

INTERNAL QUALITY ASSURANCE CELL, MES KALLADI COLLEGE MANNARKKAD
Action Taken Report 2014-15

MESKC/IQAC-ATR/2014-15/01

MEETING NO.	DATE	DECISIONS	ACTION TAKEN
1.	03.06.2014	1. Constituted a Sub Committee for preparing Academic Calendar and Session Plan 2. IQA has recommended remodeling of College website.	<ul style="list-style-type: none"> • Prepared Academic Calendar for the academic year 2014-15 and submitted to the College Council • Constituted a committee for the remodeling and updating of the college website. Smt. Laila Abdullah (Assistant Professor, Dept. of Computer science) appointed the College website admin.
2.	27.06.2014	1. Improve physical infrastructure and ICT 2. Conduct faculty development programme 3. Under the Extension Cell each department should organize socially committed activities. 3. Conduct an awareness classes on	<ul style="list-style-type: none"> • IQAC organized a faculty development programme in July 2014 on 'Possibilities of Teaching and Learning with ICT'. • In the year 2014-15 with the collaboration of palliative care unit of Mannarkkad Taluk our NSS units frequently visit the bedridden persons. Every Wednesday two volunteers accompanied the palliative care unit to help their activities. • NSS conducted an awareness class on pain and palliative caring • NSS Volunteers conducted classes on importance of pain and palliative for higher secondary students of nearby schools. • NSS units of the conducted fund raising campaign for palliative clinic.

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		<p>palliative care and morals</p> <p>4. Extend computer and internet facilities to all departments</p> <p>5. Proper tracking of students' performance and progress</p> <p>6. Digitalize the documents and implement Total Campus Solutions</p>	<ul style="list-style-type: none"> • The Islamic history department is conducting moral classes to the students of the college. • Fifteen desktop systems were purchased from UGC fund. • CCTV surveillance system was installed in the campus. • Two new tablets and one BSNL Modem were purchased. • More initiatives were taken to make campus more ICT friendly. • Special efforts are taken by the institution to maintain records of student's progression during their studies of UG and PG. Apart from the general body meeting, at least two Parent teacher meetings were planned to be conducted in a year. • All the departments are equipped with computer and internet facility. • Admission and registration related data of the students are computerized. Pay-roll related data of the teaching and non-teaching staff (SPARK) are made through SPARK. • Data regarding college library have been computerized in due manner. Library is linked to INFLIBNET. • Student scholarship are registered and availed through e – grants. Internal assessment details are conveyed to the University via online and entire administrative machinery is interconnected through LAN.
3	10.07.2014	<p>1. Provide computer training to non-teaching staff</p> <p>2. HoDs directed to</p>	<ul style="list-style-type: none"> • Department of Computer Science of the college provides computer training to office staff whenever required to update their knowledge in data management. • Special efforts are taken by the department to maintain records of student's

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		<p>keep record of financial status of their students.</p> <p>3. Strengthen tutorial system</p> <p>4. More student inclusion in scholarships</p>	<p>financial status during their studies of UG and PG by class tutors. Tutors report it to the HoD and HoD in turn submit the detailed report to the Principal and the IQAC to provide financial aid to the needy through PTA</p> <ul style="list-style-type: none"> • Class Teachers were asked to maintain records of student's progression across their years of UG and PG studies. • Open houses are conducted in each department so parents can meet with individual teachers. Apart from the regular routine, the process includes documentation, comparison and discussion of the performance and progress of the students in their examinations and other academic activities. • Direct and telephonic interactions were made with parents and / or local guardians about improvement in academic performance of students and counseling requirements. • 1199 government scholarships were claimed by the students and an amount of Rs4507405 was disbursed.
4	24.07.2014	<p>1. Strengthen the activities of Career Guidance Cell</p> <p>2. Boost the extension activities</p> <p>3. Workshop on ICT application</p> <p>4. Organize more activities Under Women</p>	<ul style="list-style-type: none"> • Career Guidance cell organized class on interview skills development, career opportunities, professional certifications, self-esteem and skill management, personality development, communication skills and the concept of employability, etc. The programme also included practical sessions and mock selection tests for UG and PG students. • WELCHEM, extension center of Chemistry department is running successfully by conducting various laboratory tests both clinical and analytical Post Graduate laboratory, for the public requirements. • conducted a workshop on "Research Methodology and ICT Application in

