

**IQAC MES KALLADI COLLEGE MANNARKKAD**  
**ACTION TAKEN REPORT 2017-18**

MESKC/IQAC-ATR/2017-18/01

ME ETI NG NO.	DATE	DECISIONS	ACTION TAKEN
1	<b>13.06.2017</b>	<ol style="list-style-type: none"> <li>1. Strengthen the feedback from students, parents and other stakeholders on quality related institutional process</li> <li>2. Strengthen the communication with parents about student evaluation.</li> <li>3. To strengthen the quality of work culture</li> </ol>	<ul style="list-style-type: none"> <li>• College internal assessment and university examination results are informed to the candidates and parents through Email or SMS</li> <li>• IQAC conducted orientation sessions, workshops, seminars, and talks for teaching and non-teaching staff. It also held periodic meetings with department faculty representatives to mount up and categorise the data related to the various activities of the college.</li> <li>• Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes</li> </ul>
2	<b>17.07.2017</b>	<ol style="list-style-type: none"> <li>1. Strengthen outside the class studies for students</li> </ol>	<ul style="list-style-type: none"> <li>• All PG departments initiated coaching classes for NET.JRF examinations and organized remedial coaching classes for weaker students under the Student</li> </ul>

		2. IQAC to involve more actively in areas like skill development, coordination of club activities	<p>Support Programme ( SSP) and Walk With the Scholar (WWS) scheme of Higher Education Department, Government of Kerala.</p> <ul style="list-style-type: none"> <li>• Consistent monitoring by IQAC has done for the functioning of Scholar Support Programme (SSP) and Walk With Scholar (WWS) Programme.</li> <li>• IQAC played a full of zip part in underpinning the skill development initiatives of the college by co-ordinating the actions of various clubs and forums.</li> <li>• IQAC coordinated the activities of various clubs and forums by uniting all the actions of faculties in each departments.</li> </ul>
3	<b>23.08.2017</b>	<ol style="list-style-type: none"> <li>1. Presentation of academic calender</li> <li>2. Monitor revision of feedback</li> <li>3. Implement modern teaching methods-participatory learning.</li> </ol>	<ul style="list-style-type: none"> <li>• IQAC made Academic Calendar activities presentable and accessible before the Staff Council and General Body.</li> <li>• Monitored to make a revision in feedback from students, parents and alumni and a summary was prepared and suggestions were forwarded to the college council for necessary action.</li> <li>• Optimisation and integration of the modern teaching methods – Participatory learning, Transect Walk to the tribal hamlets and adopted villages, Community living programmes and Community Amenities Survey.</li> </ul>
	<b>11.09.2017</b>	<ol style="list-style-type: none"> <li>1. Review of SSR</li> <li>2. Strengthening of Career Guidance Cell</li> </ol>	<ul style="list-style-type: none"> <li>• Review of SSR (First draft) prepared by Criteria subcommittees.</li> </ul>



			<ul style="list-style-type: none"><li>• The statutory cells were reconstituted as per UGC and guidelines. A list of documents (soft copies) required for IQA and SSR uploading were prepared.</li><li>• Department of Physics conducted a Career guidance seminar for degree students on 15-07-2017.</li><li>• Guidance &amp; Placement Cell organized an awareness class on Gearing up for Civil Services.</li><li>• Department of Arabic &amp; Islamic History, organized a Students` CAREER GUIDANCE ORIENTATION PROGRAMME "The way of Success". Led by Mr. SamadIrivety (HRD Trainer, Passion Designer &amp; Director of Infotain educational solutions) on 30-08-2017 at college Auditorium.</li><li>• A seminar on the topic "Entrepreneurship Awareness" was conducted by the Department of commerce on 18<sup>th</sup> January 2017.The main object of the seminar is to inculcateinterest of entrepreneurship in young minds.</li><li>• On Wednesday, 27<sup>th</sup> September 2017, <b>IGNIST</b>,aBanglore based company functioning at INFOPARK, Kochi, organized an orientation class for 2<sup>nd</sup> year UG students.</li><li>• On 23-10-17, a seminar on"Concept Presentation from Employment Exchange - Employability Centre conducted by Career Guidance Cell.</li><li>• Career Guidance Cell and College Students Union jointly organized an Employability Training Class in Montessori Education for degree girl students.</li><li>• Rural Agency Recruitment:On Tuesday, 25<sup>th</sup> July 2017 LIC Branch – Mannarkkad conducted awareness cum recruitment programme for final year B.com, BBA</li></ul>
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			<p>and BA Economics students in the seminar hall.</p> <ul style="list-style-type: none"> <li>On Thursday, 17-08-17, <b>Genius Group Global</b>, an academic based multi-national company conducted campus recruitment for MScPhysics .Chemistry .Botany . Mathematics students in MES Kalladi College for the post of Research Analyst. 19 students from 4<sup>th</sup> semester MSCPhysics .Chemistry . Botany had attended the recruitment drive. A panel of 5 interviewers including the Technical head, subject experts and HR manager had conducted the interview.</li> </ul>
5	<b>17.10.2017</b>	<ol style="list-style-type: none"> <li>Update library documentation</li> <li>Review of SSR</li> </ol>	<ul style="list-style-type: none"> <li>Library uses E-library management software to handle the Issue and Return, Barcode generation and Cataloguing of books.</li> <li>Login credentials were provided and demonstration was arranged for faculties.</li> <li>SSR format of NAAC to be subjected to detailed study by IQAC</li> </ul>
6	<b>21.11.2017</b>	<ol style="list-style-type: none"> <li>Review of annual reports of cell/ club activities</li> <li>Develop cleaner and a greener campus</li> </ol>	<ul style="list-style-type: none"> <li>Review of annual reports of cell.club activities was undertaken.</li> <li><b>Rice Harvesting Festival</b> – Rice cultivation is one of the Best Practice of the Department of Botany in association with SajithaNalakath, a farmer at Kodakkadu. The staff and students frequently visited the field and got the field experiences on Paddy cultivation practices followed.</li> <li><b>EnteMaramProject:</b> It is a green initiative where Green campus volunteers and faculty representatives planted tree saplings in the campus. The initiative is</li> </ul>



