



IQAC ANNUAL REPORT 2019-20



2019-20

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Quality initiatives conducted by IQAC for Quality improvement

Name of quality initiative by IQAC	Date of conducting IQAC meeting	Duration From	Duration To	Number of participants
Exam schedule for year 2019-20	4-Jun-19	1-Apr-19	31-May-19	3500
Academic calendar for year 2019-20	4-Jun-19	1-Apr-19	31-May-19	3500
Plan of action 2019-20	4-Jun-19	1-Apr-19	31-May-19	3750
Student induction program	4-Jun-19	26-Jun-19	2-Jul-19	1200
Teachers diary 2019-20	4-Jun-19	1-Apr-19	31-May-19	205
Workshop on revised NAAC accreditation	6-Aug-19	24-Aug-19	24-Aug-19	205
Workshop on making website to club coordinators	6-Aug-19	3-Sep-19	5-Sep-19	21
Online-Audit-course-First sem-Environmental Science	6-Aug-19	5-Aug-19	21-Dec-19	1218
Placement training in association with Placement Cell and Eazylink academy	6-Aug-19	6-Sep-19	8-Sep-19	124
Biometric punching for all staff	6-Aug-19	12-Aug-19	20-Aug-19	265
Screening test for 2019 UG batches	24-Sep-19	9-Nov-19	17-Nov-19	1200
Students IQAC & EKSBB club	24-Sep-19	9-Nov-19	17-Nov-19	34
NPTEL Local Chapter	24-Sep-19	9-Nov-19	17-Nov-19	78
Formation of NAAC Criterion committees	24-Sep-19	20-Sep-19	23-Sep-19	205
Workshop on OBE and Question Bank	1-Nov-19	8-Nov-19	8-Nov-19	205
Video News letter by SIQAC	1-Nov-19	20-Jan-20	30-Jan-20	3750
Participation in NIRF ranking	1-Nov-19	5-Dec-19	5-Jan-20	2750
OBE committee formation	1-Nov-19	5-Dec-19	31-May-20	1218
Implementing Peer Learning Group	1-Nov-19	15-Dec-19	31-May-20	2426
Environmental and Green Audit	1-Nov-19	23-Jan-20	20-Feb-20	3750
QMS Procedure implementation	1-Nov-19	11-Nov-19	11-Nov-19	48
Workshop on FOSS tools	4-Feb-20	22-Feb-20	22-Feb-20	36
Discussion on policy documents	4-Feb-20	21-Feb-20	31-Apr-20	3750
Research support to teachers	4-Feb-20	1-Jun-19	31-May-19	5
Participation in AISHE survey	4-Feb-20	6-Mar-20	29-Mar-20	3750
FDP on video tutorials	22-Apr-20	1-May-20	5-May-20	750
Upgradation of moodle LMS	22-Apr-20	5-May-20	31-May-20	3750
Workshop for SIQAC -capacity building for students	22-Apr-20	5-May-20	31-May-20	36

Significant contributions made by IQAC during the current year

- Established Online Education Portal Christ OpenCourseWare and started NPTEL local chapter
- Started online tests to screen the incoming students and adopted Peer Learning Group as new TeachingLearning process
- Started Dheeksharambh seven day Student Induction Programme

- Established Students Quality Circle (SIQAC), Ek Bharat Shrestha Bharat Club
- Formed separate committee for ICT education, Result analysis, and Outcome based education

IQAC Plan of Action and Outcomes

Plan of Action	Achievements/Outcomes
Online Education Platform for College	Christ Opencourseware the online portal established successfully. Audit courses of two semesters are now offered through Christ OpenCourseWare. Students of other institutions are also using the portal.
Screening test to differentiate students to advanced and slow learners	Successfully established methodology for the screening test involving three sections namely English proficiency, Core subject and Psychometric test. The results were sent to Class teachers and Peer Learning groups comprising of slow, medium and advanced learners were formed.
Students Quality Cell- SIQAC	SIQAC was established. Volunteers of students are now active day to day affairs of IQAC and college. They give first hand informations to students establishing helpdesks whenever necessary
Question Bank and Implementation OBE	Software for Question bank QNSmart was successfully implemented. The mapping of CO to PO and PSO are complete.
Preparation for NAAC visit	Detailed committees are formed for each criterion. Conducted two workshops on revised NAAC accreditation. Team meetings are conducted regularly

Student Induction Programme	Conducted Dheeksharambh- seven day student induction programme as per the guidelines from UGC
Quality Management System implementation in Administrative Office	Initial procedures are over to make standard operating procedures in Administrative Office. to be continued next year
Participation in NIRF ranking, AISHE survey	Participated in NIRF ranking and AISHE survey.

