



## ACTION TAKEN REPORT 2017-2018

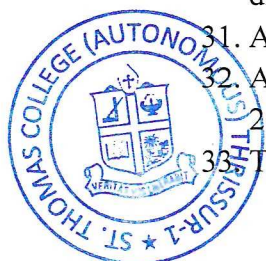
1. IQAC organized a one-day faculty orientation program for the faculty on 1 June, 2017. Dr. Vincent Briganza SJ, director of the Loyola Centre for Research & Development, St. Xavier's College, Ahmedabad and former Principal of St. Xavier's College Ahmedabad, was the resource person.
2. The accreditation evaluation committee constituted to collect feedback from stakeholders on the NAAC third cycle accreditation reported that the committee had already collected feedback from teachers through an online feedback form and analyzed it.
3. Value-added courses were conducted in the previous academic year. However, it was decided to increase the number of value-added courses.
4. IQAC organized a one-day faculty orientation program for the faculty on 1 June, 2017. Dr. Vincent Briganza SJ, director of the Loyola Centre for Research & Development, St. Xavier's College, Ahmedabad and former Principal of St. Xavier's College Ahmedabad, was the resource person.
5. The students induction programme for the newly admitted undergraduate students of St. Thomas College (Autonomous), Thrissur, commenced on 15 June 2017. Dr. Devassy Panthallokkaran, former Principal, Dr. Ignatius Antony, the vice principal, Dr. Fr. Martin KA and Dr. Thomas Kattookkaran were the resource persons.
6. The accreditation evaluation committee submitted its evaluation report on the NAAC 3<sup>rd</sup> cycle visit to the IQAC on 4<sup>th</sup> July, 2017 with its observations and recommendations.
7. The department of Social Work had been asked to chalk out plans to strengthen the extension activities with social outlook. The department made a study to make strategies and made a presentation of the same in the IQAC room on 6<sup>th</sup> July, 2017.
8. The IQAC coordinator interacted with Research coordinator to augment research output by organizing research orientation programmes to PhD holders and research scholars on patents, major projects and consultancy.
9. The report of NAAC 3<sup>rd</sup> cycle report was considered for analysis and necessary remedial and corrective measures were discussed in the meeting.
10. Pre-event documentation using Google forms for gathering reports and documents was introduced since June 2017.
11. IQAC organized a workshop cum Training program in MOODLE, an online opensource Learning Platform for the faculty for six weeks starting from 18 July, 2017, in the computer lab. Dr. Johns Naduvath, Department of Physics, was the main resource person.
12. Students Induction Programme was organized on 19 July, 2017, for the freshers of PG section. Mr. Ajith Kumar IPS, Commissioner of Police, Thrissur and Fr. Roy Joseph Vadakkan, faculty, Jyothi Engineering College, Cheruthuruthy, Thrissur, were the resource persons.





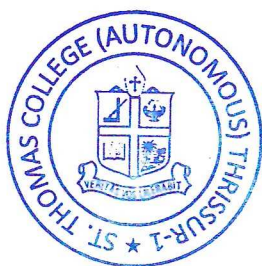


13. A workshop on API Score and Promotion under CAS was conducted for the faculty on 5<sup>th</sup> August 2017.
14. The department of social work and IQAC core team convened a meeting to organize a workshop and orientation on extension activities with social outlook.
15. Meeting of IQAC department representatives was convened and an orientation cum technical training was conducted on using Google Drive on 27-7-2017.
16. A second meeting of IQAC department representative was convened for the purpose of preparing AQAR on 30-8-2017.
17. A training programme on MOODLE software was organized in collaboration with the department of Physics and conducted 6 hours of training in the month of August 2017.
18. The college ERP was entrusted to add a module for Mentor-mentee system.
19. The college ERP was enhanced to manage the conduct of events like fine arts festival, sports meet etc. online.
20. The non-teaching staff was given training on the use of STAMS (Linways), the ERP of the college.
21. Extensive extension activities were organized by various departments in the college. 'Karuthal - 2017' was a weeklong tribal village extension programme organized at Gottiyarkandy tribal village, Attappady, which consisted of medical camp, children enhancement programme, women empowerment events and village surveys.
22. NIRF data was prepared and uploaded in December 2017.
23. The data for AQAR was collected from departments and consolidated for uploading to NAAC.
24. An evaluation of semester results was done. It was observed that students of some departments like Electronics, Statistics fared poorly. It was decided to organize remedial coaching for such students.
25. Several departments were financially supported for conducting Seminars/Conferences and workshops.
26. An amount of Rs. 3000/- was granted for orientation talk for PG students of the department of Economics.
27. Self-appraisal of several faculty members was collected for documentation.
28. Feedback by students on teachers and syllabus coverage was collected from students in November 2017.
29. The non-teaching staff of the college was availed training in word processing and Excel spreadsheets during November, 2017 in the college office.
30. An evaluation of strategic plan and its implementation against the timelines was discussed in the meeting. The meeting decided to create a concrete plan for the design
31. AQAR for the year 2016-2017 was successfully submitted on 29 December 2017.
32. A training workshop on office administration for the administrative staff on 3<sup>rd</sup> January, 2018.
33. The draft AQAR was presented before IQAC and the HoDs and uploaded to NAAC.





34. A seminar on Academic and Administrative Auditing was organized on 10<sup>th</sup> January, 2018. Prof. Harry Cletus, former Principal, St. Albert's College, Ernakulam, was the resource person of the event.
35. The departments of physics, statistics, commerce, English and zoology were supported with financial assistance for conducting workshops/Seminars/Conferences and extension activities.
36. Feedback on syllabus and curriculum was collected from students and other stakeholders during December 2017 and January 2018.
37. IQAC, in collaboration with the Administrative Staff organized a one-day Workshop entitled *Capacity Building in Administration of Colleges* on 27<sup>th</sup> January 2018. Sri. NAJEEB P.S., Former DDE-in-charge, Ernakulam, was the resource person.
38. An administrative staff Mr. Aijo, was assigned to the IQAC for documentation purpose.
39. A department portal system was introduced for regular documentation purpose and a training for the same was given to IQAC department coordinators on 19-02-2018.
40. Principal lauded the efforts of Remedial Coaching in the departments to improve academic performances of the students.
41. ICT facilities in all departments and 80% of classrooms were enhanced with state-of-the-art technology and digital teaching devices in the college during the academic year.



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