



ST. PAUL'S COLLEGE, KALAMASSERY

IQAC ANNUAL ACTION TAKEN REPORT 2019 - 20



IQAC ANNUAL REPORT 2019-20

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 2019 -20 are as follows:

1. Dr. Sobhana Michael K. (Principal/Chairman)
2. Dr. Asha E. Thomas (IQAC Coordinator)
3. Mr. Binil Kumar M.R. (IQAC Associate Coordinator)
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. Ms. Annie Johnson (Parent Representative)
15. Mr. Jackson Mathew (Industrial Advisor)
16. Rev. Fr. Antony Joseph Palliparambil (Management Representative)
17. Ms. Bindu Cleetus (Alumni Representative)
18. Dr. Victor George V.M. (External Mentor)
19. Mr. Nilakanta Sarma K.V. (External Mentor)
20. Ms. Elizabeth Reshma K. S. (Student Representative)

I. Key initiatives taken by IQAC are as follows:

1. Coordination of various activities associated with the NAAC Accreditation at different levels within the institution.
2. Considering the outbreak of COVID 19 pandemic and the abrupt stop of routine classes, the college switched off to online classes step by step. The entire teaching faculties were given training on E-Learning Management System (LMS) developed for the institution. IQAC, Computer Science department and IT awareness club of the institution took the initiative in equipping students, teaching and non-teaching staff for conducting teaching, learning and evaluation in this platform developed by the College.
3. IQAC ensured that all programs planned by various departments in the month of March, April and May were conducted before August, 2020 through online platforms.
4. Based on the directions received from IQAC, many short-term, add-on/certificate programs were started and all these were continued to be offered through online platforms.
5. Village Survey connected with the Unnat Bharat Abhiyan program was completed by the month of December, 2019.
6. Twenty five training programs/Workshops were organized by IQAC as it planned in the beginning but some programs were re-scheduled due the outbreak of the pandemic.

7. IQAC ensured 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 implementing the 'Afforestation project in Miyawaki Methodology' collaborating with the UST Global team. 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/Mentor's diary was distributed for documenting the various activities and it was collected for evaluation.
11. Academic Calendar was prepared indicating the schedule of various college activities planned in the year. As per the instruction of the IQAC, department academic calendars were also prepared detailing the various department activities.
12. Feedback about the general facilities of the college was collected from students, teachers and parents and recommendations for improvement were made to the related parties.
13. Feedback about the suitability of the curriculum offered were collected from students, teachers, parents, alumni and employers were evaluated and recommendations were submitted to the respective parties.

14. As an initiative of IQAC biannual newsletter was brought out to showcase college activities and also about the staff and student achievements.
15. The college was sanctioned with two more B.Voc. Courses and one M.Voc. course by MHRD for the coming academic year.
16. Proposals were placed for UGC/DST/ICSSR-IMPRESS/STAR College under the category of major/minor projects. Two major projects were awarded to the institution in the current academic year.
17. Mentoring activities of the institution were strengthened and a MoU is established with the Ashwas Counselling Center, Kochi for further technical assistance.
18. Extension programmes of the institution benefitted many people from the locality and also in the adopted villages under UBA program especially during the COVID 19 pandemic. Conduct of awareness classes and distribution of the hand sanitizer made by the Chemistry department was carried out in these villages as well as in the nearby locality.
19. Institution had distributed 5000 Kgs. of rice and 1000 Kgs. of green gram to the pandemic and flood affected community in the Chellanam village. This was done by coordinating with alumni/ staff/ students, and retired staff of the institution. Social outreach

club and resource mobilization club took the lead role in coordinating the events.

20. External/Internal Academic and Administration Audit was conducted.

21. The institution participated in the All India Higher Education Survey (AISHE).

22. The date for submission of AQAR was rescheduled to October, 2020 due to the occurrence of the current pandemic.

23. Seminar of 'Crime against Women' funded by National Commission for was conducted in the month of January, 2020. An edited book was also published with ISBN number which was a collection of selected papers presented in the seminar.

24. Application being filed to the parent University (Mahatma Gandhi University, Kottayam) for starting New Generation/Innovative courses proposed by UGC.

25. The institution has registered with the MHRD's Innovation Cell and had conducted many programs for promoting innovation and entrepreneurship among students.

26. The institution has actively participated in the Ek Bharat Shreshtha Bharat mission of MHRD.

27. With the initiatives taken by the IQAC, all the classes rooms in the institution are currently ICT enabled ones.

II. Future Plans:

1. To secure A+ grade in the fourth cycle accreditation of NAAC.
2. To start new courses under the UGC proposed new generation/ Innovative courses.
3. To become an institution with academic autonomy.
4. To augment the current infrastructural facilities of the institution using the RUSA fund.
5. To make all the departments as research centers.
6. To start a full-fledged entrepreneurship incubation center within the campus

