



# IQAC ANNUAL REPORT 2018-19



**2018-19**

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## Quality initiatives conducted by IQAC for Quality improvement

Title of the quality initiative by IQAC	Date	Duration in day	Number of participants / beneficiaries	In association with	Resource Person / Chief Guest
Academic calendar and Examination Schedule was prepared and submitted in College council	14-Jun-18	one	3200		
Teachers diary was prepared and distributed to teaching staff	15-Jun-18	one	210		
Excel training and Certification--Seven teachers got Microsoft Office Specialist certification from Microsoft	14-Jul-18	three	7	Strategist, Cochin	Jomon Joseph
Orientation on Clubs to first year students--One day orientation to first year students on students activities of the college	24-Jul-18	one	1100	Departments	
A software was developed using Microsoft Access to conduct students parliament election	3-Sep-18	three	3200		
Webinar on Machine Learning--Webinar of Web programming and Python	11-Sep-18	one	65	TCS ion	
Inauguration of certificate courses--Fifteen certification courses were inaugurated; Two courses are blended	23-Oct-18	one	250	Departments	Dr. Ignatius Antony, Principal, St. Thomas College, Thrissur
Seminar on Information Literacy--Information literacy to PG Students and Research Scholars	15-Nov-18	one	285	Dept of Lib.Science	Dr. Harikumaran Thampi, Director, College Development Council, University of Calicut
Technopedagogy & MOOCS-Two day workshop on ICT	22-Nov-18	two	35	EMMRC Calicut	Dr. Biju K, Central University, Tamilnad

Initiated Sports recreation room (yoga & aerobics) for lady teachers	23-Nov-18	one	125		
ICT Week--Weelky refreshing on ICT methods to teachers	3-Dec-18	five	25	ICT Team, IQAC	Antony Thomas, Robinson P
National Seminar on Data Management and Knowledge Production in Contemporary Library Environment--National Seminar	17-Dec-18	two	125	IQAC & Lib Science	Dr.ARD Prasad,Professor & Head , DRTC, Bangalore
E-content authoring tool-Adobe Captivate--One day Workshop on ICT	16-Feb-19	one	35	IQAC	Dr. Parthasarathy M, Assistant Professor, Department of Educational Technology, Bharatiyar University, Coimbatore
Conscientisation seminar--Further Horizons of teaching for excellence-one day workshop on ethics of teaching	23-Mar-19	one	185	IQAC	Dr. Fr. Valson Thampu, Former Principal, St. Stephens College, Delhi
Three day Workshop on Daisy books and Epub publishing--Three day National Workshop	20-May-19	three	35	IQAC & Daisy Forum of India	Prashant Ranjan Verma Accessibility Specialist, DAISY Consortium
OBE workshop--Two day Workshop on Outcome based education	22-May-19	two	125	IQAC & KSHEC	Dr, Rajan Gurukkal, Vice Chairperson, KSHEC

### Significant contributions made by IQAC during the current year

- Initiated Christ College Research Seed Fund (Research seed fund to teachers who begin their career) and developed guidelines for the same
- Initiated RUSA project and UBA projects
- Started certificate courses for career enhancement
- Established media laboratory for generation of E-contents
- Initiated workshops on Outcome Based Education (OBE)

### IQAC Plan of Action and Outcomes

Plan of Action	Achievements/Outcomes
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Implement ICT in Teaching and Learning	Conducted a series of workshops in moodle and other ICT tools. A video laboratory for making video tutorials was completed towards the end of the year. Started online internal examinations through moodle LMS. Two certificate courses were blended MOOC
OBE implementation	It was decided to implement OBE. Conducted workshop in association with Kerala State Higher Education Council. PO, PSO, Co and OBE manual was formulated
Quest for funding	IQAC initiated the RUSA and UBA projects. Both of the projects got sanctioned.
Value added Certificate courses	Value added certificate courses were implemented. Fourteen courses were initiated. Out of which four were supported with external agencies. Seven teachers and 46 students got Microsoft certification for Excel. Six courses were completed in the academic year itself. Policies and Guidelines were developed.
Enhancing student activities	Conducted contact level programme for first year students about the clubs. Three new student clubs were started
Enhancing E-Governance	The internal exam mark module, online feedback module and open course allocation module were implemented in the ERP
Enhancing Research	The policies and procedures for research, consultancy and seed money were formulated. Conducted workshop for Research Scholars and PG students on information literacy.
Participation in NIRF ranking, AISHE survey	Participated in NIRF ranking and AISHE survey.

