

Pampady, Kottayam (Dist.), Kerala. Pin – 686 502.

Office/Fax: 0481 – 2505212. Principal (Per.) : 2508212. Principal (Res.): 0481 – 2432988 (Mob) 9961274087

A Postgraduate Institution of the Malankara Orthodox Church with facilities of Arts, Science and Commerce

All India 69th in NIRF Ranking 2018

Dr. Sherly Kurian Principal

ACTION TAKEN REPORT OF THE MEETING HELD ON 04/06/2018

- 1. Environment day was conducted on June 5 under the auspices of NCC and NSS. Zoology department conducted a workshop in association with KSCSTE.
- 2. Teacher's diary and the format for master register were issued to all departments from IQAC.
- 3. Academic calendar was prepared and published in the website on July.
- Feedback taken from all stakeholders and student satisfaction survey was conducted. Departments were asked to take actions based on the same.
- Ms. Preethy Saira Philip (Economics) and Ms. Preetha Mathew (Physics) were assigned with submission of NIRF and AISHE reports.
- 6. Remedial, mentoring and tutorial report formats were issued to all departments and faculties were assigned with monitoring the implementation of the same.
- 7. NCC and NSS prepared an action plan for the conduct of extension activities.
- 8. Teaching plans from all faculties were collected.
- 9. All departments submitted the list of value added/certificate courses as per the direction from IQAC.
- 10. All departments submitted the action plans before June 31st.
- 11. Departments are organizing seminars and invited talks.
- 12. Orientation for the first years was conducted on 23rd July, 2018. Dr. Bersleebi Alex Daniel (Clinical Psychologist) lead the session.
- 13. General alumni and department alumni meetings were held on August 2018.

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ACTION TAKEN REPORT OF THE MEETING HELD ON 04/09/2018

- 1. Based on the evaluation of action plans conducted at the meeting, the principal instructed the departments and clubs to complete the programs within a specific timeframe.
- 2. College union and arts club inauguration was conducted on 12th October, 2018.
- The Annual General Body Meeting of PTA was held on 13th October,2018.Dr.Ruble Raj (Former Principal, Marian College, Kuttikanam) took an orientation session for the parents.
- 4. As decided in the meeting criterion duties were allotted to the faculties by the principal.
- 5. A training programme for the third year students was conducted on 24/09/2018 in association with MG University Career and Placement Cell.

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ACTION TAKEN REPORT OF THE MEETING HELD ON 01/11/2018

- 1. Revised AQAR format was familiarized to all faculties by the criterion conveners.
- 2. Orientation programme for Non-teaching staff was conducted on 10thNovember, 2018.
- 3. Data collection format for NIRF was distributed to all departments by the faculty in charge.

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ACTION TAKEN REPORT OF THE MEETING HELD ON 01/01/2019

- 1. External mentoring sessions were held as per the schedule fixed by faculties in charge
- 2. Memorial lecture was held on 14th January,2019 on the topic "Role of youth in rebuilding of Kerala. Sri. K Roy Paul IAS delivered the keynote address.
- 3. College carnival was held on 25.01.2019
- 4. Arts festival (Samanvaya) was held on 31.01.2019 and sports meet on 07.01.2019 & 08.01.2019.
- 5. The merit day was conducted on 07.03.2019. Mr.P H Kurian IAS was the chief guest of the occasion.
- 6. Successfully conducted an orientation program on the Restructured Annual Quality Assurance Report (AQAR) tailored specifically for the teaching staff, ensuring their comprehensive understanding and adeptness with the revised framework by Prof. Mansur Ali, MES College on 3rd January 2019.
- 7. A subcommittee consisting of the Management representative, Principal, IQAC Co-ordinator and the senior faculty member of IQAC was formed for the drafting of institutional development plan.

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Office/Fax: 0481 - 2505212, Principal (Per.): 2508212, Principal (Mob) 9446477459

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Dr. Shyla Abraham Principal

ACTION TAKEN REPORT OF THE MEETING HELD ON 05/04/2019

- Principal convened a meeting of the HoDs and teachers in charge of clubs and asked them to complete the remaining programmes by the end of academic year.
- Prof. Preethy Saira Philip (Asst Professor, Economics department) was assigned the charge of coordinating the activities of RUSA. A board of governors and project monitoring unit was formed to oversee the implementation.
- Annual Appraisal forms were distributed to teaching and non-teaching staff. Instruction was given to submit the same on or before June 10th, 2019.
- Format for monthly performance reports mailed to every departments.

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