

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA

NAAC TRACK ID: KLCOGN1041

AISHE ID – C 8213



INTERNAL QUALITY ASSURANCE CELL

Action Taken Reports

2017-18



Action taken report of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Action taken report up on the minutes of IQAC meeting 02 June 2017.

AGENDA	ACTION TAKEN
<i>Academic Calendar and Examination Schedule</i>	Academic Calendar and Examination schedule was finalized after discussion in HOD meeting. Published in College website and given for printing in college handbook.
<i>Plan of action 2017 18</i>	<p>Detailed action plan was prepared for each of the thrust areas.</p> <p>ICT activities:</p> <ul style="list-style-type: none">a) Additional training on moodle LMS to be given to teachers.b) Training on Microsoft word, excel and powerpoint to be given to teaching and non-teaching staff in the current academic year. <p>Club activities:</p> <ul style="list-style-type: none">a) First year students should be introduced to all clubs before they joinb) All clubs should have vision, mission, objectives and bye lawc) Start new clubs for students this academic year (suggestion- Book Reading club, Disability Club, Cycle Club) <p>E- Governance</p> <ul style="list-style-type: none">a) Students attendanceb) Entry of internal marksc) Introduce Tally in Accounts Office

IQAC COORDINATOR

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CHAIRPERSON, IQAC

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Action taken report up on the minutes of IQAC meeting 07 July 2017.

AGENDA	ACTION TAKEN
<i>Victory day</i>	Arete 2017 was successfully conducted on 17 th July 2017.
<i>Plan of action 2017 18</i>	Mr. Jomon Joseph, The Strategist, Cochin was contacted for training on Microsoft products. A meeting with club Coordinators was conducted. All clubs were asked to prepare detailed action plan.
<i>Entrepreneurship Development Club</i>	The renewal certificate has been arranged from Industries Department.
<i>Any other relevant matter permitted by Chairperson</i>	Guidelines for the best research paper has been prepared.

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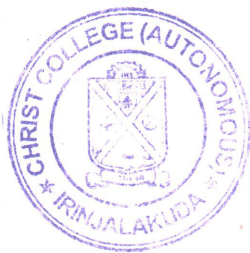
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Action taken report up on the minutes of IQAC meeting 22 Aug 2017.

AGENDA	ACTION TAKEN
<i>Teachers Diary</i>	<p>The teacher's diary was printed and distributed to all teachers.</p> <p>Principal has issued notice to all teachers to fill in the teaching plan.</p> <p>HoDs are directed to check the teachers diary and countersign the teaching plan.</p>
<i>Syllabus revision</i>	<p>Guidelines for syllabus revision was prepared. IQAC collected the modified syllabi from Department of Zoology and Department of Statistics and sent to University for approval.</p>

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Action taken report up on the minutes of IQAC meeting 07 Sep 2017.

AGENDA	ACTION TAKEN
<i>Sports Counselling Centre</i>	The Sports counselling centre started functioning in the administrative building near to Library. Additional infrastructure was provided.
<i>Guidelines for Disability Cell</i>	The Disability Cell 'BAhuswara' was officially inaugurated by Richard Hay, Member of Parliament on 12 th September 2017. Our alumni Dr. Joy Chazhookaran donated a Wheel Chair to disability cell on the same day.
<i>AQAR preparation</i>	The list of departments who have not submitted department AQAR was given to Principal. The preparation of 2016-17 AQAR is complete.
<i>Any other relevant matter permitted by Chair</i>	The training was completed. Both students attendance and feedback systems are online now.

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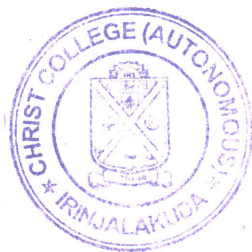
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Action taken report up on the minutes of IQAC meeting 14 Dec 2017.

AGENDA	ACTION TAKEN
<i>Training - non-teaching staff</i>	The training on Microsoft excel was conducted on 30 th December 2017. The trainer was Mr. Jomon Joseph from The Strategist, Cochin. Principal Dr. Mathew Paul Ukken inaugurated the training program. Shaju Varghese Office Superintendent welcomed the participants. Twenty-Eight administrative staff participated in the training. Mr. Gejo Johny, Head Accountant delivered the vote of thanks.
<i>AQAR preparation</i>	The AQAR for two years (2016-17 & 2017-18) was successfully uploaded to NAAC. The AQAR was displayed in College website.
<i>Department visit- AAA</i>	Detailed schedule prepared. Department visit (AAA) is over for six departments.

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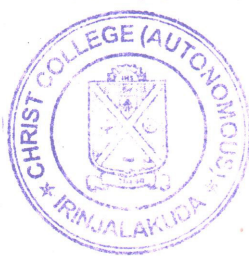
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Action taken report up on the minutes of IQAC meeting 01 Feb 2018

AGENDA	ACTION TAKEN
<i>Moodle refreshment training</i>	Dr. Ramesh A R of Kerala MOOCS was the resource person for the program. Examination module, Assignments and Course upload were the topics under discussion.
<i>FDP on Excel & Powerpoint</i>	The FDP on Microsoft excel and Powerpoint was conducted on 16 May 2018. Seven teachers started advanced training in Microsoft excel. Exams will be in June 2018.
<i>Reports from Club coordinators</i>	Received club reports from all the departments. Consolidation work is going on.

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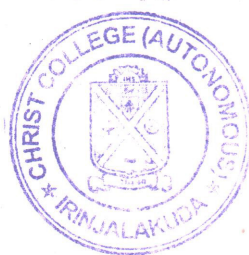
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Action taken report up on the minutes of IQAC meeting 16 March 2018.

AGENDA	ACTION TAKEN
<i>ICT division IQAC</i>	The training was conducted successfully on 21-22 May 2018. Three teachers from other Colleges participated.
<i>RUSA funding</i>	Conducted three meetings with HODs of Science departments regarding the division of RUSA fundings
<i>Unnath Bharath Abhiyan project</i>	Delegated Department of Social Work to conduct the Village survey.
<i>Consolidation of teachers feedback</i>	Principal held confidential meeting with teachers to discuss the feedback

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