

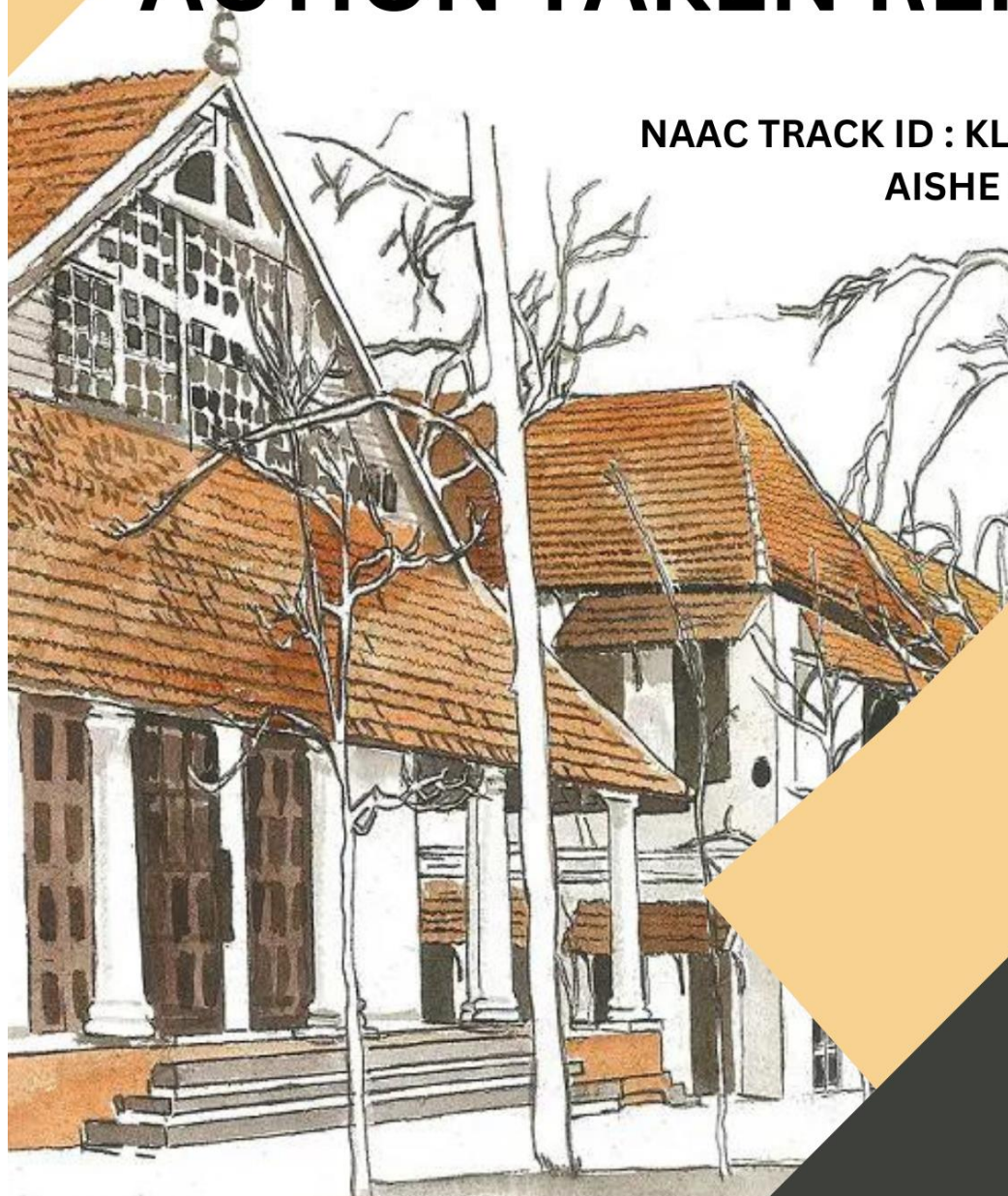


# ACTION TAKEN REPORT

2021-22

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 2021-22**


1. Demand driven to new courses B.Sc. computer science and MSc clinical and dietetics
2. 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
3. Reports of classes taken by teachers online were collected by IQAC for monitoring the effectiveness of online teaching.
4. An online awareness workshop on Code of Conduct was organised on 17 August 2021 for the administrative staff.
5. IQAC facilitated signing of MoU with Government College Kottayam on 11. 10.2021, to promote collaborative activities between the departments of English of both the institutions.
6. Mentor-Mentee program for the current year was initiated with circulars.
7. IQAC facilitated signing of MoU with Department of Clinical Nutrition, Caritas Hospital Kottayam on 5. 1.2022, to promote collaborative activities between the Department of Family and Community Science, CMS College and Department of Clinical Nutrition, Caritas Hospital Kottayam.
8. Student Induction Programme for the UG fresher's in online mode from 22 to 29 September 2021. Dr. Mohan Thomas Pakalomattom was the Chief Resource person for the programme. 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.
9. Student Induction Programme for the PG fresher's in online mode from 25 to 27 October 2021. Dr.K.Jayakumar IAS, Former Chief Secretary, Government of Kerala, and Founding Vice Chancellor, Thunchath Ezhuthachan Malayalam University was the Resource Person
10. A preliminary external evaluation of the cumulative data collected for NAAC 4<sup>th</sup> Cycle Accreditation was conducted online on 10 September 2021 with the support of Dr. James C, Controller of Examinations, Scott Christian College, Nagercoil.
11. An Awareness seminar on 'Parenting the Youth' was organised for the parents of students on 12 October, 2021 in online mode
12. An awareness seminar on atrocities against women and children was organised on 28 October 2021 by the Internal Complaints Committee and Women Studies Centre at the recommendation of IQAC.
13. 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.
14. 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.
15. IQAC organised training to the faculty to how to use the Light Board for effective teaching learning process
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. An Administrative Training Programme was organized for the non-teaching staff on 'Hands-on Workshop in Front Office' on 20 November 2021.
20. 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. The reports were submitted to IQAC through the Principal.
21. Feedback on Faculty by the students was collected online in college online portal and the analysis was availed to the Principal.
22. 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.
23. 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.
24. Requests for financial support of the faculty to attend faculty development programmes were considered and funds were approved.
25. Several MoUs with institutions and organizations were done to organize collaborative activities in future.
26. 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)

