

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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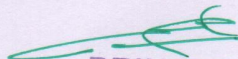


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	<ul style="list-style-type: none"> - to collect data for AQAR 2020-21. - Create Google Form for feedback collection <p>Suggested new methods to improve curriculum based teaching-learning process</p>	<p>uploading the AQAR 2020-21.</p> <p>Google forms 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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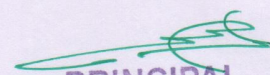



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		Monitored the uploading of Personal Profile of the staff in the college website.
24-11-2021	Decided to collect data related to criterion 5 and to collect data required for students progression	Group for Criterion 5 was formed and Dr. Joby N. G. was 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 th Nov. Signed MoU with the Cycling Association of Wayanad District on 26 th 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 th March and visited the colonies along with the resource person Mr. Razak Cheruvanasery.


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