MINUTES AND ATR

2014-2015

Marian College Kuttikkanam

(Autonomous)
1. IQAC Steering Committee meeting  June 18 Wednesday

IQAC Steering Committee meeting

Date: 18.6.2014

Venue: Conference Hall

A meeting of IQAC steering committee is held in the conference hall on 18th June 2014 to discuss about various quality initiatives for the academic year. The following items were discusses in the meeting.

1. Decided to conduct Marian Annual Academic Plan.
2. Reconstituting IQAC team.
3. Review processes for NOC.
4. Introduce new curriculum for all programs.
5. Blooms taxonomy in question paper setting.
6. Decided to automate the question paper
7. Installing Moodle.
8. Training for GA Linked Course Plan and Rubrics.

Members Present

1. ------------------------
2. ------------------------
3. ------------------------
4. ------------------------
**Action Taken Report of IQAC Steering Committee meeting held on 18th June 2014**

The following decisions are made by IQAC based on the meeting held on 18th June 2014 Wednesday, in the conference hall;

**Action taken:**

1. Conducted MAAP on _________________
2. IQAC team was reconstituted with the following members
   
   Criteria I

3. Successfully managed the review processes to get NOC from Kerala Government and MGU
4. Introduced new curriculum for all the programmes under autonomy.
5. Follows Blooms taxonomy in question paper setting under autonomy.
6. Automate the question paper generation and later it was decided to go for in-house development.
7. Install Moodle in the Stable IBM server
8. Conducted a one day shop on GA linked course plan and Rubrics
2. IQAC Criteria Meeting July 14 Monday

IQAC Criteria Meeting

Date: 14.7.2014

Venue: Principals Office

The IQAC Criterion Meeting is held in the office room of the principal on 14th July 2014 to discuss about various quality initiatives for the academic year. The following items were discusses in the meeting.

1. Updating staff ID cards.
2. Faculty Development training program using internal staff.
3. Training for examination hall invigilation for new faculty members.
4. Teachers Training.
5. Statutory bodies for autonomy.
6. Applying for more research projects
7. Improving association with local community.
8. Mentoring for students.

Members Present

1. ------------------------
2. ------------------------
3. ------------------------
4. ------------------------
Action Taken Report of IQAC Criteria Meeting held on 14th July 2014

The following decisions are made by IQAC based on the meeting held on 14th July 2014 Monday, in the Office Room;

Action taken:

1. Updated staff ID cards.
2. Conducted Faculty Development training program on ______
3. Conducted a training class for newly joined faculty about examination hall invigilation
4. Teachers were given training on curriculum development on_______________
5. Teacher were given training on Blooms Taxonomy on ______________
6. All the statutory bodies for autonomy implementation were constituted.
7. Orientation for Writing Minor Research Project
8. Marian buds’ is an initiative which the Marian students volunteer to support students after the regular school hours.
9. Marian smart community initiatives the association with the local community.
10. Inauguration of the Kuttikkanam Tourism Projects
11. Conducted Students counseling and retreat for every students
3. IQAC Criteria Meeting September 23 Tuesday

IQAC Criteria Meeting

Date: 23.9.2014

Venue: Principals Office

The IQAC Criterion Meeting is held in the office room of the principal on 23rd September 2014 to discuss about various quality initiatives for the academic year. The following items were discusses in the meeting.

1. Response to swatch Bharath Mission.
2. More women empowerment programs
3. Formulating Institutional Scholarship.
4. Improving students participation in University Youth festivals.

Members Present

1. ------------------------
2. ------------------------
3. ------------------------
4. ------------------------
Action Taken Report of IQAC Criteria Meeting held on 23 September 2014

The following decisions are made by IQAC based on the meeting held on 23rd September 2014 Monday, in the Office Room;

**Action taken:**

1. Campus cleaning initiative with response to swatch Baharath Mission.
2. Seminar and awareness program conducted by the women cell based on the following topics
   - Changing Role of Women in the Society
   - Health and Hygiene for girls
3. Conducted Campaign on Hair donation.
4. Formulated different types of institutional scholarships.
5. Internal Cultural, Arts Fest, Inter Collegiate Competition Etc are conducted in the campus.
6. Give training for the students in selected events by internal and external experts
4. IQAC Criteria Meeting January 14 Wednesday

IQAC Criteria Meeting

Date: 14.1.2015

Venue: Principals Office

The IQAC Criterion Meeting is held in the office room of the principal on 14\textsuperscript{th} January 2015 to discuss about various quality initiatives for the academic year. The following items were discusses in the meeting.

1. Improving the ICT facilities.
2. Improving the audio visual facilities
3. Steps to improve the employability of students.
4. Increasing the public perception of the college.
5. Motivating students through healthy completions.

