

IQAC MES KALLADI COLLEGE MANNARKKAD
ACTION TAKEN REPORT 2016-17

MESKC/IQAC-ATR/2016-17/01

ME ETI NG NO.	DATE	DECISIONS	ACTION TAKEN
1	03.06.2016	<ol style="list-style-type: none"> 1. Institutional Orientation Programme for First Year Students. 2. Conduct a symposium on Brexit issue 3. Organize various workshop/ Seminar under the guidance of IQAC by various departments. 4. Introduction of uniform to students 5. MOUs and other 	<ul style="list-style-type: none"> • Conducted an Institutional Orientation Programme for First Year Students on 13th August 2016. • Symposium on Brexit was conducted on 20-7-2016. • Seminar on ‘GST –A road map to tax unification’ was conducted on 24-11-2016 • Panel discussion on pros and cons on Currency Demonetization was held on 23-12-2016. • Department of Physics conducted a workshop on “<i>Skill Development in Python Programming</i>” conducted on 17th October for PG Students. • The PG Department of Economics, organized a two day workshop on Statistical Package for Social Science (SPSS) on 15th June 2016. • The PG Department of Commerce and Management Studies organized one day workshop on SPSS 14th March 2017.



		<p>collaborations to be strengthened by various departments.</p>	<ul style="list-style-type: none">• Department of computer Science organized a seminar on “IT in Learning and Teaching”• Department of History organized a workshop on Creating and Managing Digital Libraries on 31st January 2017.• Department of computer Science organized a workshop on “Ethical Hacking” on 28th February 2017, in association with Red Team Hacker Academy.• Department of Economics organized a one day career guidance class for PG & UG students on 14.12.2016, Wednesday. Mr. Suhail (Co-ordinator, Carrier Guidance Cell, CIGI) handled two sessions about the different courses and opportunities.• A seminar on the topic “entrepreneurship awareness” was conducted by the Department of commerce on 18th January 2017. The main object of the seminar is to plant the seed of entrepreneurship in young minds.• Department of Arabic & Islamic History has organized a special Career Orientation Programme Gallop 2016 to guide the students for their career opportunities held on 2nd December 2016.• Introduced uniform dress code for first year UG students• Various departments and clubs have established in collaboration with different industries and other organizations.
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2	11.07.2016	<ol style="list-style-type: none"> Discussed about the conduct of the first year UG admission and decided to provide an induction programme to parents on the opening day. Faculty Improvement programme in College Provide various training classes for students Improvement of infrastructure. 	<ul style="list-style-type: none"> IQAC prepared a structured Orientation Programme at two levels; Institutional and Departmental. On the day of commencement of classes this programmed had conducted to make aware the Freshers on various Student Support Services available in the Campus. The first year UG and PG students are familiarized with the campus, its facilities, clubs and forums, rules and regulations. Department wise orientation to the first year students on the use of facilities available in the library is provided by the librarian. Conducted an orientation programme for all faculties on recent trends in quality enhancement in higher education and its challenges and opportunities. An effort were taken to stimulate all PG departments to instigate coaching classes for NET.JRF examinations and also to organize remedial coaching classes for weaker students under the Student Support Programme (SSP) and Walk With the Scholar (WWS) scheme of Higher Education Department, Government of Kerala.

			<ul style="list-style-type: none"> • Construction of first floor of Men's Hostel completed. • Conducted an anti-ragging awareness class for all students. • The compound wall has been constructed throughout the campus.
3	03.08.2016	<ol style="list-style-type: none"> 1. Conduct skill development programmes by Career Guidance 2. Revision in collection of feedback 	<ul style="list-style-type: none"> • Career Guidance Cell of the college conducted a Skill Development programme for B.com and B.B.A Final year students in association with Happy Valley Business School, Coimbatore on 22nd September 2016. • Department of commerce organised a career guidance class to First sem B.com and B.B.A students in collaboration with carrier guidance cell on the topic "CA training programme" on 29-9-2016 . • As per suggestion from staff council, feedback form distributed to students, parents and alumni has been raised.
4.	06.10.2016	<ol style="list-style-type: none"> 1. Organize Research Methodology classes for all PG Students 2. Modifications of proposal of Departmental extension activities 	<ul style="list-style-type: none"> • IQAC supervises Research Methodology classes conducted in all the PG departments. One day programme on 'Research Orientation for post Graduate students" conducted on 3rd April 2017. • PG Department of Commerce and Management Studies Conducted a one day Research Methodology workshop on Statistical Package for Social Science (SPSS) on 14^h March 2017. • PG Department of Economics, organized a two day workshop on Statistical



