MINUTES AND ATR

2016-2017

Marian College Kuttikkanam

(Autonomous)
1. IQAC Steering Committee meeting  June 20 Monday

IQAC Steering Committee meeting
Date: 20.6.2016
Venue: Conference Hall

A meeting of IQAC steering committee is held in the conference hall on 20th June 2016 to discuss about various quality initiatives for the academic year. The following items were discusses in the meeting.

1. Extensive Moodle training for faculty
2. orientation programme for new teachers
3. Discussion about conducting Gender Audit.
4. Workshop for teachers on ICT enabled teaching.
5. Academic Audit.
6. Training about the new automation system of library.
7. Discussion about conducing students need assessment through external agency

Members Present
1. ------------------------
2. --------------------
3. ------------------------
4. ------------------------
Action Taken Report of IQAC Steering Committee
meeting held on 20th June 2016

The following decisions are made by IQAC based on the meeting held on 20th June 2016 Monday, in the conference hall;

Action taken:

1. Extensive Moodle training for faculty. Therefore teachers became capable of offering Continuous assessments tests through Moodle platform.

2. One day orientation to newly joined faculty members was conducted on Wednesday the 3rd of August 2016.

3. Conducted the gender audit in Association with Women cell

4. Conducted one day national level workshop for teachers on ICT enabled teaching.

5. Conducted Academic audit.

6. Training for teachers were arranged on new automation system of the library.

7. Students need assessment was conducted through an external agency.
2. IQAC Criteria Meeting September 19 Monday

IQAC Criteria Meeting

Date: 19.9.2016

Venue: Principals Office

The IQAC Criterion Meeting is held in the office room of the principal on 19th September 2016 to discuss about various quality initiatives for the academic year. The following items were discusses in the meeting.

1. Discussion about WhatsApp based data collection.
2. Training on the basics ICT skills.
3. Carrier orientation for first year students.
4. Training program in association with research committee.
5. Training programme on transformational leadership.
6. Discussion about conducting energy audit.
7. UNAI

Members Present

1. ------------------------
2. ------------------------
3. ------------------------
4. ------------------------
Action Taken Report of IQAC Criteria Meeting held on 19th September 2016

The following decisions are made by IQAC based on the meeting held on 19th September 2016 Wednesday, in the Office Room;

Action taken:

1. A WhatsApp based innovative data collection system was introduced
2. Through the ICT committee, offered training on basic ICT skills
3. A career orientation seminar for first year students was arranged through Sri. Abraham Kurian IPS
4. Through research committee a training was arranged on EndNote
5. IQAC coordinator attended a training programme on transformational leadership offered by Xavier Board
6. Conducted energy audit in association with KSEB
7. In November 2016, Marian College Kuttikkanam became a member of the United Nations Academic Impact (UNAI)
IQAC Criteria Meeting

Date: 7.11.2016

Venue: Principals Office

The IQAC Criterion Meeting is held in the office room of the principal on 7th November 2016 to discuss about various quality initiatives for the academic year. The following items were discusses in the meeting.

1. Discussion about creativity context and switch on programs for students
2. Seminar for new entrepreneurship initiative.
4. Participation in Vittiya Saksharatha Abhiyan.

Members Present

1. ------------------------
2. ------------------------
3. ------------------------
4. ------------------------
**Action Taken Report of IQAC Steering Committee meeting held on 7th November 2016**

The following decisions are made by IQAC based on the meeting held on 7th November 2016 Monday, in the conference hall;

**Action taken:**

1. Creativity Contest and Switch-On programs are conducted.
2. A Seminar on business setup, company registration and other financial services related to setting up a new entrepreneurship initiative was held in October.
3. Innovative Idea Presentation was held during the months of September and October and the best ideas were sent to Manorama Yuva Mastermind and KiTS Innovibes 2017.
4. Marian was among the top ten colleges in the national level for the maximum number of volunteers for the Vittiya Sakshartha Abhiyan organized by the Ministry of Human Resource Development.
4. IQAC Criteria Meeting December 9 Friday

IQAC Criteria Meeting
Date: 9.12.2016
Venue: Principals Office

The IQAC Criterion Meeting is held in the office room of the principal on 9th December 2015 to discuss about various quality initiatives for the academic year. The following items were discusses in the meeting.

1. Collection of staff feedback.
2. Phoenix club.
3. Value Education Class
4. Tailoring classes in association with women cell.
5. Women empowerment programs.
6. Awareness classes about Health and Hygiene.
7. Driving classes in association with Marian community.

Members Present

5. ------------------------
6. ------------------------
7. ------------------------
8. ------------------------
Action Taken Report of IQAC Criteria Meeting held on 7 9 December 2015

The following decisions are made by IQAC based on the meeting held on 9th December 2016 Friday, in the Office Room;

Action taken:

1. Collection of staff feedback using Moodle platform
2. Inauguration of Phoenix club.
3. Conducted value education classes in every Wednesday Based on selected topics.
4. Tailoring classes
5. Adv. Seena S. Nair delivered a talk on the subject ‘Women and Legal Rights.’
6. Students took classes on the topics ‘Health and Hygiene’ and ‘Right Food Habits ’for a group of thirty female workers of the Ranimudi tea estate, Vandiperiyar.
7. Driving classes for the students
5. IQAC Criteria Meeting February 20 Monday

IQAC Criteria Meeting
Date: 20.2.2017
Venue: Principals Office

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

1. IEDC Summit 2016 Organized by startup mission.
2. Developing attendance tracking system for schools
3. Eye camp .
4. Adoption of nearer locality.

Members Present
1. ------------------------
2. ------------------------
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Action Taken Report of IQAC Criteria Meeting held on 20th February 2017

The following decisions are made by IQAC based on the meeting held on 20th February 2017 Monday, in the Office Room;

Action taken:

1. Marian IEDC also participated in the IEDC Summit 2016 organized by Kerala Start-up Mission
2. Developing an attendance tracking system for schools with the support of MCA dept of the College
3. Conducted Eye camp
4. Adoption of Azhangadu village etc.