

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA

NAAC TRACK ID: KLCOGN1041

AISHE ID – C 8213



INTERNAL QUALITY ASSURANCE CELL

Action Taken Reports

2019-20



Action taken report of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Action taken report up on the minutes of IQAC meeting 04 June 2019.

AGENDA	ACTION TAKEN
<i>Exam schedule for year 2019-20</i>	Exam schedule was published in college website and printed in teacher's diary and college handbook after approval from Head of the Departments and Programme Coordinators.
<i>Academic calendar for year 2019-20</i>	The academic calendar was presented in the meeting of Head of the Departments and Programme Coordinators. The calendar was published in college website and printed in teacher's diary and college handbook
<i>Plan of action 2019-20</i>	<p>a) NAAC fourth cycle accreditation- Action plan was prepared. Separate committees were formed for each of NAAC Criterion. One day orientation programme on NAAC Revised Accreditation Framework is scheduled on 24 Aug 2019 for which the resource person will be Prof. Dr. S V Sudheer, Director, UGC-HRDC, University of Kerala.</p> <p>b) ICT education- an online education platform for college. Drafted policy for online portal. Dakota Technologies, Mala was identified as the partner to develop the portal. Decided to incorporate four quadrants of MOOC to the online portal.</p> <p>c) Detailed analysis of exam results</p> <p>detailed analysis of exam results was conducted for the UG passed out batches. The results were intimated to HODs and Programme Coordinators.</p> <p>d) Outcome based education.</p> <p>The committee for OBE was constituted. The CO to PO and PSO mapping was initialized.</p>
<i>Student induction program</i>	Student Induction Programme was conducted from 26 th June to 02 nd July 2019 for first year UG students. Students were divided to two clusters and further sub divided to eight groups and was conducted in five locations. Programme included all sessions designed by UGC. Reports were sent to UGC-SWRO, Bangalore.
<i>Teachers diary 2019-20</i>	Self-appraisal form was included in the teacher's diary. Printed and distributed to teachers.
<i>Analysis on NIRF ranking</i>	The data compilation work for next NIRF submission started.

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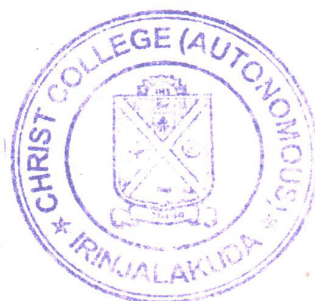
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Action taken report up on the minutes of IQAC meeting 06 August 2019.

AGENDA	ACTION TAKEN
<i>Workshop on revised NAAC accreditation</i>	One day workshop was conducted successfully on 24 August 2019. PROF. (DR.) S. V. SUDHEER, Professor-Director, UGC-HUMAN RESOURCE DEVELOPMENT CENTRE, UNIVERSITY OF KERALA was the resource person. The NAAC Criterion teams started working more effectively.
<i>Workshop on making website to club coordinators</i>	The workshop was conducted on three days from 03 rd September 2019 to 05 th September 2019. Eight clubs could make their own websites. Other clubs have initialized the formation.
<i>Audit Courses -UG & PG</i>	The e content generation for first semester UG audit course- Environmental Science completed to 60 percentage. The course contents are uploaded in college moodle LMS. The video recording lab and editing suite are used in full potential.
<i>Question bank software</i>	Conducted meetings with vendors of software suppliers. IPSR solutions have been identified as the best vendor for the software. OBE is incorporated in the QnSmart software. Training schedule to be prepared before implementation.
<i>Any other matter permitted by Chair</i>	<p>KLF Nirmal, Art Lab and South Indian Bank agreed to be Industrial partners for Christ Opencourseware. Details are sent to Dakota technologies to incorporate the details (logo and weblink) to the online portal.</p> <p>IQAC in association with placement cell conducted the three day placement training course for sixth semester UG and fourth semester PG students</p> <p>Biometric punching implemented for teaching and non-teaching staff. Two separate machines were installed, one for aided staff and the other for unaided staff. The machine for aided staff can be linked to SPARKS software of Kerala Government.</p>

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Action taken report up on the minutes of IQAC meeting 24 Sep 2019.