		<p>3. Organise various extension activities under the monitoring of IQAC by college NSS unit</p>	<p>Package for Social Science (SPSS) on 15th& 16th June 2016.</p> <ul style="list-style-type: none">• P G department of History organized a research methodology workshop.• Department of Commerce and Management studies running tax consultancy services, AbdulLatheef K T is filing TDS quarterly and IT returns and Pan Card services for staff & outsiders.• Department of physics, as part of its extension activities and energy conservation techniques has started LED light assembling unit.• Teaching and Non-teaching staff of the college performed Election duty as presiding officers and polling officers on the occasion of Kerala state legislative Assembly election.• Department of commerce (self-financing) spent a day in old age home.• M.Com students conducted an awareness class on CA, CPT and CS in MES Higher Secondary School on 14-9-2016.• M.Com students conducted an awareness class on basics of Income Tax in Kalladi Higher Secondary school on 16-12-2016.• Vegetable Seedling production and sale: Vegetable seedlings are grown in trays by using organic manure and compost prepared in the college. The seeds of high yielding varieties of vegetables like tomato,brinjal, lady's finger and seedlings of winter crops like cabbage and cauliflower are provided by MannarkkadKrishibhavan. The sale of the seedlings was done through cooperative store of the college.
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			<p>vegetable garden is to grow organic vegetables appropriate for different seasons and sale locally. MannarkkdKrishibhavan provides all the technical supports.</p> <ul style="list-style-type: none">• 'WELCHEM' the extension activity cell of the college under department of chemistry offered services and activities for the benefit of the society. The following are the major service given by the centre. 1) DRC (Dry Rubber Content) determination of field latex. 2)Water Analysis 3)Soap making unit• The Arabic department is doing functional works in Arabic, such as translation of visa, driving license, residence permit, marriage certificates etc... from Arabic to English and vice versa. People from various parts of Palakkad district are approaching the department for this work.• Village Adoption and Community Orientation: NSS units of college adopted Kumaramputhur village for its community oriented programmes in the year 2016-17. The units have conducted various activities to reinforce the community orientation at different level. Periodical surveys, epidemics awareness campaigns, plastic eradication, donating blood etc...• PADHEYAM: The college NSS unit (June -2016) initiated a humanitarian flagship project in association with the Taluk hospital to provide free lunch kits to the patients in wards of hospital during all Thursdays of a month. For that each student volunteer brought an extra packet of their lunch they prepared from home which were collected and given to those in need at the
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			<p>hospital.</p> <ul style="list-style-type: none">• Blood Donors Forum is well functioning under college NSS Units. Prepared a list of blood donors of the panchayath One list is sent to the District Blood Bank at Palakkad and other to Taluk blood Bank of Perinthalmanna. Patients in need of the blood will approach the banks and they will direct the patients to the NSS Units of the college.• LahariVirudha Campaign (Anti-Narcotic) has been formed in the college under NSS Units in the year 2016-17. A convenor from each group leads the activities. The campaign makes awareness among students about the evil effects of smoking, alcoholism and narcotic drugs. On the anti Narcotic day the volunteers conduct a rally through the town to make awareness among Public. Borders, pamphlets and film shows also arranged.• SWACH BHARATH MISSION: In order to spread the message of SwachBharathMisson by Government of India, the student volunteers of NSS joined their hands for the cleanup drive. They neatly carried out the cleaning of the campus premises. This also ensured the minimal amount of plastic wastes in the campus surroundings. For this they took special attention and separated plastic and other non-biodegradable from biodegradable.• On 25th January, 2017a Health Awareness Seminar was held in the college under NSS unit in association with Cancer Care Programme and Early Cancer Detection Council. Volunteers received an elaborate and informative class on
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			<p>cancer detection, cure and prevention methods. After the class NSS volunteers to join with them in their works in making Kerala cancer free.</p> <ul style="list-style-type: none">• A massive blood donation camp was conducted under the combined auspices of NSS units of College and Health Department of Mannarkkad. More than 50 students donate their blood to blood bank.• In order to spread awareness on widespread eye diseases and to ensure healthy eyesight of the society, a free eye camp and cataract detection camp was conducted on 22nd January 2017, in association with National Service Scheme and Al-Salama Eye Hospital, Perinthalmanna. The notices informing about the camp were distributed in the college premises beforehand by the volunteers. As a result of adequate publicity given for the camp , about 100 people took active part in the eye camp and received expert advice from Ophthalmologist who headed the medical team and visitors departed with a satisfied heart.• A palliative training class was conducted with the help of Mannarkkad Taluk Hospital on 04.02.2017 & 11.02.2017. Very energetic and curious batch of 60 volunteers underwent training class. As the motto of NSS loudly states, the work of volunteers are always carried out with a single goal of community service. Enlightened by this thought the palliative training camp was such a milestone in inculcating service mentality in the students.• Various programs were coordinated on World AIDS Day by NSS volunteers. A short film bearing the warning against AIDS was exhibited which gained much
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			<p>support from everyone. The volunteers also tried to put this notion into everyone that those affected by AIDS should not be excluded from the society but should be dealt in a more humane manner</p> <ul style="list-style-type: none">• PULSE POLIO DAY VOLUNTEERING: As part of the annual pulse polio immunization student volunteers participate in volunteering activities on every pulse polio day at Mannarkkkad Taluk hospital. It is essential that pulse polio mission should be carried out effectively otherwise it will affect the young generation. So the student's volunteers have participated in these activities bearing this in mind. They have volunteered and are continuing this service for the past 3 years. Their duties include brochure and pamphlet distribution, assisting in registrations, and cleaning of the hospital premise
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5	07.11.2016	<ol style="list-style-type: none"> 1. Organize a Second Phase of Medical Camp at MES Medical Centre 2. Organize a placement Drive by career Guidance and Placement cell. 3. Gender sensitisation seminar by Women's Cell 	<ul style="list-style-type: none"> • Second phase of medical camp was organised on 13th December 2016 at MES medical centre, Kakkuppady.150 tribes were attended. • Campus recruitment drive organized by the placement cell in association with ICICI Bank.100 candidates were attended in the recruitment drive and 10 students are selected for final interview. 240 Students of our institution participated in the career fares organized by various agencies. • Women cell conducted a seminar exclusively for first year girl students on the topic “gender inequality and social justice” on 23rd January 2017.
6	09.01.2017	<ol style="list-style-type: none"> 1. Collection of annual reports from departments and feedback from 	<ul style="list-style-type: none"> • Departments submitted the Annual report before third week of the month of March