### List of teachers who attended FDP

Dr Josheena Jose	Refresher Course in Commerce and Management
Tom Jacob	Refresher course in Commerce and Management

Dr. Arun Balakrishnan M B	National Integration Camp
Alagra Antony	Two days National Workshop on Theoretical and practical aspects of GST
Vijaya E S	Two days National Workshop on Theoretical and practical aspects of GST
Sandhya v	Two day National Workshop on Theoretical and practical aspects of GST
Siji Paul.V	2-Day National Workshop on 'Theoretical and Practical Aspects of GST
Joju Sebastian	Microsoft Office Specialist for Office Excel 2016 - Certificate
Tharun R	Outcome based Education
Dr.Sreevidhya.V	UGC Sponsored Orientation Programme conducted by UGC-HRDC,Calicut University
Nimitha K	National workshop on Koha integrated Library management system : Koha (Advanced), Dept of Lib & Inf. Sc & C. H Mohammed Koya Library University of Calicut
Sajitha K.R	Two day workshop on Techno pedagogy & Mooc, IQAC, Christ College (Autonomous), Irinjalakuda
Kalpa Sivadas	International Conference on Market liquidity and sustainable development towards knowledge society
Krishna A.S	Two days National Workshop on Theoretical and practical aspects of GST
Dr Jolly Andrews	21 days Refresher Course in UGC-HRDC Jadavpur University, Kolkata
Dr. Mariyamma K.D	Refresher Course, UGC-HRDC, University of Calicut Mathematics & Statistics 19 July-8 August 2018
Jeena george	National Seminar on Big Data Analytics & Signal Processing
Rosemary T. George	Counselling and NLP Techniques
Robinson P Ponminiessary	Revised Assessment and Accreditation Framework of NAAC, Vimala College. TSR
Ajeesh George	Workshop on "MIRROIR"-Counselling and NLP Techniques"
Dr. Devi K.	Five-Day workshop on 'Understanding ArcGIS' as a Faculty Development Programme conducted by Department of PG studies and Research in Geology, MES Ponnani & Geological survey of India, Marine and Coastal Survey Division, Mangalore & Kochi
Seena V	Refresher Course
Binu M John	Refresher Course
Jincy S R	Orientation Programme
Subin K Jose	Refresher course, UGC-HRDC, University of Pondicherry
Dr. Digna Varghese	ONE WEEK FDP [KSHEC]-PHILOSOPHY OF SCIENCE
Dr Manju N J	Orientation Programme
Jeena george	Two day workshop on Outcome based Education
Dr Rekha V B	Orientation Programme (No. 105) at the UGC-Human Resource Development Centre, Calicut University Campus.
Reeja Eugene	Two day workshop on Outcome based Education
Dr. Abhilash Peter	Induction training at IIT- CHENNAI (MADRAS) in association with FLAIR Office of New Initiatives in Higher Education, Thiruvananthapuram

ANN MARIA VINCENT	Two day workshop on Outcome based Education conducted by Kerala State Higher Education Council and Internal Quality Assurance Cell of Christ College( Autonomous), Irinjalakuda
Dr. Tom Cherian	Annual Refresher Programme in Teaching (ARPIT) – 2019 Online Refresher Course in Chemistry
AMBILY KM	3 Days HACCP Certificate
Dr. Franco T. Francis	NCC Pre Commission Course- NCC OFFICERS TRAINING ACADEMY , Kamptee ,Nagpur, Maharastra
JOJU SEBASTIAN	Microsoft Office Specialist for Office Excel 2016
JIBIN A K	“University and PG College MSc Teachers Training Program in Chemistry
Dr. Dijo Damien	Induction training programme for teachers
Dr.Shaju K.Y.	National Workshop on Quantum Theory of Scattering
Jean Maria George	Microsoft Office Specialist
Edwin Jose	SSPro 2019 - Winter School on Surface Science & Probes
Rosy V O	Microsoft Office Specialist for Office Excel 2016
Dr. Tessy Paul P.	National Conference on ‘Vistas in Biodiversity, Biology, Biotechnology and Nanotechnology of Algae (VBBBNA 2018)
Viji Viswanathan	Microsoft office specialist
Sreevidhya V	Refresher course in media studies

