

MES ASMABI COLLEGE, P. VEMBALLUR  
INTERNAL QUALITY ASSURANCE CELL

**ACTION TAKEN REPORT (ATR) FOR THE PERIOD 2013 -14**

Meeting no.	Date of meeting	Resolutions	Action Taken
I.	07/6/2013	Class tutors shall track the student scholarship data they got by DBT system.	Class tutors entrusted with the duty of collecting DBT data from their students.
		To participate in NAAC sponsored National Conference at MES college, Marampally.	Smt. Sheena P Mand Dr. Kesavan K participated in the conference (June 2013) and Dr. K Kesavan presented a paper.
		Submission of proposal for NAAC sponsored programme by IQAC.	Submitted proposal for NAAC sponsored national conference on the topic 'Role of ICT in Institutional Quality Enhancement –Analyzing Current Status and Exploring New Frontiers' to NAAC
		To introduce institution level FDP for newly recruited teachers.	"Two day Faculty Development Programme (Residential) for Young College Teachers "under the sponsorship of KSHEC conducted on 21 <sup>st</sup> and 22 <sup>nd</sup> June 2013. Faculties from various colleges participated
II.	09/8/13	Introduction of new PG programmes.	Proposal submitted to the University for starting PG programme (M. Com) in Marketing.
		To facilitate student conveyance.	Steps are initiated to purchase a college bus in the same academic year.
		Result improvement in aided departments.	Systematic conduct of remedial coaching followed. Poor performance in complementary subjects during the first four semesters were identified as the basic reason for poor results at the end of a programme and so special attention is given during the semester 1 to 4.
		Compulsory conduct of departmental level orientation programme for freshers.	All departments conducted motivation sessions for newly enrolled students.
III.	11/9/13	Division of IQAC duties as per NAAC seven point criteria.	Seven committees of faculties formed one for each criterion of NAAC.
		Submission of monthly reports on time.	Monthly reports of all departments collected before 10 <sup>th</sup> succeeding month.

		Meeting of 7 sub committees decided on 25 February 2013.	Conducted and awareness about their responsibilities is given.
		Decided to conduct an inspection of departmental files	Done by IQAC team.
		Discussion on submission of proposal for academic autonomy.	Proposal submitted to Higher Education department.
		Conduct of faculty trainings.	a) KSHEC Sponsored State Level Workshop on "Innovative Teaching Methodology for College Teachers" held on 8 <sup>th</sup> of January 2014.  b) 16 faculties including the Principal and IQAC co-ordinator attended a <b>State level seminar on Autonomous Colleges Prospects, Possibilities &amp; Challenges</b> held on 25 <sup>th</sup> January 2014 at MES Mampad College, Malappuram, Kerala.
IV.	23/11/13	ASAP programme and career counselling sessions, both aimed at student employability and skill are to be conducted.	ASAP course schedule was held in April 2014 and career counselling and communication skill programmes were organised for all final year UG students.
		More classrooms and associated facilities to be arranged.	Construction of new Commerce Block started towards the end of the academic year.
		Library enrichment - reference and career corner.	160 reference books and 40 books for career corner were purchased.
V.	30/01/14	Decided to prepare RUSA Institutional Development Plan (IDP)	Detailed IDP prepared and submitted to State authority of RUSA.
		Identifying Nodal Officers for different areas as per RUSA guidelines.	Duties were delegated as given below and the list was included in RUSA IDP:  1. Academic – Dr Ranjith M 2. Civil Works – Dr K.M. Mohammed Nasser 3. Procurement – Smt. Sheena 4. Finance – Dr K.P. Sumedhan 5. Equity Assurance – Capt. V.S. Jayan  <b>Committee Members:</b> Firdous Mon K. Shiney C N, Najila T Y, Sabitha

			M M, Dr.Haseena V A <b>Duties were allotted accordingly.</b>
VI	04/02/14	To prepare departmental budget for RUSA funding (as per Principals' Council meeting held at Kochi on 02/02/14)	Departmental budget prepared and submitted to RUSA State Nodal Officer.
VII.	20/2/2014	A feedback on FDP ( Innovative Teaching Methodologies) was conducted – areas for improvement were suggested by teaching faculty.	As per feedback the future residential programmes would be conducted for a period of 4 days (minimum) so as to accommodate more useful sessions and interactions.
		Decided to strengthen remedial coaching and extra classes.	Conducted and reports collected from class tutors.
		IQAC visit to departments for monitoring of facility maintenance.	Conducted on 12 <sup>th</sup> of March 2014.
		Analysis of UG Results	Overall pass percentage for UG was 71 and that for PG was 85. Action plan for better results was chalked out.

  
Co-ordinator, IQAC

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IQAC  
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Principal  
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