

ST. PAUL'S COLLEGE, KALAMASSERY

IQAC ANNUAL ACTION TAKEN REPORT 2018-19



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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 2018 -19 are as follows:

1. Prof. Mary Jelthuth K V (Principal/Chairman)
2. Dr. Asha E. Thomas (IQAC Coordinator)
3. Mr. Binil Kumar M.R. (Teacher Representative)
4. Ms. Valentine D' Cruz (Teacher Representative)
5. Dr. Pramada Ramachandran (Teacher Representative)
6. Dr. Rajeshmon V.G. (Teacher Representative)
7. Mr. Texin Joseph (Teacher Representative)
8. Dr. Salia Rex (Teacher Representative)
9. Mr. Jose Xavier (Teacher Representative)
10.Mr. Justine George. (Teacher Representative)
11.Mr. Shiju C. R. (Teacher Representative)
12.Mr. Antony Diaculous M.J. (Administrative Office Representative)
13.Mr. Binu P.C. (Administrative Office Representative)
14.Mr. Jackson Mathew (Industrial Advisor)
15.Ms. Bindu Cleetus (Alumni Representative)
16.Rev. Fr. Antony Joseph Palliparambil (Management Representative)
17.Dr. Victor George V.M. (External Mentor)
18.Mr. Nilakanta Sarma K.V. (External Mentor)
19.Ms. Elizabeth Reshma K. S. (Student Representative)

I. Key initiatives taken by IQAC are as follows:

1. Prepared an action plan considering the proposed NAAC Accreditation and implemented that at different levels within the institution.
2. New teachers were given training in using various LMS.
3. Based on the directions received from IQAC, many short-term, add-on/certificate programs were started.
4. Unnat Bharat Abhiyan program was implemented with the support of MHRD.
5. Eighteen training programs were organized by IQAC for teaching fraternity and two were organized for office staff and this has helped in bringing a structured approach in conduct of various teaching learning activities and its documentation.
6. New ramps and toilets for differently abled students have been built.
7. IQAC initiated the conduct of Value education programmes, remedial classes, mentoring and awareness classes in every department.
8. The campus has been made more eco-friendly by planting more trees. This initiative was done with the support of Nature club.
9. The effective functioning of the counselling cell had been ensured for the benefit of the student community.

10. Teacher's Diary distributed for documenting teacher activities.
11. Academic Calendar was prepared indicating the schedule of various college activities planned in the year.
12. As per the instruction of the IQAC department, academic calendars were also prepared detailing the various department activities.
13. Feedbacks about the general facilities of the college were collected from students, teachers and parents and recommendations for improvement were made to the governing body.
14. Feedback about the suitability of the curriculum offered collected from students, teachers, parents, alumni and employers/prospective employers were evaluated and recommendations were submitted to the respective parties.
15. As an initiative of IQAC, bi-annual newsletter was brought out to showcase college activities and also about the staff and student achievements.
16. Two new B.Voc. Courses were started during the academic year.
17. Proposals were placed for UGC/DST/ICSSR/STAR College under the category of major/minor projects.
18. Departments participated in ERUDITE program offered by Kerala State Higher Education Council and the proposal submitted by the Physics department was accepted for the conduct of the program.
19. Mentoring activities of the institution were strengthened and mentor's diary was distributed.

20. Extension programmes of the institution benefitted many people from the locality and also from the other villages in the Ernakulum Dist.
21. Internal Academic and Administration Audit was conducted.
22. Participated in the All India Higher Education Survey (AISHE).
23. AQAR 2018-19 submitted in the month of October, 2020.
24. Participated in NIRF Ranking for Colleges.
25. The institution secured RUSA – Infrastructural Funding
26. Application for granting academic autonomy was filed to the UGC in the month of May, 2020

II. Future Plans:

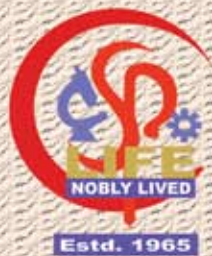
1. To design the various activities of IQAC in enabling the college to secure A+ grade in the next accreditation of NAAC.
2. To augment the current infrastructural facilities of the institution using the RUSA fund.
3. To update the college website to make it more stakeholder friendly.
4. To encourage teachers and students to design and offer 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 students to use the various online library resources.