List of teachers who attended FDP

Teacher	Programme attended
Dr. Arun Balakrishnan M B	FDP in Emerging Trends in Commerce & Management Teaching and Research, KSHEC
Roshini P.P.	Training on ARCGIS, MES Ponnani
Dr Manju N J	Refresher course in Environmental Science
Sajitha K.R	Workshop on Greenstone Digital Library software, Christ college (Autonomous), Irinjalakuda
Dr. Leyon Varghese	18th Refresher Course in Life Sciences -UGC – HUMAN RESOURCE DEVELOPMENT CENTRE UNIVERSITY OF CALICUT
Rosemary T. George	Organised Workshop on Participatory Rural Appraisal
SAIJITH N S	Workshop on Participatory Rural Appraisal
Rosemin Rich	LA JOURNEE PEDAGOGIQUEin Sacred Heart college, Thevara
Binu George	3 Days certificate course - HACCP for food manufacturing
Durga k s	Workshop on Dance movment therapy
Shinto V P	Refresher Course
Jincy S R	Refresher Course
Jisha C L	7 days FDP on online teaching -learning for beginners, Dept. of Botany and Physics, KKTU Govt. College, Pullut
Teena Thomas	Coursera -Financial Accounting-Foundations
Dr. Rani Varghese	ONE WEEK FDP [BJES]'Empowering teachers for Smart Teaching)
Joju Sebastian	Coursera Certificcate course - R Programming
Vandhana T V	Seven day Fdp on R Programming
Roshni.K.S	One day international online conference on "Expanding strategies on teaching learning with digital proficiency" Organized by little flower college,Guruvayoor.
Merin Jose V	Nuclear Reactor Physics Basics-Coursera
Dr. Mariamma K.D	Online Faculty Development Programme in R Programming
Linett George	Workshop on Data Science

Megha C M	Workshop on Data Science
Sreedevi P N	Workshop on Data Science
Jeena george	Short term course, Programming for Everybody (Getting Started with Python), Coursera
Ranjish P U	Short term course - Fundamentals of R programming-Sreekrishna Adithya College of Arts and Science, Coimbatore
Reeja Eugene	One Day Intenational Webinar on Cloud and Big data
Dr. Abhilash Peter	Mithra Mentors training programme
Rosemary T. George	Writing a Winning Project Proposal
Rosemin Rich	a participe la journee pedagogiques de Kochi (18 th May to 22th May 2020)
Dr. C. V. Sudheer	Five-days online training Programme on Reference Management Using the Free Software Zotero
Dr Bijoy C	National workshop on Taxonomic identification of Indian Bees
VARSHA GANESH	FDP on- R programming
Priya VB	Innovative Strategies in Everyday Classromm Teaching/Learning of Languages
Dr. Devi K.	Five Day Workshop on Understanding ArcGIS
Tintumol Sunny	Refresher Course
Bintu T Kalyan	Refresher Course
Tharun R	Clean Campus – National Training Programme on Sensitizing stake holders for responsible institutional waste management
Arun S	Refresher course in Chemical, Physical and Material Sciences
Dr. Digna Varghese	Refresher course (interdisciplinary) : sharpening of soft skills for academic Excellence [KVAASU]
Dr. Rani Varghese	ONE WEEK FDP [BJES]'Empowering teachers for Smart Teaching)
NAVEEN V V	Make & Edit Video Classes
Dr. Tom Cherian	Short Term Course-Human Rights &RTI Act.
Jebin K Davis	Workshop on Mixed methods in social science research
Siji Paul.V	2 Day Workshop on Outcome Based Education Conducted by KSHEC and IQAC of Christ College, IJK
Dr Sasi C	Refresher Course
Asha Merin Jolly	Climate Change,Landslides and Safe Hill Area Development
Sruthi Mohan	Workshop on Data Science
Gopakumar PG	Quality Science Education in India in the 21st Century
Reeja Eugene	Two day workshop Software testing & Multimedia program
Dr. Franco T. Francis	NCC Officers Pre Commission Course, NCC OFFICERS TRAINING ACADEMY, Kamptee, Nagpur, Maharashtra
JOJU SEBASTIAN	7 Days Faculty Development Programme on “R Programming” - Dept. of Computer Science,St.Joseph's College,Irinjalakuda
JIBIN A K	“Computational Chemistry – A Leeway to Theoretical Chemistry”
Dr.Shaju K.Y.	National Workshop on Formulation of Statistical Mechanics
Dr Jolly Andrews	Education Summit and workshop by Dept of Hydrology at University of Zululand
Tom Jacob	FDP on Introduction to Managerial Economics
Dr. Sudhikumar A.V.	Refresher course
Sini Thomas	Excel Certification(Excel Associate)