			<p>under the guidance of the Botany Department to conserve indigenous plants.</p> <ul style="list-style-type: none"><li>• <b>Water Management:</b> Effective management of water is by establishing facilities for Rain water Harvesting.</li><li>• <b>Energy Management:</b> The cycle club in the campus promoted the use of bicycles by students and security guards.</li><li>• <b>Green Power generation by using solar panels:</b> For the sustainable use of energy solar panels are implanted in boys' and girls' hostels to reduce the use of electricity.</li><li>• <b>LED Bulbs:</b> LED bulbs are extensively used to reduce the consumption of electricity.</li><li>• <b>Waste Management:</b> Installed Biogas plants in College Canteen and Boys Hostel to recycle the solid wastes generated on the same.</li><li>• <b>Disposal of non-degradable wastes and degradable wastes:</b> Provided separate dustbins to collect different types of wastes.</li><li>• <b>Measures to avoid the use of plastics:</b> Introduction of cloth banners instead of flexes in public functions. Use of stainless-steel water bottles and glasses instead of plastic bottles.</li><li>• <b>Introduction of cloth bags by Bhoomithraclub.</b></li><li>• Use of Paper pens.</li><li>• Organized plastic free Campus campaigns and awareness classes in World Environment day, World Wildlife week, World Ozone Day etc.</li></ul>
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7	<b>6.1.2018</b>	<ol style="list-style-type: none"> <li>1. Initiate rain water harvesting and solar power plant in campus.</li> <li>2. Review of SSR</li> <li>3. Conduct gender sensitization programmes in the institution</li> </ol>	<ul style="list-style-type: none"> <li>• Sub-committees were made for SSR preparation</li> <li>• The specifications for rain harvesting system and solar power plant were checked by IQAC and conveyed the opinion to the Management.</li> <li>• Department of Mass communication and Journalism Organised a Panel Discussion on “Gender Justice in Kerala” on 7<sup>th</sup> March 2018.</li> <li>• As a message against the gender discriminations and as a voice of protest against violence against women, ‘International Women’s Day’ was celebrated by Department of English on 08<sup>th</sup> March, 2018. Different posters related to these issues were displayed throughout the campus and students honored some of the non-teaching staff.</li> <li>• An awareness class was conducted to focus on the importance of menstrual hygiene of the students, a sanitary napkin vending machine and a napkin disposing incinerator was installed in the girls’ rest room and bath rooms in July 2017.</li> <li>• Women cell conducted an awareness class on Women empowerment for second year students of college on 21<sup>st</sup> September 2017.</li> <li>• To encourage the inner creative talents of student’s women cell conducted one</li> </ul>

			<p>craft class for PG students on 24<sup>th</sup> January 2018.</p> <ul style="list-style-type: none"> <li>• Women Cell organised a seminar on “women empowerment” on the occasion of International Women’s Day celebrations, on 2<sup>nd</sup> march 2018.</li> <li>• Women’s cell conducted an essay competition on 9<sup>th</sup> march 2018 on the occasion of International Women’s Day among degree and PG students</li> <li>• Women cell conducted a Self Defence Training programme in association with janamythri police, Palakkad as “<i>Stree Suraksha SwayamPathirodhaPariseelanaParipadi</i>” on 23<sup>rd</sup>March 2018.</li> </ul>
8	<b>6.1.2018</b>	<p>Meeting with non-teaching staff</p> <ol style="list-style-type: none"> <li>1. Introduce welfare measures for NTS</li> <li>2. Digitalise admission process for students</li> <li>3. Review of SSR</li> </ol>	<ul style="list-style-type: none"> <li>• For permanent non-teaching staff there are various welfare schemes under the Government of Kerala. GPF, Facility to avail loan, Group insurance and admissible leave.</li> <li>• Introduced Computer Assisted administrative system to facilitate admission and registration related data of the students and registration of University examination.</li> <li>• Involved NTS in criterion preparation and software checking in the campus</li> </ul>
9	<b>21.2.2018</b>	<ol style="list-style-type: none"> <li>1. Emphasis on Learning Management System in Teaching</li> </ol>	<ul style="list-style-type: none"> <li>• The college has implemented various ICT tools like Learning Management Solution, ILMS for effective learning of the students. MIS and OPAQ is also being</li> </ul>



		<p>methodology</p> <p>2. Boost sports and cultural activities in college</p> <p>3. Completion of AQAR</p>	<p>used by the college for streamlining the processes.</p> <ul style="list-style-type: none"><li>• The college is in the process of attaining CO &amp; PO.</li><li>• Various sub-committees were organized to boost up the sports and cultural activities</li><li>• Important activities were identified to be included in AQAR.</li><li>• Application of Software of Total campus solution.</li></ul>
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IQAC Chair Person  
Sd/-  
Dr. O P Salahudheen

IQAC Coordinator  
Sd/-  
Limseer Ali P A