Members Present

1. ------------------------
2. ------------------------
3. ------------------------
4. ------------------------
Action Taken Report of  IQAC Criteria Meeting held on 14th January 2015

The following decisions are made by IQAC based on the meeting held on 14th January 2015 Wednesday, in the Office Room;

Action taken:

1. Purchased large venue projector for auditorium and installed in such a way as to connect the projector using wireless connectivity.
2. Conducted two sessions of training to teachers, staff and students on usage of ICT facilities.
3. Screen assisted help was offered to all teachers to get trained on Academic reporting usage of cloud sharing facility.
4. Modified the AV room configuration with better accessibility and ease of use.
5. Follow up is still going on for 3G mini tower for the campus from BSNL.
6. Conducted campus placements with help of Marian Placement Cell for all the final year UG and PG students.
7. Mentoring Classes are arranged for students.
2014-2015

Minutes of the Meetings

10. Decided to conduct Marian Annual Academic Plan.
11. Reconstituting IQAC team.
12. Review processes for NOC.
13. Introduce new curriculum for all programs.
15. Decided to automate the question paper.
16. Incubation centre.
17. Installing Moodle.
18. Training for GA Linked Course Plan and Rubrics.
19. Applying for Autonomous status.
20. Updating staff ID cards.
21. Faculty Development training program using internal staff.
22. Training for examination hall invigilation for new faculty members.
23. Teachers Training.
25. Applying for more research projects.
26. Handling Faculty Grievances.
27. Faculty feedback by students.
28. Handling students Grievances.
29. English Enhancement Program for UG students.
30. Response to swatch Bharath Mission.
31. Value education for students.
32. More women empowerment programs.
33. Improving association with local community.
34. Formulating Institutional Scholarship.
35. Improving the ICT facilities.
36. Improving the audio visual facilities
37. Steps to improve the employability of students.
38. Increasing the public perception of the college.
40. Motivating students through healthy completions.
41. Improving students participation in University Youth festivals.

**2014-2015**

**Action Taken Reports (ATR)**

1. Decided to conduct Marian Annual Academic Plan.
   Conducted MAAP on ---

2. Reconstituting IQAC team.
   IQAC team was reconstituted with the following members
   Criteria I

3. Review process for NOC
   Successfully managed the review processes to get NOC from Kerala Government and MGU

4. Introduce new curriculum for all programs.
   Took the decision to introduce new curriculum for all the programmes under autonomy.

5. Blooms taxonomy in question paper setting
   Decided to follow Blooms taxonomy in question paper setting under autonomy

6. Decided to automate the question paper.
   Took the decision to automate the question paper generation and later it was decided to go for in-house development

7. Incubation centre
   Started incubation centre.

8. Installing Moodle.
   Install Moodle in the Stable IBM server

   Conducted a one day shop on GA linked course plan and Rubrics
10. Applying for Autonomous status.
   Submitted Application for autonomous status.

11. Updating staff ID cards.
    Updated staff ID cards.

12. Faculty Development training program using internal staff.
    Conducted Faculty Development training program on ______

13. Training for examination hall invigilation for new faculty members.
    Conducted a training class for newly joined faculty about examination hall
    invigilation

14. Teachers training
    Teachers were given training on curriculum development
    Teachers were given training on Blooms Taxonomy

15. Statutory bodies for autonomy
    All the statutory bodies for autonomy implementation were constituted

16. Applying for more research projects.
    Orientation for Writing Minor Research Project

17. Handling Faculty Grievances.

18. Faculty feedback by students.
    Collected faculty feedback from students

19. Handling students Grievances.
    Handling students grievances with the help of Grievance Redressal Cell.
    Provided a link in college website to register their complaints online.

    Conducted English Enhancement Program ‘Excellence and Beyond’ for UG
    students

    Campus cleaning initiative with response to swatch Bharath Mission

22. Value education for students.
- Conducted Value education classes on each Wednesday based on selected topics.
- The workshop aimed to build a consensus among the school teachers about the need and importance of Value Education Handbook for students.

23. More women empowerment programs.

   Seminar and awareness program conducted by the women cell based on the following topics
   - Changing Role of Women in the Society
   - Health and Hygiene for girls

   Conducted Campaign on Hair donation

24. Improving association with local community.

   - ‘Marian buds’ is an initiative which the Marian students volunteer to support students after the regular school hours.
   - Marian smart community initiatives the association with the local community.
   - Inauguration of the Kuttikkanam Tourism Projects

25. Formulating Institutional Scholarship.

   Formulated different types of institutional scholarships

26. Improving the ICT facilities.

   - Purchased large venue projector for auditorium and installed in such a way as to connect the projector using wireless connectivity.
     1. Conducted two sessions of training to teachers, staff and students on usage of ICT facilities of campus.
     2. Screen assisted help was offered to all teachers to get trained on Academic reporting usage of cloud sharing facility.
     3. Modified the AV room configuration with better accessibility and ease of use
     4. Follow up is still going on for 3G mini tower for the campus from BSNL

27. Improving the audio visual facilities
28. Steps to improve the employability of students
   Conducted campus placements with help of Marian Placement Cell for all the
   final year UG and PG students
29. Increasing the public perception of the college
30. Mentoring for students.
   Conducted Students counseling and retreat for every students
31. Motivating students through healthy completions
32. Improving students participation in University Youth festivals
   Internal Cultural, Arts Fest, Inter Collegiate Competition Etc are conducted in the
   campus
   Give training for the students in selected events by internal and external experts