		<p>students, alumni and parents</p> <p>2. Introduce Medical camp at Attappady</p> <p>3. Installation of ICT gadgets in all class rooms</p>	<ul style="list-style-type: none"> • Feedback from students, alumni, parents, etc were submitted to IQAC before 15th March • Introduced fully -fledged online feedback system • Opened technologically equipped IQAC room. • MES Medical centre for tribes in Attappady were started. Two medical camps were conducted. Tribal resource centre were started functioning to provide guidance to the tribal. • New desktop computers and laptops of latest configuration, printers, scanners, LC displays and other modern equipment are purchased.
7	20.02.2017	<p>1. Conduct a career guidance orientation to all students by career guidance and placement cell</p> <p>2. Motivate students to adopt eco-friendly practices</p> <p>3. organize programmes that are socially relevant subjects by</p>	<ul style="list-style-type: none"> • Career Guidance & Placement Cell organized a Career Orientation Programme 'FIND YOUR YES CAREER ORIENTATION PROGRAMME' for final students by Mr. Muhammed Riyas (Psychologist & Career Counsellor, Team Incubation, New Delhi) on 02-12-2016 at College Seminar hall • The College campus is maintained by the Nature Club members as a plastic free zone. • Insisted the students not to use the plastic materials inside the campus. • Provided separate dustbins in various places of the campus for bio-degradable as well as plastic wastes • In order to spread the message of Swach Bharath Mission by the Central

		students	<p>Government of India, the volunteers of NSS joined their hands for the campus clean up drive. They neatly carried out the cleaning of the campus premises and gave a natural charm to the college campus. This also ensured the minimal amount of plastic wastes in the campus surroundings</p> <ul style="list-style-type: none"> • M.Com students conducted an awareness class on CA, CPT and CS in MES Higher Secondary School on 14-9-2016. • M.Com students conducted an awareness class on basics of Income Tax in Kalladi Higher Secondary school on 16-12-2016. • Digital general library facilities made available for students
8	25.02.2017	<p>Meeting of Non-teaching Staff</p> <ol style="list-style-type: none"> 1. Fill the insufficiency of employees in Office 2. Computer training for office staff 	<ul style="list-style-type: none"> • Department of Computer Science of the college provided computer training to office staff whenever required to update their knowledge in data management. • Established more Wi-Fi routers in the office • Updated the registration of students scholarship and renewal through E grant portal • Non – teaching staffs are recruited on ad-hoc basis to compensate the insufficiency of employees for which Managing Committee is making reasonable payment.

9	16.03.2017	<ol style="list-style-type: none"> 1. Construction of new computer block 2. Recruitment of teaching to compensate the insufficiency of employees. 	<ul style="list-style-type: none"> • Appointment to permanent vacancies is made by Management against posts sanctioned by the State Government. Recruitment of the Faculty and other staff are done by MES Central Management Committee in tune with all the norms proposed by Government. • In this regard the services of retired staff of proven skill are re-employed on contract basis wherever necessary. • A new computer block with 100 terminals completed.
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