

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA

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INTERNAL QUALITY ASSURANCE CELL

Action Taken Reports

2018-19



Action taken report of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Action taken report up on the minutes of IQAC meeting 08 June 2018.

AGENDA	ACTION TAKEN
<i>Exam schedule for year 2018-19</i>	The final examination schedule was presented in the meeting of Head of the Departments and Course Coordinators. Exam schedule was published in college website and printed in teacher's diary and college handbook
<i>Academic calendar for year 2018-19</i>	The academic calendar was presented in the meeting of Head of the Departments and Course Coordinators. The calendar was published in college website and printed in teacher's diary and college handbook
<i>Plan of action 2018-19</i>	The room next to A/C Seminar hall was identified suitable for media laboratory. Initiated the purchase process for HD Camera, computer and other accessories for the media laboratory.
<i>Teachers diary 2018-19</i>	The teachers diary was printed and distributed to all teaching staff
<i>Analysis on NIRF ranking</i>	All members expressed the concern on the fall in NIRF ranking from 17 th position to 63 rd position. Dr (Fr) Jolly Andrews and IQAC Coordinator will study the causes and will report in the next meeting.
<i>Any other relevant matter permitted by Chairperson</i>	a) The orientation program on students activities and clubs were conducted for first semester UG students on 24-July-18 b) Career-oriented skill enhancing certificate courses this year- Matter was presented in the HOD meeting. The list of feasible courses will be handed over to IQAC c) MOOCS course- Preliminary works of two moocs courses were started a) Statistical analysis using SPSS (Dept of Commerce) b) Advanced Certificate in Library Management (Dept of Library and Information Science)

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Action taken report up on the minutes of IQAC meeting 22 Aug 2018.

AGENDA	ACTION TAKEN
<i>Research seed money to faculties</i>	Dr. V P Joseph and Dr. Jolly Andrews prepared guidelines. The college management has approved the decision. Fund of Rs Fifty thousand will be allotted to two eligible faculties. Eligibility guidelines will be presented in the next meeting.
<i>MoU with TCS ion</i>	MoU with TCS ion was signed. Students of BCA and B.Sc Computer Science attended the first webinar on 11 Sep 18.
<i>Feedback froms</i>	Feedback from parents were collected during the open house of fifth semester students in November 2018.
<i>Conduction of Students election</i>	The exam software was tested successfully. With minor modifications it was used in the Students Parliamentary election on 03 rd September 2018.
<i>Any other relevant matter permitted by Chairperson</i>	Internal exams in Moodle: Internal exams for eight papers were conducted successfully in moodle. However, the lack of computer labs has to be addressed.

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Action taken report up on the minutes of IQAC meeting 12 Oct 2018.

AGENDA	ACTION TAKEN
<i>Information literacy to PG Students</i>	A one-day workshop on Information Literacy was conducted to PG students and Research Scholars in association with Department of Library and Information Science. Dr. Harikumar Thampi, Director, College Development Council, University of Calicut was the resource person.
<i>Guidelines for CCRF</i>	The finalized guidelines for the Christ College Research Fund was published and applications are invited. After scrutinizing the fund will be distributed.
<i>Certificate programs</i>	The inauguration of certificate programs and two MOOCS courses were conducted on 23 rd October 2018 for which the chief guest was Dr. Ignatius Antony, Principal, St. Thomas College, Thrissur
<i>Fitness room for lady teachers</i>	The fitness room was modified with floor mat and painting. Aerobics class was started on 27 th November 2018.
<i>ICT workshop</i>	Technopedagogy & MOOCS-Two-day workshop on ICT was conducted on 22 nd & 23 rd November 2018. First day the resource team was EMMRC Calicut and on the second day resource person was Dr. Biju K, Central University, Tamilnadu.
<i>NIRF Submission</i>	Data collection from departments and Office are over. Submission to be done

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Action taken report up on the minutes of IQAC meeting 03 Dec 2018.

AGENDA	ACTION TAKEN
<i>Refreshing ICT methods to teachers</i>	A five-day ICT workshop was conducted in the conference hall from 5 th Dec 2018 3:30 pm to 5:00 pm. Fifteen teachers participated and the topics included moodle lms, kahoot and google classroom. Resource persons were Antony Thomas (Computer Science), Diyo Damien (Chemistry) and Robinson P (Chemistry)
<i>National seminar on Data Management</i>	The two-day workshop was conducted on 17 th and 18 th December 2018 in association with Department of Library and Information Science. The chief guests was Dr.ARD Prasad, Professor & Head , DRTC, Bangalore
<i>Progress on Certificate courses</i>	Special schedules were prepared for use of computer labs in consultation with HOD, Department of Library Science and Coordinators of certificate courses.
<i>Analysis on feedback from parents</i>	The analysis report on feedback form was presented in the staff meeting. The discipline committee was reconstituted with more number of teaching staff.
<i>Any matter with permission from Chairperson</i>	A new duty leave format was prepared and kept in office for use. No of duty leave decreased.

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Action taken report up on the minutes of IQAC meeting 07 Jan 2019.

AGENDA	ACTION TAKEN
<i>Workshop on E content-ICT</i>	One day workshop on E content development using Adobe Captivate was conducted on 16- February 2019; for which the resource person was Dr. Parthasarathy M, Assistant Professor, Department of Educational Technology, Bharatiyar University, Coimbatore. Thirty-six teachers participated in the workshop.
<i>AISHE-19 Survey</i>	The AISHE survey was completed and submitted on 17-March 2019
<i>Workshop-Ethics of teaching</i>	This years Conscientization seminar--Further Horizons of teaching for excellence-one day workshop on ethics of teaching was conducted on 23-March-19. Resource person was Dr. Fr. Valson Thampu, Former Principal, St. Stephens College, Delhi. Almost all teaching staff participated in the event.
<i>Video Laboratory work progress</i>	The audio paneling work is complete. Electric works and painting work yet to finish.
<i>Any matter with permission from Chairperson</i>	-Nil-

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Action taken report up on the minutes of IQAC meeting 27 Mar 2019.

AGENDA	ACTION TAKEN
<i>Outcome based education</i>	Two-day workshop (22 & 23 rd May 2019) was conducted on Outcome based education in association with KSHEC (Kerala State Higher Education Council). For which chief guest was Dr. Rajan Gurukkal, Vice Chairperson, KSHEC. Sixty teachers participated in the workshop.
<i>Audio library-Daisy</i>	Three day workshop was conducted on Daisy books and Epub publication from during 20-23 May 2019. The workshop was conducted in association with Daisy Forum of India. Sravyam Library is now part of National Sugamya Pusthakalaya. The resource persons were Prasanth Renjan Varma, Accessibility Specialist, DAISY Consortium and Santhosh Kare, National Sugamya Pusthakalaya
<i>Video Laboratory work progress</i>	The work of video library was completed. Blessed by Rev. Fr. Jacaob Njerinjambilly, Manager Christ College and inaugurated by Dr. Rajan Gurukkal, Vice Chairperson, KSHEC. First video lecture on ICT was recorded of which the resource person was Dr. Rajan Gurukkal.
<i>Submission of AQAR 18-19</i>	Institution login was created and started online submission of AQAR.
<i>Any matter with permission from Chairperson</i>	- Nil -

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