

ACTION TAKEN REPORT 2015-16

Date	Decision	Action taken
29/07/2015	To conduct community engagement programmes	Faculties were given charge to plan the program
	To form a publicity committee	Constituted a committee
	To conduct more outreach programmes for publicity	Planned to conduct an exhibition
	Facebook pages to be created	Departments created face book pages for stakeholders
	To ensure implementation and follow-up of IQAC decisions	A sub committee was constituted for the purpose

Date	Decision	Action taken
30/10/2015	Discussions and plans for the execution of the exhibition.	Exhibition named 'Savishkara' was conducted on 11 th and 12 th February 2016. All the departments participated. Local community as well as students of neighbouring colleges and schools visited.
	To enhance community engagement programmes	Conducted career guidance classes for school students; Analysed quality of drinking water samples for public; Organised Blood donation camps
	Budget and stock register to be updated	Updated
	Transportation committee was entrusted to take measures for improving transportation facilities	A request was given to state transport minister to provide more buses enroute to the college.
	Duly submission of AQAR 2014-15	Submitted on 11 th November 2015

Date	Decision	Action taken
23/02/2016	To instruct departments / clubs to update files and submit before 30 th April.	Departments and clubs submitted consolidated report
	To promote research culture among staff	Four faculties have newly registered for PhD. One has applied for FDP. One minor project was sanctioned.
	To improve academic performance	Detailed result analysis was done; Remedial measures were taken.

ACTION TAKEN REPORT 2016-17

Date	Decision	Action taken
01/07/2016	To conduct internal and external academic audit	Internal audit was conducted on 7 th and 8 th July 2016. External audit was conducted in October 2016 by governing body members.
	Mission of the year	The mission of the year 2015-16 'Excellence in Education' was continued in the next academic year also.
	Augmentation of infrastructure	1 computer lab was set and 12 new computers were bought . Separate self financing block was functioned.
	Outsourcing of college store	Outsourced
	To solve the complaints regarding internet connection	Resolved the problem
	Effective implementation of teaching plan to ensure the completion of classes in time	Head of the departments was entrusted the same
	To supervise the continuous evaluation process	Exams were conducted in time PTA meetings were arranged
	To conduct a service rule / regulation class	Conducted
	To invite proposals for seminars and workshops	One state level seminar (UGC funded) was conducted
	Renovation of college Road	Renovated utilizing MLA fund
	Improvement of library facility	5 new shelves were added to the reference section.

Date	Decision	Action taken
28/10/2016	To approve AQAR 2015-16	Approved the same and submitted on 8 th Novemeber 2016
	To encourage contribution to the Multi disciplinary journal 'Aureole-2016'.	Soft copy of invitation for articles were sent
	To ensure the soft copy and hard copy of all documents	It is maintained in the IQAC room
	Analysis of academic audit	Detailed audit report was distributed to the departments

Date	Decision	Action taken
06/03/2017	To enhance the quality based on the academic audit	Measures suggested by the external expert were implemented
	Possibility of Online publication of Aureole	It was checked and idea was the dropped.
	Instructed departments to prepare proposals for seminars/ workshops / projects for the next academic year	Department prepared and submitted the proposals
	To collect details of alumni meet held outside the college	It was collected
	To make changes in the college general time table for finding time to conduct common programmes	The idea was dropped due to practical difficulties.
	Entrusted college council to look into the matter of duty leave	Council discussed issue and decided to grant duty leave to the students participating in University Kalolsavam

ACTION TAKEN REPORT 2017-18

Date	Decision	Action taken
14/07/2017	To improve the infrastructure facility	Coolers were repaired. Upgradation of girls wash rooms. Instructions to maintain cleanliness of the canteen was given
	Academic Audit of the academic year 2016-17	Conducted on 22 nd and 23 rd July 2017
	To bring into the notice of management shortage of permanent faculty	Measures are augmented for the appointment
	Details of department alumni meeting has to be provided	HOD's gave the details to Principal
	Steps are to be taken to inculcate research culture among students	PTA installed a cash prize for the best student project selected from each department.
	Result analysis	Detailed result analysis was conducted and manager appreciated the departments. Special attention is given to weaker students. Faculty started visiting the houses of the students.
	To provide assistance to financially weak students from managers fund.	Class teachers are asked to identify such students and bring them into notice of the Principal/Bursar.
	To purchase new books	Librarian prepared a list of books and they were purchased

Date	Decision	Action taken
29/11/2017	To conduct Academic Audit for the academic year 2017-18 in March 2018 and department has to prepare for the visit.	Academic audit was conducted on 19 th March 2018
	To approve AQAR for the year 2016-17	AQAR was approved and submitted.
	Orientation for the faculty regarding revised NAAC criterias	A one day orientation program was conducted.
	To continue the certificate courses	The departments are continuing certificate courses even UGC funding period is over,
	To ensure more community engagement programs.	Community engagement and extension programs such as Water Analysis, Services to the adopted villages by NSS, Workshop on GST for merchants of Uzhavoor and Kuravilangad. Organic Literacy Campaign 'Jaivam' was conducted. Online Courses for health literacy was organised.
	Measures are to be taken to ensure discipline for common programs	Teachers are asked to sit along with students among common programs which are held in auditorium.
	To continue the mission of the year Excellence in Education until a commendable level of results is obtained.	The mission Excellence in Education is continued in the subsequent academic years.