## 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

**2018-19**





## Action taken report of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Action taken report up on the minutes of IQAC meeting 08 June 2018.

AGENDA	ACTION TAKEN
<i>Exam schedule for year 2018-19</i>	The final examination schedule was presented in the meeting of Head of the Departments and Course Coordinators. Exam schedule was published in college website and printed in teacher's diary and college handbook
<i>Academic calendar for year 2018-19</i>	The academic calendar was presented in the meeting of Head of the Departments and Course Coordinators. The calendar was published in college website and printed in teacher's diary and college handbook
<i>Plan of action 2018-19</i>	The room next to A/C Seminar hall was identified suitable for media laboratory. Initiated the purchase process for HD Camera, computer and other accessories for the media laboratory.
<i>Teachers diary 2018-19</i>	The teachers diary was printed and distributed to all teaching staff
<i>Analysis on NIRF ranking</i>	All members expressed the concern on the fall in NIRF ranking from 17 <sup>th</sup> position to 63 <sup>rd</sup> position. Dr (Fr) Jolly Andrews and IQAC Coordinator will study the causes and will report in the next meeting.
<i>Any other relevant matter permitted by Chairperson</i>	a) The orientation program on students activities and clubs were conducted for first semester UG students on 24-July-18  b) Career-oriented skill enhancing certificate courses this year- Matter was presented in the HOD meeting. The list of feasible courses will be handed over to IQAC  c) MOOCS course- Preliminary works of two moocs courses were started a) Statistical analysis using SPSS (Dept of Commerce) b) Advanced Certificate in Library Management (Dept of Library and Information Science)

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## Action taken report of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Action taken report up on the minutes of IQAC meeting 22 Aug 2018.

AGENDA	ACTION TAKEN
<i>Research seed money to faculties</i>	Dr. V P Joseph and Dr. Jolly Andrews prepared guidelines. The college management has approved the decision. Fund of Rs Fifty thousand will be allotted to two eligible faculties. Eligibility guidelines will be presented in the next meeting.
<i>MoU with TCS ion</i>	MoU with TCS ion was signed. Students of BCA and B.Sc Computer Science attended the first webinar on 11 Sep 18.
<i>Feedback froms</i>	Feedback from parents were collected during the open house of fifth semester students in November 2018.
<i>Conduction of Students election</i>	The exam software was tested successfully. With minor modifications it was used in the Students Parliamentary election on 03 <sup>rd</sup> September 2018.
<i>Any other relevant matter permitted by Chairperson</i>	Internal exams in Moodle: Internal exams for eight papers were conducted successfully in moodle. However, the lack of computer labs has to be addressed.

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## Action taken report of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Action taken report up on the minutes of IQAC meeting 12 Oct 2018.

AGENDA	ACTION TAKEN
<i>Information literacy to PG Students</i>	A one-day workshop on Information Literacy was conducted to PG students and Research Scholars in association with Department of Library and Information Science. Dr. Harikumar Thampi, Director, College Development Council, University of Calicut was the resource person.
<i>Guidelines for CCRF</i>	The finalized guidelines for the Christ College Research Fund was published and applications are invited. After scrutinizing the fund will be distributed.
<i>Certificate programs</i>	The inauguration of certificate programs and two MOOCS courses were conducted on 23 <sup>rd</sup> October 2018 for which the chief guest was Dr. Ignatius Antony, Principal, St. Thomas College, Thrissur
<i>Fitness room for lady teachers</i>	The fitness room was modified with floor mat and painting. Aerobics class was started on 27 <sup>th</sup> November 2018.
<i>ICT workshop</i>	Technopedagogy & MOOCS-Two-day workshop on ICT was conducted on 22 <sup>nd</sup> & 23 <sup>rd</sup> November 2018. First day the resource team was EMMRC Calicut and on the second day resource person was Dr. Biju K, Central University, Tamilnadu.
<i>NIRF Submission</i>	Data collection from departments and Office are over. Submission to be done

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Action taken report up on the minutes of IQAC meeting 03 Dec 2018.