AGENDA	ACTION TAKEN
<i>NAAC Criteria teams and date for first criteria meeting</i>	First round of meetings of each criterion are over. Sub committees were formed. A meeting of NAAC leaders to be conducted with Principal
<i>Screening test for 2019 UG & PG batches</i>	Screening test was conducted successfully for all the UG students in moodle platform. The screening test was completed by October 16 th 2019 and the results were sent to class teachers to classify them in to slow, medium and fast learners. A total of 1060 students participated in the test. Following suggestions were given to Principal as the outcome of test <ol style="list-style-type: none">During assessment it was noted some of the students didn't had basic literacy on computers. It will be highly beneficial for the students if Computer Science department can arrange computer literacy for first semester students.The low score on English and Psychometric tests indicates the need of additional training to be given, especially for the students who aspire for immediate jobs after graduation.The students in a batch should be divided in to learning groups (of strength 5 to 7) consisting of equal number of students from each group. Class teacher can take necessary steps to motivate the group for group learning.
<i>Formation of students IQAC</i>	Members of Students IQAC was nominated by Class teachers. SIQAC held its first meetings in October 5 th 2019.
<i>Extension of Internet facilities</i>	Two meetings were conducted to study the matter and it was finally decided to establish a leased line of 100mbps in the campus and make the campus wifi enabled. Work is under progress.
<i>Review of ICT activities</i>	An additional Youtube channel was opened for telecasting the video tutorials in native language. Presently the opencourseware channels have 218 video tutorials. All students and teachers are enrolled in moodle.
<i>Other matters</i>	The College mobile app with functionality for alumni registration to be studied further. The meeting of women self-help group with representatives from Hotel management, Food Science and B.Voc to be conducted



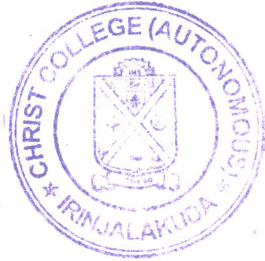
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	Participated in All Kerala Higher education Survey (AKHES) organized by Kerala State Higher Education Council.
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Action taken report up on the minutes of IQAC meeting 01 Nov 2019.

AGENDA	ACTION TAKEN
<i>Workshop on OBE and Question Bank</i>	The workshop was conducted in association with IPSR on 08 Nov 19. The resource persons were Dr. Sunil Job and Nibin sunny. Basic training on question paper software completed. More training required for CO to PO PSO mapping.
<i>Progress on audit course</i>	Online examinations for audit course completed successfully in moodle LMS. It was observed that more computers and tablets are required to conduct the online examinations.
<i>Activities of SIQAC</i>	Students IQAC completed two video tutorials on college news. It was released on 30 th January 2021. Also completed two promotional videos for NPTEL courses. Arranged helpdesk for NPTEL registration
<i>Participation in NIRF ranking</i>	Completed submission of all data in NIRF portal. Participated in both College and Overall sections.
<i>OBE committee formation</i>	The newly formed OBE committee took leadership in conducting the workshop in association with IPSR solutions.
<i>Feedback from parents & PTA meeting</i>	The feedback from parents were collected during the PTA meeting. The result analysis team distributed both the results and feedback form to class teachers. The feedback was consolidated and analyzed. Copies were given to Principal to be discussed in core committee meeting.
<i>Implementation of Peer Learning Group</i>	The suggestion to start Peer Learning Group was studied in detail. The proposal is to screen the first year UG students based on their plus two (qualifying examination) marks and a screening test. The screening test should be of three divisions a) proficiency in core subject b) proficiency in English language and c) Psychometric ability. The proposal is to be finalized in next meeting.
<i>Environmental and Green Audit</i>	Environmental audit was completed by Department of Environmental Science.
<i>QMS Procedure implementation</i>	QMPG Industrial & Certification Services, Cochin was selected to



