



ST. PAUL'S COLLEGE, KALAMASSERY

IQAC ANNUAL ACTION TAKEN REPORT 2017-18



IQAC ANNUAL REPORT 2016-17

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 2017 -18 are as follows:

1. Dr. V.J Peter (Principal/Chairman)
2. Mr. Binil Kumar M.R. (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. Justine George. (Teacher Representative)
9. Mr. Shiju C. R. (Teacher Representative)
10.Mr. Antony Diaculous M.J. (Administrative Office Representative)
11.Mr. Binu P.C. (Administrative Office Representative)
12.Mr. Jackson Mathew (Industrial Advisor)
13.Ms. Bindu Cleetus (Alumni Representative)
14.Rev. Fr. Felix Chakkalakkal (Management Representative)
15.Dr. Victor George V.M. (External Mentor)
16.Ms. Dinu Johnson (Student Representative)
17.Mr. Nilakanta Sarma K.V. (External Mentor)

I. Key initiatives taken by IQAC are as follows:

1. AQAR 2016-17 submitted in January 2018
2. Monthly Performance Report (MPR) was collected regularly from the teachers and its submission was monitored continuously to take necessary corrective actions.
3. More classrooms were converted into smart rooms as per the recommendations made by IQAC.
4. Management Information System was used for admission, attendance maintenance and office administration.
5. Orientation program was conducted for newly admitted students and their parents.
6. Parent Teacher Association activities were strengthened.
7. The use of LMS was made mandatory in every department for facilitating better teaching learning environment.
8. Faculty YouTube channels/ blogs and websites were introduced as an innovative tool in the curriculum delivery process.
9. Many short-term, add-on/certificate programs were started and the feedbacks on these programs were collected and analysed for future decisions.
10. The book bank facilities within the departments were further strengthened.

11. Twelve training programs were organized in total by IQAC for teaching/office staff and students after careful analysis of the prospective needs of the institution.
12. Conducted value education programmes, remedial classes, mentoring and awareness classes in active participation of departments.
13. The campus green initiatives were continued with the involvement of Nature Club and ENCON Club.
14. Teacher's Diary was distributed for documenting teacher activities.
15. IQAC initiated the use of virtual labs to make science education more interesting.
16. Academic calendar was prepared indicating the schedule of various college activities planned in the year and was distributed to staff and students.
17. IQAC ensured the preparation of department academic calendars well in advance of the current academic year detailing the various department activities.
18. Teaching Plan was made mandatory and ensured its aptness by conducting a preliminary review with a team of experts.
19. Feedback about the general facilities of the college was collected from students, teachers and parents and recommendations for improvement were made to the governing body.

20. Feedback about the suitability of the curriculum offered collected from students, teachers, parents, alumni and employers were evaluated and recommendations were submitted to the respective parties.
21. As an initiative of IQAC biannual newsletters were brought out to showcase college activities.
22. Project Proposals to ICSSR/ RUSA/ UGC/DST were submitted for various funding opportunities.
23. The proposal for 'College with Potential for Excellence' was submitted.
24. IQAC Seminar proposals were filed with Higher Education Council, NAAC and Directorate of Collegiate Education.
25. Mentoring activities of the institution were strengthened and mentor's diary was distributed.
26. Internal Academic and Administration Audit was conducted.
27. Participated in the All India Higher Education Survey (AISHE).
28. NAAC-Revised Assessment Framework (RAF) oriented workshops were conducted as an orientation towards the NAAC visit in January, 2021.

II. Future Plans:

1. To file applications to University Grants Commission for starting more skill oriented programs.

2. To file application to parent university (Mahatma Gandhi University) for starting more courses in the self-financing mode.
3. To establish more industrial-academia collaboration and to increase the number of functional MoUs.
4. To increase the number of Social outreach/ extension programs
5. To increase the student admission in various Massive Online Open Courses (MOOC) courses offered through SWAYAM platform.
6. To devise ways to encourage the student library usage rate (both online and offline resources) by inviting the participation of various departments.
7. To secure RUSA Funding for bringing more infrastructural developments within the campus.

IQAC Initiatives at a Glance:

Year	Name of the Programme	Date of Conducting IQAC	Date From	Date To
2017-18	One Day Programme on Orientation for Parents/Students	16/6/2017	16/6/2017	16/6/2017
2017-18	One day program on API and Promotion	17/7/2017	17/7/2017	17/7/2017
2017-18	Research and Infrastructure Funding: The Way Forward	25/8/2017	25/8/2017	25/8/2017
2017-18	Msgr. Raphael Olattupuram Memorial Lecture : IPR in the context Higher Education	15/9/2017	15/9/2017	15/9/2017
2017-18	Post NAAC Endeavours: Propositions and Deliberations	18/1/2018	18/1/2018	18/1/2018
2017-18	NAAC Accreditation and Quality Parameters	30/3/2018	30/3/2018	30/3/2018
2017-18	Paradigm Shift in Higher Education and its Expectations	16/4/2018	16/4/2018	16/4/2018
2017-18	AQAR 2016-17 submitted	23/1/2018	23/1/2018	23/1/2018
2017-18	Monthly Performance Report implemented and regular submission monitored	1/6/2017	1/6/2017	31/3/2018
2017-18	Teachers Diary distributed	1/6/2017	1/6/2017	31/3/2018
2017-18	Mentor's book distributed and mentoring activities strengthened	1/6/2017	1/6/2017	31/3/2018
2017-18	Book bank facilities strengthened	1/6/2017	1/6/2017	31/3/2018
2017-18	Add-on Programs/Certificate Programs were introduced	1/6/2017	1/6/2017	31/3/2018
2017-18	Academic Calendar Prepared	1/6/2017	1/6/2017	31/5/2018
2017-18	College Handbook printed and distributed	1/6/2017	1/6/2017	31/5/2018
2017-18	Result Analysis was conducted and further remedial measures were taken	8/11/2017	8/11/2017	31/5/2018
2017-18	Feedback collected, analysed and necessary actions taken	23/03/2018	23/3/2018	31/5/2018
2017-18	Internal Academic Audit Performed	15/09/2017	15/09/2017	31/4/2018
2017-18	College Newsletters were brought out	1/6/2017	1/6/2017	31/3/2018
2017-18	IQAC seminar proposals were filed with higher education council, NAAC and Directorate of	1/6/2017	1/6/2017	31/5/2018

	Collegiate Education			
2017-18	Participated in AISHE	12/9/2017	12/9/2017	30/12/2017
2017-18	Proposal for College with Potential for Excellence submitted	15/12/2017	15/12/2017	15/12/2017
2017-18	More classrooms were converted into smart rooms	1/6/2017	1/6/2017	31/5/2018
2017-18	BOS was constituted as department level	7/7/2017	7/7/2017	17/7/2017
2017-18	Project proposal submitted to ICSSR/RUSA/UGC/DST	1/6/2017	1/6/2017	31/5/2018
2017-18	IQAC Report in the form of a Newsletter was brought out	31/3/2018	1/3/2018	31/3/2018



ST PAUL'S COLLEGE

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

(Affiliated to Mahatma Gandhi University, Kottayam)

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