Subin K Jose	Introduction to geographic information systems
Dr. Tessy Paul P.	Seven days online course “Online Teaching- Learning for Beginners”
Dr. Linto alappat	International Education summit, University of Zululand
Dr. Abilash Peter	Orientation Programme, UGC HRDC
Fr. Joy P T	Refresher Course, UGC HRDC
Dr. V P Joseph	International Conference on Artificial Materials, Rome
Dr. K J Varghese	Remote Learning Online Course
Dr. Linto alappat	International Education summit, University of Zululand
Jean Maria George	Managing Online Class and Co creating MOOCS
Dr. Mathew Paul Ukken	International Education summit, University of Zululand
Dr. Jolly Andrews	International Conference on Artificial Materials, Rome
Dr. Robinson P Ponminiessary	Training of trainers; UGC SWRO, Bangalore

ACTION ATKEN REPORT OF THE YEAR

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA

NAAC TRACK ID: KLCOGN1041

AISHE ID – C 8213



INTERNAL QUALITY ASSURANCE CELL

Action Taken Reports

2019-20



Action taken report of Internal Quality Assurance Cell

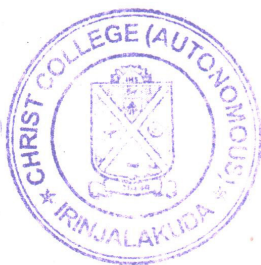
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Action taken report up on the minutes of IQAC meeting 04 June 2019.

AGENDA	ACTION TAKEN
<i>Exam schedule for year 2019-20</i>	Exam schedule was published in college website and printed in teacher's diary and college handbook after approval from Head of the Departments and Programme Coordinators.
<i>Academic calendar for year 2019-20</i>	The academic calendar was presented in the meeting of Head of the Departments and Programme Coordinators. The calendar was published in college website and printed in teacher's diary and college handbook
<i>Plan of action 2019-20</i>	<p>a) NAAC fourth cycle accreditation- Action plan was prepared. Separate committees were formed for each of NAAC Criterion. One day orientation programme on NAAC Revised Accreditation Framework is scheduled on 24 Aug 2019 for which the resource person will be Prof. Dr. S V Sudheer, Director, UGC-HRDC, University of Kerala.</p> <p>b) ICT education- an online education platform for college. Drafted policy for online portal. Dakota Technologies, Mala was identified as the partner to develop the portal. Decided to incorporate four quadrants of MOOC to the online portal.</p> <p>c) Detailed analysis of exam results</p> <p>detailed analysis of exam results was conducted for the UG passed out batches. The results were intimated to HODs and Programme Coordinators.</p> <p>d) Outcome based education.</p> <p>The committee for OBE was constituted. The CO to PO and PSO mapping was initialized.</p>
<i>Student induction program</i>	Student Induction Programme was conducted from 26 th June to 02 nd July 2019 for first year UG students. Students were divided to two clusters and further sub divided to eight groups and was conducted in five locations. Programme included all sessions designed by UGC. Reports were sent to UGC-SWRO, Bangalore.
<i>Teachers diary 2019-20</i>	Self-appraisal form was included in the teacher's diary. Printed and distributed to teachers.
<i>Analysis on NIRF ranking</i>	The data compilation work for next NIRF submission started.

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Action taken report of Internal Quality Assurance Cell

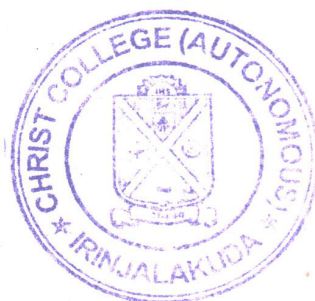
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Action taken report up on the minutes of IQAC meeting 06 August 2019.

