

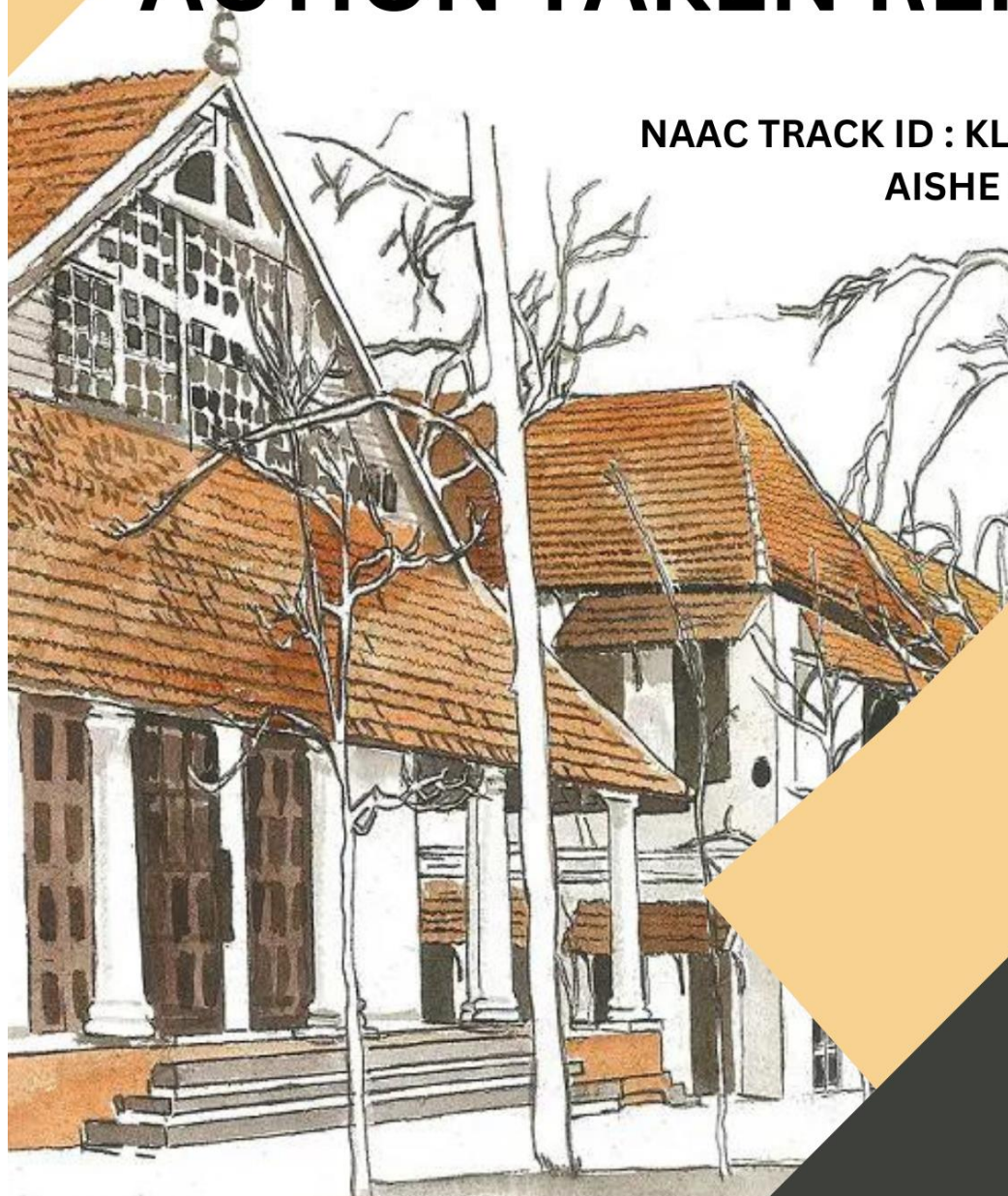


ACTION TAKEN REPORT

2020-21

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 2020-21

1. LMS, Webinars and online teaching introduced
2. Learning tool (mobile) were distributed among economically backward students distributed
3. External examination centres introduced
4. Vacancies in board of studies and academic studies were filled
5. Constitution of evaluator panel
6. FDP for two weeks introduced
7. In semester exam to online
8. Pending AQARs were submitted
9. Student Induction Programme for the UG fresher's in online mode from 12 to 21 October 2020, inaugurated by Dr. Sabu Thomas, Honourable Vice Chancellor MG University Kottayam. An entry level test was conducted at the end of Induction Programme to identify the Advanced Learners and Slow Learners. Feedback on induction programme was taken from the students.
10. Student Induction Programme for the PG fresher's in online mode from 3rd and 24th December 2020. Inaugurated by Dr. Kuruvilla Joseph, Outstanding Professor and Dean, Indian Institute of Space Science & Technology, Trivandrum
11. The IQAC-NAAC Coordination team started organising separate interface meetings with each and every department of the college in preparation of the 4th Cycle Accreditation
12. Reports of classes taken by teachers online were collected by IQAC for monitoring the effectiveness of online teaching.
13. An online awareness workshop on Code of Conduct was organised on 17 August 2020 for the administrative staff.
14. Mentor-Mentee program for the current year was initiated with circulars.
15. A preliminary external evaluation of the cumulative data collected for NAAC 4th Cycle Accreditation was conducted online on 10 September 2020 with the support of Dr. James C, Controller of Examinations, Scott Christian College, Nagercoil.
16. IQAC organise a webinar series on National Economics Policy (NEP2020) under UGC Paramarsh Scheme
17. 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.
18. 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.
19. IQAC organised training to the faculty to how to use the Light Board for effective teaching learning process
20. In order to get the Examination wing of the institution ISO-certified, IQAC monitored the progress of the process.
21. PBAS documents of faculty members, whose promotion was due, were scrutinized and recommended for promotion.
22. Faculty applied for financial support to participate in faculty development programmes were given partial financial support.
23. IQAC conducted a two day symposium on ' Strategies for Preparation of Self study Report for NAAC Reaccreditation' .
24. Academic and Administrative Audit was conducted with the support of external experts. Dr. Rajan Varghese, Member Secretary, Kerala State Higher Education

- Council, Prof. (Dr.) P G Sankaran, Pro- Vice Chancellor, Cochin University of Science & Technology (CUSAT), Cochin, Dr. J Robert Victor Edward, Principal, Scott Christian College (Autonomous), Nagarcoil were the external auditors.
25. Feedback on quality initiative was collected from students, teachers and faculty and analysed.
 26. 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.
 27. 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.
 28. Requests for financial support o the faculty to attend faculty development programmes were considered and funds were approved.
 29. Several MoUs with institutions and organizations were done to organize collaborative activities in future.
 30. During the current academic year, 96 value-added courses were conducted for the students for skill enhancement. Dr. Anju Sosan George, Assistant Professor, Department of English coordinated the value-added courses.

Dr. Varghese C Joshua
(Principal)

Dr. Joji John Panicker
(IQAC Director)

(Read and confirmed)