7. To apply for more skill oriented/ certificate programs and programs in life science.
8. To start more add-on /skill-oriented programs.

Activities of the year at a glance

Sl. No.	Name of the Activity	Date From	Date To
1	One day program on 'NAAC-Revised Accreditation Process- Teaching Learning	2/6/2018	2/6/2018
2	One day program on 'NAAC-Revised Accreditation Process- Research	16/6/2018	16/6/2018
3	One day workshop on the NAAC-Revised Accreditation Process- Extension Activities and Consultancy/Best Practices	30/6/2018	30/6/2018
4	ICT Enabled Teaching- Learning; Introduction to various LMS	13/7/2018	13/7/2018
5	One Day Programme on Orientation for Parents/Students	18/7/2018	18/7/2018
6	Office Administration and ICT	21/7/2018	21/7/2018
7	How a teacher can be an effective mentor?	18/8/2018	18/8/2018
8	Presentation of data and correct documentation as per RAE of NAAC	24/8/2018	24/8/2018
9	Monsignor Raphael Olattupuram Lecture Series; Innovation Ecosystem in the Context of Higher Education	28/9/2018	28/9/2018
10	Orientation program for faculty with less than five years of teaching experience	6/10/2018	6/10/2018
11	NAAC Orientation for Criterion heads	17/10/2018	17/10/2018
12	NAAC Orientation for newly joined faculty	18/10/2018	18/10/2018
13	Selection of Research Topics- An Overview	13/11/2018	13/11/2018
14	Statistical Tools for analyzing data in qualitative data in research	13/11/2018	13/11/2018
15	Career Orientation Program-Vidhya Mithra Programme	13/11/2018	16/11/2018
16	International workshop 2019-United Nations Sustainable Development Goals: Role of Higher Education Institutions	20/3/2019	20/3/2019
17	Role of Students in Community Development	20/3/2019	20/3/2019
18	Health and Fitness Awareness Program	5/4/2019	5/4/2019
19	Orientation program for NAAC Filing Process	24/4/2019	24/4/2019
20	Faculty Orientation Workshop- Higher Education Today and Tomorrow	30/5/2019	30/5/2019
21	UBA -MHRD Program application submitted	3/6/2018	22/8/2018
22	Recommendation for development of institutional E-Learning platform	1/7/2018	1/7/2018

	made		
23	Monthly Performance Report implemented and regular submission monitored	1/6/2018	31/3/2019
24	Teachers Diary distributed	1/6/2018	31/3/2019
25	Mentor's book distributed and mentoring activities strengthened	1/6/2018	31/3/2019
26	Book bank facilities strengthened	1/6/2018	31/3/2019
27	Add-on Programs/Certificate Programs were introduced	1/6/2018	31/3/2019
28	Academic Calendar Prepared	1/6/2018	31/3/2019
29	College Handbook printed and distributed	1/6/2018	31/3/2019
30	Result Analysis was conducted and further remedial measures were taken	1/8/2018	14/8/2018
31	Internal Academic and Administrative Audit was conducted	1/6/2018	23/7/2018
32	NIRF participation	1/6/2018	12/8/2018
33	UBA -MHRD Program application got accepted	12/9/2018	12/9/2018
34	College Newsletters were brought out	22/12/2018	22/12/2018
35	IQAC seminar proposals were filed with NAAC and ICSSR, STRIDE, Minority Commission	1/6/2018	31/3/2019
36	Participated in AISHE	25/2/2019	25/2/2019
37	Proposal for Academic Autonomy prepared and submitted	22/5/2019	22/5/2019
38	More classrooms were converted into smart rooms	1/6/2018	31/3/2019
39	BOS meetings were organised at department level for submission of B.Voc. Course application	13/6/2018	25/12/2018
40	Two new B.Voc. Courses were sanctioned	12/11/2018	12/11/2018
41	Project proposal submitted to ICSSR/RUSA/UGC/DST	1/6/2018	31/3/2019
42	Feedback collected, analysed and reports were prepared	1/2/2019	23/3/2019
43	IQAC Report in the form of a Newsletter was brought out	1/2/2019	14/3/2019
44	AQAR 2017-18 submission	1/1/2018	31/12/2018



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