Estd. 1965

ST. PAUL'S COLLEGE, KALAMASSERY

IQAC ANNUAL ACTION TAKEN REPORT
2016-17

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The IQAC in St. Paul's College, Kalamassery started functioning in 23/11/2004. Since then it has been functioning effectively. The contribution of IQAC for the enhancement of quality in Academic and Administrative aspects of the college is evidently noticeable from its inception. The constitution of IQAC during the year 2016 -17 are as follows:

1. Dr. V.J Peter (Principal/Chairman)
2. Dr. Reena J. Andrews (IQAC Coordinator)
3. Ms. Valentine D' Cruz (Teacher Representative)
4. Dr. Rose Philo (Teacher Representative)
5. Ms. Mary Jelthruth K V (Teacher Representative)
6. Dr. Manju K Menon (Teacher Representative)
7. Mr. Jose Xavier (Teacher Representative)
8. Mr. Binil Kumar M.R. (Teacher Representative)
9. Mr. Antony Diaclous M.J. (Administrative Office Representative)
10. Mr. Binu P.C. (Administrative Office Representative)
11. Mr. Jackson Mathew (Industrial Advisor)
12. Ms. Bindu Cleetus (Alumni Representative)
13. Rev. Fr. Felix Chakkalakkal (Management Representative)
14. Mr. Nilakanta Sarma K.V. (External Mentor)
15. Dr. Victor George V.M. (External Mentor)
16. Ms. Dinu Johnson (Student Representative)

I. **Key initiatives taken by IQAC are as follows:**

1. AQAR 2015-16 submitted in November, 2016.

2. Monthly Performance Report (MPR) implemented and regular submission was monitored and its evaluation was conveyed to the principal.

3. College Handbook was printed and distributed.

4. Result Analysis was conducted and the consolidated report was submitted for further analysis.

5. Two new courses BBA and B.Sc. Computer Science were started. Applications are also sent for more courses.

6. Management Information System was fully implemented for admission, attendance maintenance and office administration.

7. LMS platforms were insisted in the teaching learning process.

8. Faculties were encouraged to have personal YouTube channels/ blogs and websites and departments were encouraged to start their own YouTube channel. Some of the departments already started their channel

9. Many short-term, add-on/certificate programs were started.

10. The book bank facilities within the departments have been strengthened and students were encouraged to use these facilities.

11. Different training programs were organized by IQAC for teaching/office staff and students after careful analysis of the existing need.

12. IQAC initiated the conduct of Value education programmes, remedial classes, mentoring and awareness classes in every department.

13. The campus has been made more eco-friendly/ green initiatives with the active participation of Nature Club.

14. Teacher's Diary distributed for documenting teacher activities

15. Academic Calendar was prepared indicating the schedule of various college activities planned in the year.

16. As the instruction of the IQAC department academic calendars were also prepared detailing the various department activities.

17. In order to ensure efficient conduct of the various courses offered IQAC ensured that Teaching Plan is prepared well in advance of every semester and the same is shared with the students. The cell also maintains a copy of the same.

18. Soft skill training programs were conducted

19. Feedback about the general facilities of the college was collected from various stakeholders and recommendations for improvement were made to the governing body.

20. As an initiative of IQAC biannual newsletters were brought out to showcase college activities.

21. Proposals were placed for UGC/DST/ICSSR/STAR College under the category of major/minor projects.

22. Mentoring activities of the institution were strengthened and mentor's diary was distributed.

23. Timely intervention to improve the extension programmes of the institution resulted in increase in the number of extension activities conducted during the year.

24. Internal Academic and Administration Audit was conducted.

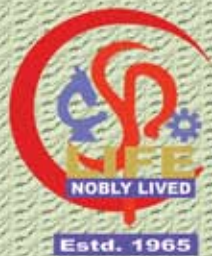25. Participated in the All India Higher Education Survey (AISHE).

26. Walk with the Scholar and Scholar Support Program successfully implemented at the institutional level.

II. Future Plans:

1. To make recommendation for starting more skill oriented programs.
2. To establish more industrial-academia collaboration and to increase the number of collaborative efforts.
3. To increase the number of Social outreach programs
4. To encourage teachers and students to pursue various Massive Online Open Courses (MOOC) courses.
5. To recommend for the development of an institutional E-Learning Platform
6. To devise ways to encourage the student library usage rate by inviting the participation of various departments.
7. To secure government funding for converting all classrooms into Smart class rooms.

IQAC Initiatives at a glance:

Name of the Programme	Date of Conducting IQAC	Date From	Date To
One day Orientation Programme for teachers	21/5/2016	21/05/2016	21/05/2016
One Day Programme on Orientation for Parents/Students organized	26/7/2016	26/07/2016	26/07/2016
Three Day Students Orientation Programme	10/6/2016	10/6/2016	12/6/2016
Talk on Autonomy	7/6/2016	7/6/2016	7/6/2016
One Day Programme on Disability: Possibilities of Social Integration	29/8/2016	29/8/2016	29/8/2016
Msgr. Raphael Olattupuram Memorial Lecture 2016: Importance of Research in Higher Education	16/12/2016	16/12/2016	16/12/2016
One day NAAC Orientation Programme for teachers	6/1/2017	6/1/2017	6/1/2017
Monthly Performance Report implemented and regular submission monitored	3/6/2016	3/6/2016	31/3/2017
Teachers Diary distributed	3/6/2016	3/6/2016	31/3/2017
Mentor's book distributed and mentoring activities strengthened	3/6/2016	3/6/2016	31/3/2017
Book bank facilities strengthened	3/6/2016	3/6/2016	31/3/2017
Add-on Programs/Certificate Programs were introduced	3/6/2016	3/6/2016	31/3/2017
LMS platforms were encouraged	3/6/2016	3/6/2016	31/3/2017
Academic Calendar Prepared	3/6/2016	3/6/2016	3/6/2016
College Handbook printed and distributed	3/6/2016	3/6/2016	3/6/2016
Result Analysis was conducted and further remedial measures were taken	4/8/2016	4/8/2016	31/3/2017
MIS was fully implemented for admission. attendance, maintenance and office administration	3/6/2016	3/6/2016	31/3/2017
Two new course BBA and B.Sc. Computer Science were started	22/7/2016	22/7/2016	31/3/2017
Research projects were placed for UGC/DST/ICSSR/STAR College	3/6/2016	3/6/2016	31/3/2017
Feedback collected, analysed and necessary actions taken	1/2/2017	1/2/2017	4/4/2017
RUSA project submitted	18/8/2016	18/8/2016	18/8/2016
Internal Academic Audit Performed	20/10/2016	20/10/2016	25/10/2016
College Newsletters were brought out	12/7/2016	12/7/2016	28/10/2016
Participated in AISHE survey	23/9/2016	23/9/2016	23/9/2016
IQAC Report in the form of a Newsletter was brought out	31/3/2017	1/3/2017	31/3/2017

ST PAUL'S COLLEGE

Re-accredited with 'A' Grade (Third Cycle) by NAAC

(Affiliated to Mahatma Gandhi University, Kottayam)

Kalamassery, HMT Colony P.O., Ernakulam – 683 503. Kerala –India