Annual Action Taken Report IQAC- 2019-20

IQAC Programs: At a Glance

Name of the Programme	Date of Conducting IQAC	Date From	Date To
Two Day Orientation for Newly joined students and their parents	25-06-2019	25-06-2019	26-06-2019
One day workshop on the NAAC-Revised Accreditation process-Extension Activities/Consultation/ Leadership/ Best Practices-Series 2	19/07/2019	19/07/2019	19/07/2019
Seminar on Higher Education Opportunities in Dutch	19/07/2019	19/07/2019	19/07/2019
One day workshop on Public Financial Management System (PFMS) for teaching and non-teaching staff	3/08/2019	3/08/2019	3/08/2019
Workshop on IIQA and SSR Filing Organized by the Internal Quality Assurance Cell	5/8/2019	5/8/2019	5/8/2019
International Multi-Disciplinary Seminar on Science and Faith	27/08/2019	27/08/2019	27/08/2019
Research Orientation Program 1: on various Funding Opportunities	5/9/2019	5/9/2019	5/9/2019
NAAC Orientation for Criterion Heads	10/9/2019	10/9/2019	10/9/2019
Research Orientation Program 2: Writing Research papers in Refereed Journals	17/9/2019	17/9/2019	17/9/2019
International Workshop on Substance Abuse Free Environment	28/9/2019	28/9/2019	28/9/2019
Self-Care for our Mental Health	10/10/2019	10/10/2019	10/10/2019
Orientation program for faculty with less than five years of teaching experience	11/10/2019	11/10/2019	11/10/2019
Workshop for planning and implementation of RUSA Projects	17/10/2019	17/10/2019	17/10/2019
National Seminar on Vocational Training Programs and Career Opportunities	17/10/2019	17/10/2019	17/10/2019
Gender Sensitization -Girls force unscripted and unstoppable	18/10/2019	18/10/2019	18/10/2019
State level workshop on 'UGC Regulations 2018 and Pay Fixation of Seventh CPC Scale	29/10/2019	29/10/2019	29/10/2019
Research Orientation Program 3: International Research Collaboration Opportunities	16/11/2019	16/11/2019	16/11/2019
Research Orientation Program 4: Two day National workshop on Research methods and Data Analysis using SPSS concepts and connections	28/11/2019	28/11/2019	28/11/2019
National Cultural Exchange and Research Program on Higher Education and Youth in Republic of Austria	3/1/2020	3/1/2020	3/1/2020
National Cultural Exchange Program with students from Shillong, Meghalaya	3/1/2020	3/1/2020	3/1/2020
National Seminar on 'Technology and Crime against	13/01/2020	13/01/2020	14/01/2020

Women' funded by National Commission for Women			
Founder's Day Celebration	21/1/2020	21/1/2020	21/1/2020
Unnat Bharat Program- Official inauguration and exchange of MoUs with various bodies	29/1/2020	29/1/2020	29/1/2020
AQAR filing in online mode	24/02/2020	24/02/2020	24/02/2020
National Seminar on 'E-learning platforms of St. Paul's College, Kalamassery: One day Orientation program for Teachers	4/3/2020	4/3/2020	4/3/2020
International Webinar on 'Covid 19 and World Economies	8/5/2020	8/5/2020	8/5/2020
Institutional E-Learning platform introduced	20/7/2019	12/5/2019	20/7/2019
Monthly Performance Report implemented and regular submission monitored	1/6/2019	1/6/2019	31/3/2020
Teachers Diary distributed	1/6/2019	1/6/2019	31/3/2020
Mentor's book distributed and mentoring activities strengthened	1/6/2019	1/6/2019	31/3/2020
Book bank facilities strengthened	1/6/2019	1/6/2019	31/3/2020
Add-on Programs/Certificate Programs were introduced	1/6/2019	1/6/2019	31/3/2020
Academic Calendar Prepared	1/6/2019	1/6/2019	31/3/2020
College Handbook printed and distributed	1/6/2019	1/6/2019	31/3/2020
Result Analysis was conducted and further remedial measures were taken	23/9/2019	14/7/2019	23/9/2019
Internal Academic and Administrative Audit was conducted	1/7/2020	21/7/2020	22/7/2019
UBA -MHRD Village survey conducted	22/12/2019	1/8/2019	22/12/2019
College Newsletters were brought out	24/3/2020	23/7/2020	24/3/2020
IQAC seminar proposals were filed with NAAC and ICSSR, STRIDE, Minority Commission, STAR College	30/10/2019	1/6/2019	30/10/2019
Participated in AISHE	4/3/2020	4/3/2020	4/3/2020
All classrooms were ICT enabled and converted few more classes into smart rooms	1/6/2019	1/6/2019	31/3/2020
BOS meetings were organised at department level for submission of B.Voc. Course application	22/6/2019	1/6/2019	22/6/2019
Two B.Voc courses, One M.Voc. Courses were sanctioned	16/9/2019	1/6/2019	16/9/2019
RUSA final DPR submitted	2/1/2020	14/8/2019	2/1/2020
Feedback collected, analysed and reports were prepared	12/3/2020	1/2/2020	12/3/2020
IQAC Report in the form of a Newsletter was brought out	28/3/2020	1/1/2020	28/3/2020
External Academic Audit Conducted	12/6/2020	12/6/2020	8/7/2020



ST PAUL'S COLLEGE

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

(Affiliated to Mahatma Gandhi University, Kottayam)

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