Date	Decision	Action taken
29/01/2018	Departments are asked to prepare a Master Plan for the next 10 years	Departments prepared the Master Plan and submitted to the IQAC
	To prepare action plan along with activity analysis	Departments present activity analysis of the current academic year and action plan for the next academic year
	To encourage departments to conduct National/State Level Seminars	Departments submitted the proposal for seminars. 2 National Level seminars were conducted in next academic year
	To collect feed back from students.	Collected in the month of February and analysed by IQAC
	To improve activities of the Women Cell	Funds was allocated from PTA funds for the soft skill development and a faculty member was given in charge of the same
	Attendance of the students appearing for supplementary exams	Duty certificates are issued to students who appear for the exam and it will be considered only if the students face shortage of attendance.

ACTION TAKEN REPORT 2018-19

Date	Decision	Action taken
20/06/2018	Criteria heads were reminded to speed up their work	A meeting of all criterion heads were arranged very next day itself
	Inauguration of renovated hostel and indoor stadium	Inaugrated on 6 th July by H.G. Mar Mathew Moolakkattu, Arch Bishop of Arch diocese of Kottayam and patron of the institution.
	Publication of 2017 edition Aureole -Multi disciplinary Journal	Published on 6 th July 2018
	CEERD Paristhithi Award Distribution	Distributed on 6 th July
	Golden Jubilee Celebration of Up gradation of college into a Degree college	Departments celebrating Golden Jubilee was entrusted with the responsibility and same was celebrated on 2 nd August 2018. Mar Joseph Pandarasserrill ,Auxiliary Bishop of Kottayam Archdiocese and Chairman of the Governing Body was the chief guest.
	The proposals given by departments for conduct of Seminars and workshops are discussed	Science departments applied for funds from Kerala State Council for Science and Technology and two departments received the fund. 3 day National workshop on Data Analysis by Department of Commerce was conducted on 28 th , 29 th and 30 th June. And two day National seminar on Innovation in Insurance by the department of Commerce 11 th and 12 th July
	Observance of Merit Day	Merit day was celebrated. Sri Vincent Paul IPS was the chief guest.
	To start a business incubator	Entrepreneurship club initiated a business incubator facility in the college.

Date	Decision	Action taken
18/09/2018	College level monitoring committee for WWS and SSP	A monitoring committee consisting of Principal, Co-ordinators of the programs ,Vice Principals, IQAC coordinator and Student representatives for formed.
	Continuous evaluation	Continuous evaluation exams are scheduled accordingly and completed in time.
	Academic Action Plan	HODs are asked to submit academic action plans and reminded to make up any pitfalls to be rectified.
	Preparation of OBE	Departments prepared and submitted outcomes of Programs, Program Specific and Course outcomes to IQAC
	Alumni Meetings	Details of alumini meetings held outside college

	The proposals given by departments for conduct of Seminars and workshops are discussed	Science departments applied for funds from Kerala State Council for Science and Technology and two departments received the fund. 3 day National workshop on Data Analysis by Department of Commerce was conducted on 28 th , 29 th and 30 th June. And two day National seminar on Innovation in Insurance by the department of Commerce 11 th and 12 th July
	Observance of Merit Day	Merit day was celebrated. Sri Vincent Paul IPS was the chief guest.
	To start a business incubator	Entrepreneurship club initiated a business incubator facility in the college.

Date	Decision	Action taken
09/11/2018	Approval of AQAR 2017-18	Presented the AQAR and it was approved after necessary changes.
	Mock Parliament Competition	Sri Thomas K C was appointed as coordinator and necessary arrangements were made
	Proposal for study tours and industrial visits	Departments submitted the proposals and it was forwarded to Government authorities
	Co-Curricular activities to be completed in month of December	Activities were planned accordingly and completed in December itself
	Participation of faculty in PG syllabus restructuring	4 faculty members participated in syllabus restructuring workshop and one workshop for restructuring syllabus of Physical Education was held in the college.
	Participation in NIRF	The institution participated in NIRF

Date	Decision	Action taken
25/01/2019	Submission of activity reports by clubs and departments	Departments and clubs submitted their activity reports
	Academic Retreat	Academic retreat was held in the month of May
	Preparation For NAAC visit 2020 to be augmented	Criterion heads were meeting regularly and discussions and works are going on.
	Formation of a Women's grievance cell	Grievance cells have to take special concern to grievances raised by girls students and lady teachers.
	To acknowledge the achievements of departments and faculty members.	Staff meetings are arranged to acknowledge commendable achievements of the staff members to honor them.