

St. Joseph's College, Moolamattom
Arakulam P. O., Idukki District, Kerala

INTERNAL QUALITY ASSURANCE CELL

Action Taken Reports

2012 - 13 (1)

1. Different committees were created for the smooth functioning of the Peer Team visit.
2. Stakeholders of different strata are invited to the College to make them familiar with the various quality initiatives going on in the College.
3. Details regarding Quality Assurance Programmes and NAAC visit are explained to the newly admitted students and their parents during the usual orientation on their first day in the College.
4. The IQAC Coordinator and the Principal visited the departments to assess the preparation made by them in connection with the Peer Team visit

2012 - 13 (2)


1. The administrative staff are instructed to update the files under custody.
2. The renovation work in the office is completed in time.
3. The IQAC team ensured the completion of the draft of the powerpoint for presentation.

2012 - 13 (3)


1. Parents and Alumni members are selected for interacting with the Peer team.
2. A mock visit to the departments and office had been arranged on 08.08.12
3. The stakeholders are informed about the dates of Peer Team visit.
4. The meetings of various subcommittees are held to assess the extent of their preparedness.

2012 - 13 (4)

1. A general staff meeting was held on 24.08.12 to congratulate the staff members and other stakeholders.
2. The IQAC went through the recommendations given by the Peer Team for the development of the College.


Dr. Sabukkutty M G
IQAC Coordinator




Dr. George V Thomas

Principal
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MOOLAMATTOM, ARAKKULAM P. O.

2013 - 14(1)

1. Orientation Programmes were conducted for teaching and non-teaching staff separately on 06.06.13
2. The departments submitted their Academic Calendars to the Principal on 10.06.13

2013 - 14 (2)

1. As part of the two-day orientation programme for the newly admitted first year UG students, a familiarization programme of the activities of various clubs and associations was initiated.
2. Orientation was given to them on the use of library and computer center facilities.

2013 - 14 (3)

1. As per the decision of the IQAC, the management of the College has applied for BSc Mathematics and MA English in the aided stream and BBA in the self-financing stream.
2. Classwise PTA meetings of various classes were held as per the availability of seminar halls.

2013 - 14 (4)

1. The UGC grant has been allocated to various departments for the purchase of books according to their demand and availability of funds.

2013 - 14 (5)

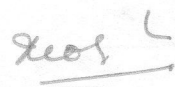
1. Separate classrooms has been allotted for starting the newly sanctioned programmes, B.Sc. Mathematics and MA English in the aided stream in the academic year 2014 - 15.
2. The starting of the self - finance programme BBA has been postponed to the academic year 2016 - 17 because of space constraints.

2014 - 15 (1)

1. Orientation programmes for the teaching and non-teaching staff were arranged on 10.06.14.
2. Academic calendar from various departments were submitted to the Principal.



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Principal

2014 - 15 (2)

1. Orientation programme was arranged to the first year UG students along with their parents on the first day of the beginning of the classes.
2. The activities of various clubs, associations and forums functioning in the College were made available to the students.
3. In view of the new programmes starting this year, sufficient number of qualified faculties were recruited to ensure teaching-learning more efficient.

2014 - 15 (3)

1. One of the recommendations of the Peer Team of the second Cycle of NAAC visit was shortage of classrooms and programmes. Now a new building with 13 classrooms, 3 departments, one computer lab, examination hall and other allied facilities have been added to the College to accommodate the additional batch of students admitted through newly started programmes.
2. Books have been purchased out of the UG Grant on various topics under the career guidance programme.

2014 - 15 (4)

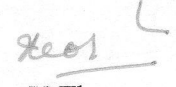
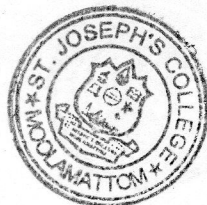
1. A video conference system was purchased out of the DST-FIST Fund and a room was set up for the same.
2. A SMART Board was purchased and set up in the media room.
3. The Alumni meeting was held on 26.12.14.
4. The general body of the PTA was held on 08.03.15 Scholarships and awards were distributed to the students in the meeting.

2015 - 16 (1)

1. An Orientation Programme for the teaching and non-teaching staff were separately conducted on 09.06.15. The resource person for the teaching staff was Dr. Harry Cletus, NAAC Peer Team member and Principal of St. Alberts College, Ernakulam and for the non-teaching staff Rev. Fr. Vineeth Vazhekkudyil CMI.
2. The Departmental academic calendars were submitted to the Principal before 10th June, 2016.



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2015 - 16 (2)

1. An Orientation Programme was arranged for the newly admitted UG students and their parents on 15.07.15 and 16.07.15 about the various quality assurance programmes going on in the College.
2. Internal examinations for the 3rd and 5th semester were conducted from 24.08.16 to 26.08.16.
3. Financial help to the departments were provided by the Management for the conduct of seminars

2015 - 16 (3)

1. The new IQAC room was furnished with computers, printer, shelves, chairs, tables and other necessary stationery out of the grant received from UGC.
2. The internal examinations for the first semester UG were conducted from 29.09.15 to 01.10.15.
3. The PTAs of 2nd and 3rd year students were conducted as per schedule.