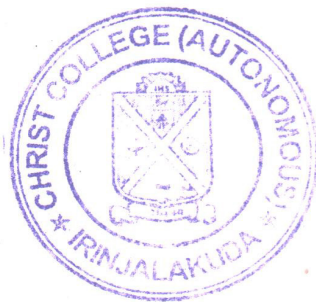
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	implement Quality Procedures in Administrative Office. The first meeting and training was started on 11 November 2019.
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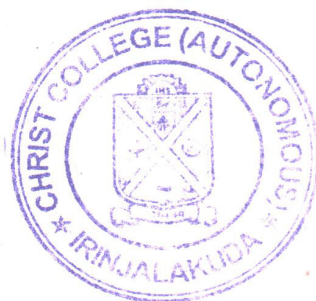
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Action taken report up on the minutes of IQAC meeting 04 Feb 2020.

AGENDA	ACTION TAKEN
<i>Workshop on FOSS tools</i>	The workshop was organized on 22 Feb 20. Bhaskar Selvaraj, Linuexpert Systems, Chennai was the resource person. Thirty five faculty and system administrators took part in the FDP. Topic discussed were Open Broadcaster Software, Dspace repository and Limesurvey.
<i>Value added courses</i>	The drafting of policy on value added courses completed. Principal advised HODs to start more value-added courses in the next academic year.
<i>Upgradation of Video recording room</i>	Teleprompter was purchased for UGC Autonomous grant. Installed in the Video recording room.
<i>Discussion on policy documents</i>	Two meetings of naac conveners were conducted. Policies for Research and consultancy drafted.
<i>.Research support to teachers</i>	Detailed policy and guidelines prepared for Christ College Research Fund and submitted to academic council for approval.
<i>Participation in AISHE survey</i>	Completed the submission of AISHE survey details. Received the participation certificate from AISHE.

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Action taken report up on the minutes of IQAC meeting 22 Apr 2020.

AGENDA	ACTION TAKEN
<i>FDP on video tutorials</i>	Six-day FDP on Make and Edit Video tutorials was conducted from 01 st May 2020 to 05 th May 2020. Seven Hundred and Fifty participants from all over South India participated in the training organized in whatsapp. Topics covered were Open Broadcaster Software, Kdenlive video editing, Handbrake tool and Exe online content editing. There were three stages for evaluation and finally 256 participants got E-certificates.
<i>Review on feedback from employers</i>	The review was presented in Placement Cell meeting.
<i>Upgradation of moodle LMS</i>	The vendor has been contacted for upgradation. The LMS will be upgraded in the end of May 2020 as online examinations are going on for UG batches
<i>Workshop for SIQAC</i>	Workshop was conducted successfully. Thirty students enrolled and twenty one students were awarded the certificates. Dincy Arikatt (computer science dept) and Jean Maria George (Economics dept) were the trainers. It was observed that many students were not having computer at home.

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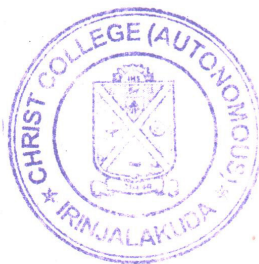
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Action taken report up on the minutes of IQAC meeting 15 May 2020.

AGENDA	ACTION TAKEN
<i>Survey among students about online education</i>	<p>The survey was completed on May 25th. 458 students responded. Survey results indicated that students are worried about their studies and future.</p> <p>The results were consolidated and presented in the teachers meeting.</p>
<i>Enrolling students in moodle LMS</i>	<p>Enrolled all students and teachers in moodle. Username and passwords were handed over to class teachers.</p> <p>Video tutorials are made to help students on moodle LMS</p>
<i>FDP on moodle LMS</i>	<p>One day FDP was conducted for teachers on 2nd June 2020 by the ICT team. 125 teachers participated.</p>

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