AGENDA	ACTION TAKEN
<i>Workshop on revised NAAC accreditation</i>	One day workshop was conducted successfully on 24 August 2019. PROF. (DR.) S. V. SUDHEER, Professor-Director, UGC-HUMAN RESOURCE DEVELOPMENT CENTRE, UNIVERSITY OF KERALA was the resource person. The NAAC Criterion teams started working more effectively.
<i>Workshop on making website to club coordinators</i>	The workshop was conducted on three days from 03 rd September 2019 to 05 th September 2019. Eight clubs could make their own websites. Other clubs have initialized the formation.
<i>Audit Courses -UG & PG</i>	The e content generation for first semester UG audit course- Environmental Science completed to 60 percentage. The course contents are uploaded in college moodle LMS. The video recording lab and editing suite are used in full potential.
<i>Question bank software</i>	Conducted meetings with vendors of software suppliers. IPSR solutions have been identified as the best vendor for the software. OBE is incorporated in the QnSmart software. Training schedule to be prepared before implementation.
<i>Any other matter permitted by Chair</i>	<p>KLF Nirmal, Art Lab and South Indian Bank agreed to be Industrial partners for Christ Opencourseware. Details are sent to Dakota technologies to incorporate the details (logo and weblink) to the online portal.</p> <p>IQAC in association with placement cell conducted the three day placement training course for sixth semester UG and fourth semester PG students</p> <p>Biometric punching implemented for teaching and non-teaching staff. Two separate machines were installed, one for aided staff and the other for unaided staff. The machine for aided staff can be linked to SPARKS software of Kerala Government.</p>

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Action taken report up on the minutes of IQAC meeting 24 Sep 2019.

AGENDA	ACTION TAKEN
<i>NAAC Criteria teams and date for first criteria meeting</i>	First round of meetings of each criterion are over. Sub committees were formed. A meeting of NAAC leaders to be conducted with Principal
<i>Screening test for 2019 UG & PG batches</i>	<p>Screening test was conducted successfully for all the UG students in moodle platform. The screening test was completed by October 16th 2019 and the results were sent to class teachers to classify them in to slow, medium and fast learners. A total of 1060 students participated in the test. Following suggestions were given to Principal as the outcome of test</p> <ul style="list-style-type: none">a) During assessment it was noted some of the students didn't had basic literacy on computers. It will be highly beneficial for the students if Computer Science department can arrange computer literacy for first semester students.b) The low score on English and Psychometric tests indicates the need of additional training to be given, especially for the students who aspire for immediate jobs after graduation.c) The students in a batch should be divided in to learning groups (of strength 5 to 7) consisting of equal number of students from each group. Class teacher can take necessary steps to motivate the group for group learning.
<i>Formation of students IQAC</i>	Members of Students IQAC was nominated by Class teachers. SIQAC held its first meetings in October 5 th 2019.
<i>Extension of Internet facilities</i>	Two meetings were conducted to study the matter and it was finally decided to establish a leased line of 100mbps in the campus and make the campus wifi enabled. Work is under progress.
<i>Review of ICT activities</i>	An additional Youtube channel was opened for telecasting the video tutorials in native language. Presently the opencourseware channels have 218 video tutorials. All students and teachers are enrolled in moodle.
<i>Other matters</i>	The College mobile app with functionality for alumni registration to be studied further. The meeting of women self-help group with representatives from Hotel management, Food Science and B.Voc to be conducted



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	Participated in All Kerala Higher education Survey (AKHES) organized by Kerala State Higher Education Council.
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Action taken report up on the minutes of IQAC meeting 01 Nov 2019.

AGENDA	ACTION TAKEN
<i>Workshop on OBE and Question Bank</i>	The workshop was conducted in association with IPSR on 08 Nov 19. The resource persons were Dr. Sunil Job and Nibin sunny. Basic training on question paper software completed. More training required for CO to PO PSO mapping.
<i>Progress on audit course</i>	Online examinations for audit course completed successfully in moodle LMS. It was observed that more computers and tablets are required to conduct the online examinations.
<i>Activities of SIQAC</i>	Students IQAC completed two video tutorials on college news. It was released on 30 th January 2021. Also completed two promotional videos for NPTEL courses. Arranged helpdesk for NPTEL registration
<i>Participation in NIRF ranking</i>	Completed submission of all data in NIRF portal. Participated in both College and Overall sections.
<i>OBE committee formation</i>	The newly formed OBE committee took leadership in conducting the workshop in association with IPSR solutions.
<i>Feedback from parents & PTA meeting</i>	The feedback from parents were collected during the PTA meeting. The result analysis team distributed both the results and feedback form to class teachers. The feedback was consolidated and analyzed. Copies were given to Principal to be discussed in core committee meeting.
<i>Implementation of Peer Learning Group</i>	The suggestion to start Peer Learning Group was studied in detail. The proposal is to screen the first year UG students based on their plus two (qualifying examination) marks and a screening test. The screening test should be of three divisions a) proficiency in core subject b) proficiency in English language and c) Psychometric ability. The proposal is to be finalized in next meeting.
<i>Environmental and Green Audit</i>	Environmental audit was completed by Department of Environmental Science.
<i>QMS Procedure implementation</i>	QMPG Industrial & Certification Services, Cochin was selected to