2015 - 16 (4)

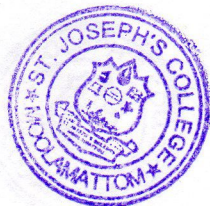
1. Alumni registration and feedback forms were prepared and got filled during the Annual Alumni meet on 26.12.15.
2. Though we have constituted an executive committee of the Alumni, we were not able to proceed further much in this direction.
3. The annual PTA was held on 06.03.16 and the parents / stakeholder feedback forms were got filled from them.

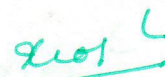
2015 - 16 (5)

1. The College website was renovated.
2. The frequency of using e-resources increased.
3. Two more teachers have undertaken minor projects.
4. More teachers participated and presented articles in seminars and conferences.
5. Extension activities were strengthened with the collective effort of social work department and volunteers of student initiative in palliative care (SIPC).
6. A medical checkup was organized for the students.



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2016 - 17 (1)

1. The Departments have prepared their academic calendars and submitted to the Principal and the IQAC
2. The Research Committee was reconstituted with Dr. Ebey P Koshy, Associate Professor and Research Guide as the coordinator.
3. Identity cards were issued to the newly recruited staff.
4. A security guard was appointed to regulate the traffic at the College gate for the safety of students, staff and other stakeholders.
5. The activities of the Associations were inaugurated in the month of June, 2016

2016 - 17 (2)


1. Mentoring records were issued to department and mentoring made more systematic.
2. Teachers Diary was provided to each teacher.
3. Monitoring Committee for SSP and WVs were constituted following government directions.
4. Proforma was provided to departments for analyzing the results of the final year students.

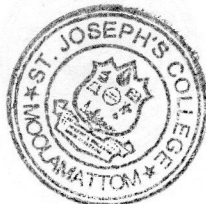
2016 - 17 (3 & 4)

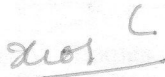
1. The Committee comprising of Dr. Sabukkutty M G, the IQAC Coordinator, Dr. Joseph George, Asst. Coordinator and Rev. Fr. Jobin Thayyil CMI, the Financial Administrator of the College was constituted for the planning and implementation of various quality assurance programmes.
2. Prepared and mailed a format for preparing the student progression register.
3. A proforma was prepared and mailed to the departments for performing an internal academic audit system
4. Visited St. Joseph's College, Devagiri, Calicut (autonomous) on 24.10.16, an A++ accredited institution by NAAC.

2016 - 17 (5)

1. Incomplete Students profiles were completed in the departments
2. Student feedback on teachers were collected
3. Notice for the display of activities on the Activity Board was published and their regular display is monitored.


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2016 - 17 (6)

1. The decisions of IQAC were explained to the staff in this meeting. Their doubts regarding the maintenance of Teachers Diary, Mentoring Records, Student Progression and academic Audit were cleared during this meeting.

2016 - 17 (7)

1. The College has entered into MoUs with Helen Sanderson, UK and Dimensions, UK. The main beneficiaries of this MoU in the College are the English and Social Work Departments.

2016 - 17 (8)

1. The details of the final year students were collected by the placement Cell.

2016 - 17 (9)

1. The Core Committee of the IQAC conducted Orientation to the teachers on various topics as given below.

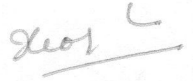
- (i) Mental Health Promotion Among Students by Prof. Mathew Kanamala on 17.11.16.
- (ii) Academic Auditing by Dr. Sabukkutty M G on 18.11.16
- (iii) Basics of Photoshop by Midhun Manohar on 21.11.16
- (iv) An Accredited Teacher by Rev. Fr. Jobin Thayyil CMI on 22.11.16
- (v) How to take a Class using your Android Mobile by Rev. Fr. Jobin Thayyil CMI on 23.11.16
- (vi) Management Principles for Better Life by Rev. Dr. Gilson John CMI on 25.11.16

2016 - 17 (10)

1. The Core Committee entrusted the Women Cell to conduct a Gender Audit in the College and the Committee submitted the report in month.



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The core committee of the IQAC comprising of the Principal Rev. Dr. Gilson John CMI, IQAC Coordinator Dr. Sabukkutty M G and the Financial Administrator Rev. Fr. Jobin Thayyil CMI visited the departments on the following dates and evaluated the extent of completion of criterion wise reports

16.01.17	3.00 pm - 4.00 pm	Mathematics
17.01.17	"	Economics
18.01.17	"	English
20.01.17	"	Physics
23.01.17	"	Chemistry
25.01.17	"	Commerce
30.01.17	3.00 pm - 3.30 pm	Oriental Languages
30.01.17	3.30 pm - 4.00 pm	Social Work
02.02.17	3.00 pm - 4.00 pm	Management

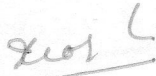
2016 - 17 (12)

1. The Core Committee of the IQAC conducted a meeting with the criterion wise leaders to identify and solve the problems faced by them in the preparation of criterion wise reports entrusted with them scheduled as below.

