

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

2020-2021

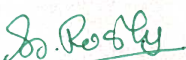
Date of Meeting	Decision	Action taken
29-06-2020	<ul style="list-style-type: none">• Prepare criterion wise QIM and QnM• Organise community lab programmes• Conduct internal and external AAA• Implement e-governance software• Organise seminar/workshop on IPR, research methodology and entrepreneurship.	<ul style="list-style-type: none">• Criteria groups completed the preparation by March.• Community lab programmes were organised in different parts of Nedumbassery Panchayat.• Conducted internal and external audit• A training programme on 'Enterprises Resource Planning' was arranged on 9, April 2021• Organized a webinar series on Statistical Inference and Intellectual Property Rights in association with UGC-MHRD-STRIDE, Mahatma Gandhi University, Kottayam• Conducted Webinar on 'Digital Etiquette'.• Conducted a Webinar on 'How to Submit a



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	<ul style="list-style-type: none"> • Establish more number of MoU, Linkages and collaborations 	Winning Proposal'.
16-10-2020	<ul style="list-style-type: none"> • Organise Faculty Development Programmes • Conduct capacity building and skill enhancement programmes • Organise special programmes for advanced slow learners 	<ul style="list-style-type: none"> • Professional Development Programme on Outcome Based Education was conducted • Professional Development Programme was conducted for teachers on 'ICT Tools for online Teaching' • Webinar on 'National Education Policy' was organized on 19, November 2020. • An orientation class on 'CO – PO Attainment in OBE' was organized. • Computational Skills and ICT Skills enhancement programmes were conducted from 30, November to 4 December • 'Meet the Expert Programme' was conducted for Advanced Learners. • Webinar on 'Personality & Soft Skill Development' was arranged.
	<ul style="list-style-type: none"> • Consolidate QnM data for five years 	<ul style="list-style-type: none"> • Organized a 'Discussion on

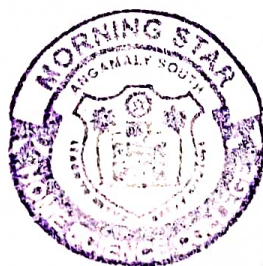



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08-03-2021	<ul style="list-style-type: none"> SOP familiarisation 	<p>Quantitative Metrics' on 16, March 2021.</p> <ul style="list-style-type: none"> Organized a two day workshop on 'Insight into SSR Criteria' on 12 & 23, March 2021. Organized an enlightening session on 'SSR Preparation: Understanding the Manual and SOP' on 19 July, 2021
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Coordinator

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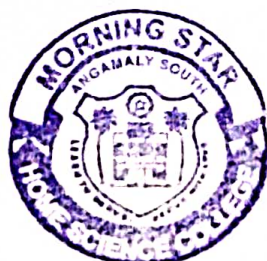
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2019-2020

Date of Meeting	Decisions	Action taken
18-07-2019	<ul style="list-style-type: none"> • Organise seminar on IPR, RM and Entrepreneurship • Conduct professional development programme to faculty • Establish a committee for Divyangjan • Form green protocol and energy audit team 	<ul style="list-style-type: none"> • Conducted class on ICT Tools • Conducted orientation sessions on Code of conduct, Accreditation Process and Orientation on Library Procedures for Non-Teaching Staff • Assessment & Accreditation and Departmental Empowerment • Divyangjan committee was formed. • Energy and green protocol teams formed
11-11-2019	<ul style="list-style-type: none"> • Implement LMS • Apply for ISO certification • Collect curricular feedback from stakeholders. 	<ul style="list-style-type: none"> • Informed the governing body about the implementation of Learning Management System and process of ISO certification and both the processes completed. • Collected feedback, analysed and action taken.
07-05-2020	<ul style="list-style-type: none"> • Organise Morning Star Webinar Series. • Calculate the attainment learning outcomes of 2017 batch students. 	<ul style="list-style-type: none"> • Each department organised webinars. • CO - PO attainment was calculated for the batch.


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2018-2019

Date of meeting	Decisions	Action taken
06-08-2018	<ul style="list-style-type: none"> • Formulate strategic plan and SOP • Schedule stakeholders meeting. • Apply for NIRF ranking • Organise Faculty Development Programme • Conduct extension activities • Organise entrepreneurship awareness camp, VET, internship etc. • Introduce certificate courses • Initiate more MoU, Linkage and collaboration 	<ul style="list-style-type: none"> • Strategic plan and standard operating procedures were formed • Stakeholders meetings were arranged. • NIRF application submitted • An orientation session on 'Flipped Classroom' was organised for teachers'. • Orientation programme on ICT was organised for non-teaching staff. • Community labs conducted • 'Entrepreneurship Awareness Camp' was conducted • Seminar on 'Online Databases & Information Retrieval' was organised. • More number of certificate courses introduced. • MoU and Linkages were established.
04-01-2019	<ul style="list-style-type: none"> • Institute Sherlin Memorial Endowment. • Encourage staff and students to enroll in the online certificate courses. 	<ul style="list-style-type: none"> • Sherlin Memorial Endowment was launched in the month of January. • Students and staff completed certificate courses through NPTEL and Coursera.
05-03-2019	<ul style="list-style-type: none"> • Collaborate with KILA 	<ul style="list-style-type: none"> • Two day training programme was




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	<p>for conducting certificate courses.</p> <ul style="list-style-type: none"> • Renovate play ground to enhance sports activities. • Install fire extinguisher 	<p>conducted from 19-20 January 2020.</p> <ul style="list-style-type: none"> • Informed governing body about the need for renovation and was completed successfully • Fire extinguishers were installed in all laboratories and academic blocks.
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2017-2018

Date of the meeting	Decisions	Action Taken
05-06-2017	<ul style="list-style-type: none"> • Invite the Honorable Vice Chancellor of Mahatma Gandhi University for the inaugural ceremony of the Golden Jubilee year. 	<ul style="list-style-type: none"> • Invited the Vice Chancellor Dr. Babu Sebastian who inaugurated the opening ceremony of the Golden Jubilee year.
19-06-2017	<ul style="list-style-type: none"> • Submit the departmental AQAR for the year in the month of August. 	<ul style="list-style-type: none"> • Collected and compiled the departmental AQARs within the stipulated time.
19-07-2017	<ul style="list-style-type: none"> • Start 'Lecture Series' for the year. • Start remedial and tutorial sessions in the renewed structure. • Organise various programmes in connection with the Golden Jubilee year of the institution and to form committees in this regard. 	<ul style="list-style-type: none"> • Monthly lectures were arranged as per the schedule. • Remedial and tutorial sessions as per the improvisations were started. • Programmes like Unarthupatt & Ormapookkal were conducted.
18-12-2017	<ul style="list-style-type: none"> • Submit AQAR in the month of December. • Present new Assessment & Accreditation guidelines to teaching and nonteaching staff. • Constitute seven groups to effectively address the seven criteria of the NAAC assessment process. 	<ul style="list-style-type: none"> • AQAR submitted on time. • Coordinator presented new guidelines to the staff. • Seven groups were formed, each with a criterion head and members.
05-03-2018	<ul style="list-style-type: none"> • Organise orientation sessions on Assessment & Accreditation process. • Request the Management to arrange Professional Development Programme for teaching staff 	<ul style="list-style-type: none"> • Organised an awareness class on 'Revised Criteria for Assessment and Accreditation by NAAC – 2017' • 'Methodology of NAAC Accreditation process • Organised an orientation programme on 'E – Content Development and E-learning

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