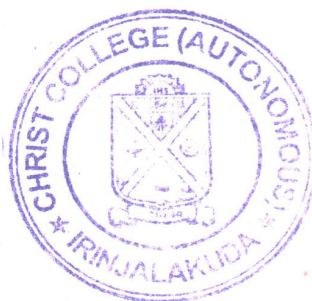
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	implement Quality Procedures in Administrative Office. The first meeting and training was started on 11 November 2019.
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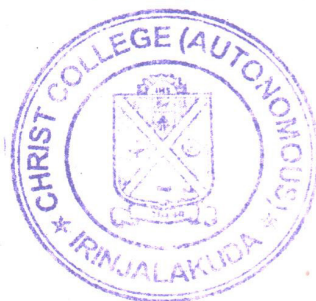
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Action taken report up on the minutes of IQAC meeting 04 Feb 2020.

AGENDA	ACTION TAKEN
<i>Workshop on FOSS tools</i>	The workshop was organized on 22 Feb 20. Bhaskar Selvaraj, Linuexpert Systems, Chennai was the resource person. Thirty five faculty and system administrators took part in the FDP. Topic discussed were Open Broadcaster Software, Dspace repository and Limesurvey.
<i>Value added courses</i>	The drafting of policy on value added courses completed. Principal advised HODs to start more value-added courses in the next academic year.
<i>Upgradation of Video recording room</i>	Teleprompter was purchased for UGC Autonomous grant. Installed in the Video recording room.
<i>Discussion on policy documents</i>	Two meetings of naac conveners were conducted. Policies for Research and consultancy drafted.
<i>.Research support to teachers</i>	Detailed policy and guidelines prepared for Christ College Research Fund and submitted to academic council for approval.
<i>Participation in AISHE survey</i>	Completed the submission of AISHE survey details. Received the participation certificate from AISHE.

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Action taken report of Internal Quality Assurance Cell

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Action taken report up on the minutes of IQAC meeting 22 Apr 2020.

AGENDA	ACTION TAKEN
<i>FDP on video tutorials</i>	Six-day FDP on Make and Edit Video tutorials was conducted from 01 st May 2020 to 05 th May 2020. Seven Hundred and Fifty participants from all over South India participated in the training organized in whatsapp. Topics covered were Open Broadcaster Software, Kdenlive video editing, Handbrake tool and Exe online content editing. There were three stages for evaluation and finally 256 participants got E-certificates.
<i>Review on feedback from employers</i>	The review was presented in Placement Cell meeting.
<i>Upgradation of moodle LMS</i>	The vendor has been contacted for upgradation. The LMS will be upgraded in the end of May 2020 as online examinations are going on for UG batches
<i>Workshop for SIQAC</i>	Workshop was conducted successfully. Thirty students enrolled and twenty one students were awarded the certificates. Dincy Arikatt (computer science dept) and Jean Maria George (Economics dept) were the trainers. It was observed that many students were not having computer at home.

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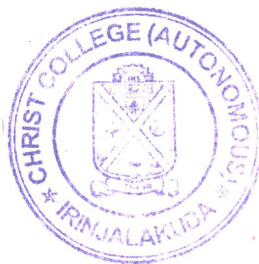
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Action taken report up on the minutes of IQAC meeting 15 May 2020.

AGENDA	ACTION TAKEN
<i>Survey among students about online education</i>	<p>The survey was completed on May 25th. 458 students responded. Survey results indicated that students are worried about their studies and future.</p> <p>The results were consolidated and presented in the teachers meeting.</p>
<i>Enrolling students in moodle LMS</i>	<p>Enrolled all students and teachers in moodle. Username and passwords were handed over to class teachers.</p> <p>Video tutorials are made to help students on moodle LMS</p>
<i>FDP on moodle LMS</i>	<p>One day FDP was conducted for teachers on 2nd June 2020 by the ICT team. 125 teachers participated.</p>

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