MINUTES AND ATR

2015-2016

Marian College Kuttikkanam

(Autonomous)
1. IQAC Steering Committee meeting  June 15 Monday

IQAC Steering Committee meeting

Date: 15.6.2015

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. Discussion about the approval of continues assessment scheme.
2. New curriculum for all PG programs.
3. Discussion about academic audit.
4. Discussion about Moodle LMS in course delivery.
5. Installation of moodle in Google cloud.
6. Training session for teachers about Moodle LMS.
7. Training session for Students about Moodle LMS.
8. Conducting sample test on moodle.
9. Staff attendance-Biometric punching system

Members Present

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Action Taken Report of IQAC Steering Committee meeting held on 15th June 2015

The following decisions are made by IQAC based on the meeting held on 15th June 2015 Monday, in the conference hall;

Action taken:

1. A decision was taken to get the approval for the Continuous Assessment Scheme from the department council.
2. New curriculum was introduced for all the PG programs.
3. First Academic audit was conducted in January 2016 to assess the curriculum implementation and continuous assessments.
4. Decided to use moodle LMS in course delivery.
5. After different experiments a stable version of moodle was installed in Google Cloud.
6. Three training sessions were given for teachers in moodle LMS.
7. All the students of the college were given training on Moodle.
8. All the students were given sample tests in Moodle and the results were used to assess their communication ability.
9. Bio-metric punching system is instituted for Marian staff from July of this academic year.
2. IQAC Criteria Meeting August 5 Wednesday

IQAC Criteria Meeting
Date: 5.8.2015
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. Induction program for new staff.
2. Discussion about the new curriculum for UG programmes.
3. Discussion about New innovative course
4. IQAC stake holders meeting.
5. Discussion about smart e software for co-coordinating the CA evaluation.
6. Offering Consultancy in moodle
7. One day workshop for teachers.
8. Diploma courses in associate with Marin community

Members Present

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Action Taken Report of  IQAC Criteria Meeting held on 5th August 2015

The following decisions are made by IQAC based on the meeting held on 5th August 2015 Wednesday, in the Office Room;

Action taken:

1. An induction program was conducted for newly joined staff.
2. Decided to introduce the new curriculum for UG programmes
3. Recommendations are made to the governing body to start new innovative courses which meet development needs
4. Conducted IQAC stake holders meeting
5. Smart e a software for coordinating the continuous assessment evaluation was developed internally
6. Started offering consultancy in Moodle.
7. A one day work shop on ‘Effectiveness Enhancement’ was given to 33 young teachers of Marian.
8. The department conducts two regular diploma programmes funded by UGC; the community college undertakes several initiatives to train people.
3. IQAC Criteria Meeting October 7 Wednesday

IQAC Criteria Meeting
Date: 7.10.2015
Venue: Principals Office

The IQAC Criterion Meeting is held in the office room of the principal 7th October 2015 to discuss about various quality initiatives for the academic year. The following items were discusses in the meeting.

1. Training class for value education leaders from each class
2. Mentoring.
3. Women empowerment program.
4. Launch of website for girls.
5. Formulated Institutional scholarships.
6. Upgraded the internet speed.
7. Orientation classes for the placement.
8. WWS- A mentorship initiative And SSP

Members Present

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Action Taken Report of IQAC Criteria Meeting held on 7 October 2015

The following decisions are made by IQAC based on the meeting held on 7th October 2015 Wednesday, in the Office Room;

Action taken:

1. Trained the leaders from the class who managed classroom sessions together with the faculty in charges.
2. Students counseling and annual retreat conducted for all the students.
3. Safety awareness classes and Regular Judo classes are conducted for girls to develop self-defence.
4. Launch of a website for girls to report any instances of harassment that they may encounter on the campus or outside.
5. Formulated institutional scholarships such as Mar Mathew Vattackuzhy endowment fund, Mar Mathew Arackal endowment fund, Principal endowment fund, Scholarships for socially and economically backward students.
6. The current speed of internet is upgraded to 40mb.
7. Training provided for final year students about personality development, interview approach, aptitude etc.
8. Walk with the Scholar is a new mentorship initiative to inspire the meritorious students at the under graduate level.
9. Scholar Support programme (SSP) was introduced to impart personalized additional support to needy students through tutorials, study materials and remedial coaching.
4. IQAC Criteria Meeting January 18 Monday

IQAC Criteria Meeting
Date: 18.1.2015
Venue: Principals Office

The IQAC Criterion Meeting is held in the office room of the principal on 18\textsuperscript{h} January 2015 to discuss about various quality initiatives for the academic year. The following items were discusses in the meeting.

1. Student’s participation in youth festival.
2. Handle students grievances by online.
3. Evaluation of faculty feedback.
4. Kitchen garden in campus
5. E-jaalakam training program for students.
6. Discussion about the project- ‘Snehaveedu’- Home for Homeless.
7. Fulbright fellow on the campus
8. International seminar –Diksha 2k16

Members Present

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Action Taken Report of IQAC Criteria Meeting held on 18th January 2015

The following decisions are made by IQAC based on the meeting held on 18th January 2015 Monday, in the Office Room;

**Action taken:**

1. Many cultural programs and competitions are conducted in the campus to improve the student’s participation in youth festivals.
2. Online complaints are accepted and took the action to handle the student’s grievances.
3. Evaluated the student’s feedback about the faculty.
4. Initiated a kitchen garden with in the camps.
5. E-jaalakam training was given to all the students in the campus.
6. ‘Snehaveedu’- Home for the homeless – project successfully completed by building two houses.
7. Fulbright Fellow on Campus- A foreigner with us from ---------.
8. The NSS unit of the college in association with the Department of Life Long Learning and Extension, M G University has organized an international seminar, Diksha 2k16 on “Extension: The Third Dimension of Education” from 26-28 February 2016.