21.03.17	10.00 am - 11.00am	Criterion I
"	11.00 am - 12.00 noon	Criterion II
"	12. 00 noon - 1.00 pm	Criterion III
"	2.00 pm - 3.00 pm	Criterion IV
22.03.17	10.00.am - 11.00 am	Criterion V
"	11.00 am - 12.00 noon	Criterion VI
"	12.00 noon - 1.00 pm	Criterion VII


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1. Various Criterion wise teams presented their reports before the IQAC Core Committee on the dates mentioned below

09.06.17	Criterion I	Dr. Roy Sebastian
12.06.17	Criterion II	Prof. Roby Mathew
13.06.17	Criterion III	Dr. Ebey P Koshy
14.06.17	Criterion IV	Prof. Justin Joseph
15.06.17	Criterion V	Dr. Joseph George
16.06.17	Criterion VI	Ms. Drouathy Devi
17.06.17	Criterion VII	Rev. Fr. Lijo K Joseph CMI

2017 - 18 (2)

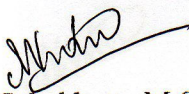
1. The merging of the SSRs by the IQAC writing Team and the Criterion wise groups was entrusted with Prof. Prince J Mathew and Ms. Priyanka Babu. They completed and submitted the first draft on 05.07.17 to the IQAC

2017 - 18 (3)

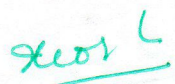
1. The IQAC of the College conducted an Orientation Programme on 'How to Prepare for NAAC Peer Team Visit under the latest Accreditation Process' on 24.07.17. Dr. S V Sudheer, NAAC Peer Team Chairman and Director, UGC - HRDC, University of Kerala, Thiruvananthapuram was the resource person.

2017 - 18 (4)

1. The subcommittee headed by Dr. Ebey P Koshy, Associate Professor and Research Guide was assigned to collect the updated data and prepare the IIQA quantitative Data.
2. The subcommittee headed by Prof. Roby Mathew, the HoD of English was assigned to compile the qualitative data for IIQA report.


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1. The Core Committee comprising of Dr. George V Thomas, Principal, Dr. Sabukkutty M G, IQAC Coordinator and Rev. Fr. Jobin Thayyil CMI, the Financial Administrator of the College visited departments on the dates given below.

- | | | |
|--------|----------|------------------------|
| (i) | 11.09.17 | English Department |
| (ii) | 13.09.17 | Economics Department |
| (iii) | 14.09.17 | Mathematics Department |
| (iv) | 15.09.17 | Physics Department |
| (v) | 19.09.17 | Chemistry Department |
| (vi) | 20.09.17 | Management Department |
| (vii) | 22.09.17 | Commerce Department |
| (viii) | 25.09.17 | Social Work Department |

2. Contacted the website maintaining agency and office software maintaining agency to make provisions in the College website for accessing student attendance and internal marks of students

3. Monthly schedules have been prepared and given to directors of various clubs and committees to gather together, decide and schedule their activities.

2017 - 18 (7)


1. Conducted a Campus Recruitment Drive on 26.09.17 in the College for the pass out students of 2016 - 17 Batch. But being the PG Admission time, only limited number of students turned out for the Drive.

2017 - 18 (8)

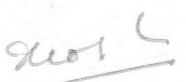
1. The IQAC conducted a meeting of the nonteaching staff and clarified their doubts regarding the various files to be uploaded and the peer team visit.
2. The meeting with the teaching staff helped them to clear their doubts regarding the various documentation processes.

2017 - 18 (9)

1. Dr. Sabukkutty M G, the IQAC Coordinator and Dr. Ebey P Koshy visited various departments repeatedly assisted helped them in proper documentation.


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2017 - 18 (10)

1. The Manager was pleased with the involvement of the staff in the preparations for the accreditation process and promised his full support.

2017 - 18 (11)

1. The Core Committee of the IQAC accepted the AQAR for the academic year 2016 - 17 recommended for transmitting to NAAC.
2. To participate in NIRF process

2017 - 18 (12)

1. An Editorial Board was constituted for publishing an interdisciplinary journal by the College
2. A seminar on Intellectual Property Rights was organized with Dr. I G Rathish, Coordinator, IPR Facilitation Cell, Cochin University of Science and Technology, Cochin on 31.11.17

2017 - 18 (13)

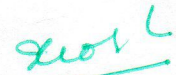
1. The first draft of the qualitative data was submitted to the IQAC and copies were given to the HoDs
2. The schedule of powerpoint presentation departmentwise was fixed from 20.11.17 onwards

2017 - 18 (14)

1. The schedule of powerpoint presentation by clubs / NCC / NSS / SIPC etc. was fixed
2. The team for editing the Qualitative and Quantitative parameters were formed.



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