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		<p>cell</p> <p>5. Conduct national seminar</p>	<p>Social Science”</p> <ul style="list-style-type: none"> • IQAC instructed all teachers in charge of student welfare and activities to send the reports on a monthly basis. • Regular monitoring of remedial classes, mentoring and tutorial sessions are conducted by IQAC. • Women cell conducted one day seminar on “Rights of girls” for final year students on 12-12-2014 on the occasion of International Human Rights day. • The Women Cell of College conducted a self-defense Class for second year girl Students on 17th December 2014. Women cell organized many programmes in the eve of International Women’s day. A slogan was raised by the female faculties and students as “I have heart beat too” and followed by this an Essay writing competition was conducted. • It was decided to conduct UGC sponsored two national seminar on 10th& 11th December and 16th& 17th December 2014.
5	07.08.2014	<p>1. Strengthen alumni relations with the institution</p> <p>2. Improve Collaboration with government and non-government organizations</p>	<ul style="list-style-type: none"> • Alumni agreed to contribute significantly towards the development of infrastructure, library, learning resources and other facilities of the college. Alumni also agreed to provide financial assistance to weaker students and contribute books to the library. • Various departments and clubs have established in collaboration for student training and internships with different industries and other organizations like LKW of BSE, CEMET, VSSC Trivandrum, Malabar Cements, Agro-forestry division of Forest dept of Kerala, TIFAC, Foreign cyber security, Environment and Climate Change department of Kerala, Vidhyavanam

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			Project in collaboration with OISCA International etc.
6.	04.09.2014	<ol style="list-style-type: none"> 1. Improve eco consciousness of campus 2. Strengthen programmes like SSP and WWS 3. Track the progress of Research Promotion Council 4. Monitor activities of remedial classes and tutorial sessions. 	<ul style="list-style-type: none"> • The National Service Scheme had launched a campaign on ‘Clean Campus, Green Campus’ to reduce the use of plastic in campus. • Department of Botany maintains an herbal garden in the campus. Organic farming and afforestation programmes were introduced. • Campaigns were arranged to avoid the use of flex boards and to promote the use of banners in the campus. • Planted seedlings in front of the Botany Department and campus. • Various student support programmes like Walk With a Scholar and Scholar Support Programme were introduced this year. The Programme was officially inaugurated on 7th August 2014. IQAC monitored the functioning of these schemes as per the directives from the Director of Collegiate Education, Govt. of Kerala. • IQAC was involved in discussions with Research Promotion Council. Council met thrice in a year and discussed the progress of ongoing research Projects. • UGC has sanctioned Minor Research Project to seven teachers this year in various disciplines. • Scarcity in manpower is regularly intimated to the Government via the College Managing Committee and Central Management.

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7	22.10.2014	<ol style="list-style-type: none"> 1. Strengthen the activities of the College Counseling Cell 2. Enhance Soft skill development in students 3. Special initiative of IQAC for self-reliance and self-growth 4. Better the library facilities 	<ul style="list-style-type: none"> • The Counseling Centre of the college keeps a proper record of the students. Group counseling and Orientation was given to all the UG and PG classes. Individual counseling was given to 109 students during the year 2014-2015. • IQAC joined hands with the management to distribute best department award for the best performing department to motivate them. • Women cell conducted a paper presentation competition on 15th january 2015 for students on the topic “Women Entrepreneurialship”. • All the departments and clubs submitted their annual activities report to IQAC with sufficient documents. • Good collection of library books with INFLIBNET facility. • Library Monitoring Committee was set up to introduce new ideas for ICT infrastructure in library.
8	04.11.2014	<ol style="list-style-type: none"> 1. Strengthen the infrastructure and learning resources. 	<ul style="list-style-type: none"> • All PG class rooms were made SMART by equipping with LCD projectors. • Construction of First floor of RGB Block, Auditorium Renovation (interior and sound system), and paved interlock bricks in campus. • Projectors were installed in all PG Classes. • Ladies toilet was constructed from UGC Fund. • Compound wall were constructed. • Public address system installed in all classrooms.
9	28.11.2014	<ol style="list-style-type: none"> 1. Starting up of new UG courses 	<ul style="list-style-type: none"> • Submitted Application to University of Calicut for new UG courses in Mass Communication & Journalism and Food Technology.

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10	17.12.2014	1. Students Feedback	<ul style="list-style-type: none">• IQAC has collected the student feedback on curriculum.
11	12.01.2015	1. Academic Audit	<ul style="list-style-type: none">• IQAC has collected data for academic audit.• Academic audit is conducted and report is forwarded to the principal and management.
12	25.02.2015	1. Review of the Curriculum feedback	<ul style="list-style-type: none">• IQAC has taken curriculum feedback from all stakeholders, i.e., students, parents, alumni, employers and faculties.• The feedback was taken anonymously• The analysis report was prepared• IQAC has decided to forward the feedback analysis to the management

IQAC Chair Person
Sd/-

IQAC Coordinator
Sd/-