energy audit.	Department of Botany was given the charge of conducting Green audit and Department of BCA was assigned with Energy audit.
17-02-2021	Discussed on conducting more programmes by various clubs and departments. Decided to include more members to the IQAC team.	More programmes by clubs were conducted. A few more members were added to work for the IQAC team.
25-03-2021	Resolved to instruct the departments to provide supporting photographs along with the reports. Discussed on feedback collection and analysis.	Checked the responses on various feedback forms and analysed them. Instructed the clubs and departments to provide supporting documents for all the programmes and activities conducted.

  
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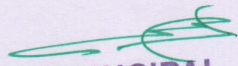


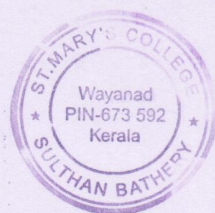
  
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**Action Taken Report 2019-2020**

<b>Date of Meeting</b>	<b>Decision Taken</b>	<b>Action Taken</b>
18-06-2019	Decided to form the Steering Committee. Decided to prepare annual plan. Decided to upload the AQAR 2018-19 before 31 <sup>st</sup> December.	Steering Committee for the academic year 2019-2020 was constituted. Departments/Clubs were asked to prepare the working plan for the academic year. Strategies were initiated to complete the data collection and uploading of AQAR before 31 <sup>st</sup> December 2019.
20-08-2019	Decided to develop a uniform online feedback form. Decided to appoint new department coordinators for IQAC.	New feedback forms were developed. All the departments appointed their coordinators to monitor IQAC related activities of the department.
23-09-2019	Decided to accelerate the work of AQAR.	Convened the meeting of the steering committee. Checked the progress of AQAR data uploading.
20-11-2019	Decided to celebrate Founder's Day. Discussion on the final submission of AQAR. Discussion on registration of Alumni Association.	Celebrated Founder's Week with various programmes. Scrutiny was made on AQAR data. Steps were initiated to speed up alumni association registration.
18-12-2019	Discussion on the final submission of AQAR.	Made all the preparations for the final submission of AQAR.
30-12-2019	Discussion on the final submission of AQAR.	Submitted the AQAR 2018-19 in the new format on 31 <sup>st</sup> December 2018.


  
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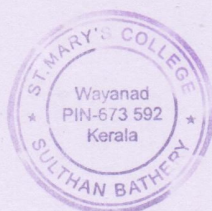


**Action Taken Report 2018-2019**

<b>Date of Meeting</b>	<b>Decision Taken</b>	<b>Action Taken</b>
22-06-2018	Resolved to constitute the Steering Committee. Decided to allot duties to all the teachers as in-charge of various clubs/cells.	Steering Committee was constituted. Departments/Clubs were asked to prepare the working plan for the academic year. Planned to conduct an orientation programme on the revised methods of Reaccreditation.
19-07-2018	Discussion on seminar. Decided to prepare annual plans and SWOC analysis.	Conducted the seminar on 18 <sup>th</sup> August 2018 on the Revised Accreditation process.
24-10-2018	Decided to organize one day seminar cum workshop. Resolved to resubmit the AQAR 2017-18 in the new format.	Conducted seminar cum workshop on 3 <sup>rd</sup> November 2018 on the topic 'NAAC- Revised Frameworks'. Prof. Varghese Vaidyan and Dr. M. P. Rajan were the resource persons.
04-12-2018	Decided to administer the student feedback form. Decided to interact with differently-abled-students.	Student feedback form were distributed among the students. An interactive session was arranged to discuss the problems faced by the differently-abled-students
18-12-2018	Resubmission of AQAR.	Resubmitted the AQAR 2017-18 in the new format on 31 <sup>st</sup> December 2018.

  
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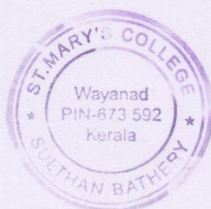
## Internal Quality Assurance Cell (IQAC)

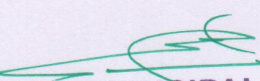
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### Action Taken Report 2017-2018

Date of Meeting	Decision Taken	Action Taken
12-06-2017	Discussion on the submission of SSR. Decided to request support from all the stakeholders.	Principal convened a staff meeting and elaborated on the preparation needed for the NAAC visit. Three mock visits were arranged prior to the NAAC visit. Tentative dates of the visit were finalised.
14-07-2017	Decided to arrange the mock visit. Preparation of slides for Power Point Presentation.	Departments were instructed to prepare slides for the presentation of department activities. The day of the mock visit was finalized to 20 <sup>th</sup> August 2017.
16-08-2017	Discussion on the mock visit.	Constituted various committees for the mock visit. Prof. Varghese Vaidyan, former Principal and Dr. Gafoor, former IQAC Coordinator of Govt. Arts & Science College, Calicut were invited to conduct the mock visit.
31-08-2017	Discussion on 2 <sup>nd</sup> and 3 <sup>rd</sup> mock visit. Final preparations for the NAAC visit.	The second mock visit was scheduled for 14 <sup>th</sup> September 2017 under the chairmanship of Prof. Kuriakose, former Principal of Pampadi college. The third mock visit was scheduled for 20 <sup>th</sup> and 21 <sup>th</sup> September 2017 under the chairmanship of Dr. Rajan, NAAC Peer team member.
13-09-2017	Discussion on 2 <sup>nd</sup> Mock visit.	All the arrangements were briefed up and evaluated. Suggestions were made and necessary corrections made.
18-09-2017	Discussion on 3 <sup>rd</sup> Mock visit.	Final preparations for the mock visit were evaluated and insisted on the seriousness of the visit.

  
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