AGENDA	ACTION TAKEN
<i>Refreshing ICT methods to teachers</i>	A five-day ICT workshop was conducted in the conference hall from 5 <sup>th</sup> Dec 2018 3:30 pm to 5:00 pm. Fifteen teachers participated and the topics included moodle lms, kahoot and google classroom. Resource persons were Antony Thomas (Computer Science), Diyo Damien (Chemistry) and Robinson P (Chemistry)
<i>National seminar on Data Management</i>	The two-day workshop was conducted on 17 <sup>th</sup> and 18 <sup>th</sup> December 2018 in association with Department of Library and Information Science. The chief guests was Dr.ARD Prasad, Professor & Head , DRTC, Bangalore
<i>Progress on Certificate courses</i>	Special schedules were prepared for use of computer labs in consultation with HOD, Department of Library Science and Coordinators of certificate courses.
<i>Analysis on feedback from parents</i>	The analysis report on feedback form was presented in the staff meeting. The discipline committee was reconstituted with more number of teaching staff.
<i>Any matter with permission from Chairperson</i>	A new duty leave format was prepared and kept in office for use. No of duty leave decreased.

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## Action taken report of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Action taken report up on the minutes of IQAC meeting 07 Jan 2019.

AGENDA	ACTION TAKEN
<i>Workshop on E content-ICT</i>	One day workshop on E content development using Adobe Captivate was conducted on 16- February 2019; for which the resource person was Dr. Parthasarathy M, Assistant Professor, Department of Educational Technology, Bharatiyar University, Coimbatore. Thirty-six teachers participated in the workshop.
<i>AISHE-19 Survey</i>	The AISHE survey was completed and submitted on 17-March 2019
<i>Workshop-Ethics of teaching</i>	This years Conscientization seminar--Further Horizons of teaching for excellence-one day workshop on ethics of teaching was conducted on 23-March-19. Resource person was Dr. Fr. Valson Thampu, Former Principal, St. Stephens College, Delhi. Almost all teaching staff participated in the event.
<i>Video Laboratory work progress</i>	The audio paneling work is complete. Electric works and painting work yet to finish.
<i>Any matter with permission from Chairperson</i>	-Nil-

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## Action taken report of Internal Quality Assurance Cell

CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA, KERALA, 680125

Action taken report up on the minutes of IQAC meeting 27 Mar 2019.

AGENDA	ACTION TAKEN
<i>Outcome based education</i>	Two-day workshop (22 & 23 <sup>rd</sup> May 2019) was conducted on Outcome based education in association with KSHEC (Kerala State Higher Education Council). For which chief guest was Dr. Rajan Gurukkal, Vice Chairperson, KSHEC. Sixty teachers participated in the workshop.
<i>Audio library-Daisy</i>	Three day workshop was conducted on Daisy books and Epub publication from during 20-23 May 2019. The workshop was conducted in association with Daisy Forum of India. Sravyam Library is now part of National Sugamya Pusthakalaya. The resource persons were Prasanth Renjan Varma, Accessibility Specialist, DAISY Consortium and Santhosh Kare, National Sugamya Pusthakalaya
<i>Video Laboratory work progress</i>	The work of video library was completed. Blessed by Rev. Fr. Jacaob Njerinjambilly, Manager Christ College and inaugurated by Dr. Rajan Gurukkal, Vice Chairperson, KSHEC. First video lecture on ICT was recorded of which the resource person was Dr. Rajan Gurukkal.
<i>Submission of AQAR 18-19</i>	Institution login was created and started online submission of AQAR.
<i>Any matter with permission from Chairperson</i>	- Nil -

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