

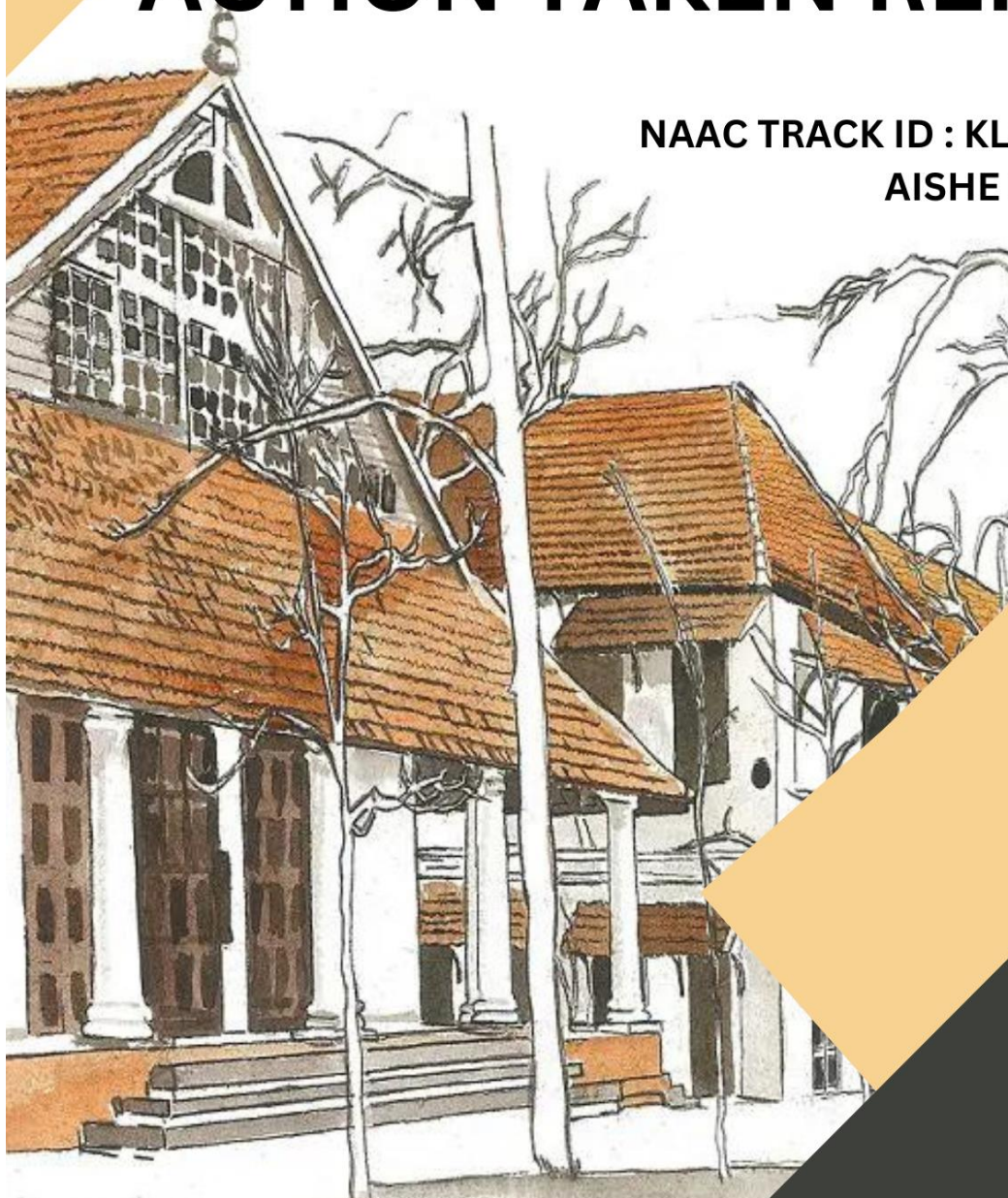


# ACTION TAKEN REPORT

2019-20

NAAC TRACK ID : KLCOGN10043

AISHE ID : C-11771



Internal Quality Assurance Cell (IQAC)

**CMS COLLEGE KOTTAYAM ( AUTONOMOUS)**


CMS College Kottayam, Kerala, India – 686001

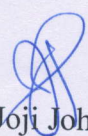
Website : <https://cmscollege.ac.in>

## **ACTION TAKEN REPORT 2019-20**

1. DSAR introduced
2. PG Syllabus Revision was carried out
3. Historical museum
4. Proposal for RUSA funding (UGC) was submitted
5. Appointment of full time staff in the placement cell for the better functioning.
6. Student Induction Programme for the UG fresher's from 1st to 5th July 2019. Feedback on induction programme was taken from the students.
7. Student Induction Programme for the PG fresher's in online mode from 25 to 27 August 2019.
8. Data for the KSHEC portal was conducted and uploaded online.
9. Criteria wise sub committees were created for the preparation of the 4th Cycle Accreditation
10. A preliminary evaluation of the cumulative data collected for NAAC 4<sup>th</sup> Cycle Accreditation was conducted
11. Organise a session with the Head of the Departments for Program Outcome Review of the UG and PG programs
12. The Pramash Scheme project was implemented with five mentee institutions.
13. IQAC organised a short term course on E- Content Development on 14th November 2019.
14. Feedback on effectiveness on online classes was taken from faculty members to take corrective measure. The Feedback analysis report revealed mixed response with teachers differing on the effectiveness on online classes.
15. IQAC took measures to enhance online teaching in the campus. Feedback was regularly collected from all teachers on the conducted of online classes with a list of topics covered in each class online.
16. In order to get the Examination wing of the institution ISO-certified, IQAC monitored the progress of the process.
17. PBAS documents of faculty members, whose promotion was due, were scrutinized and recommended for promotion.
18. Faculty applied for financial support to participate in faculty development programmes were given partial financial support.
19. Academic and Administrative Audit was conducted with the support of external experts
20. Academic awards for the students were awarded.
21. HRD Report was submitted.
22. Examination Manual was introduced. Examination sections were fully automated.
23. All classrooms were provided with white board and Wi-Fi connectivity
24. Feedback on quality initiatives was collected from students, teachers and alumni and analysed.

25. Feedback on Syllabus was collected from faculty, alumni, students and employers during the current year which was analysed. The analysis report was given to the respective Boards of studies.
26. During the current academic year, multiple events were organized on research methodology, plagiarism, research writing and consultancy training for the benefit of the faculty and research scholars.
27. Requests for financial support o the faculty to attend faculty development programmes were considered and funds were approved.
28. Several MoUs with institutions and organizations were done to organize collaborative activities in future.

  
Dr. Roy Sam Daniel  
(Principal)

  
Dr. Joji John Panicker  
(IQAC Director)

(Read and confirmed)

