

MES ASMABI COLLEGE, P. VEMBALLUR
INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT (ATR) FOR THE PERIOD 2016 - 17


Meeting no.	Date of meeting	Resolutions	Action Taken
I.	09/6/16	Codify the important events/programmes planned by different departments (for preparing academic calendar).	A two member committee was formed for the codification of departmental programmes for the year. The task was completed and transferred to Calendar Committee. IQAC made necessary modifications in themes of programmes in consultation with different departments.
		Introduction of more open courses for V th semester.	Departments of BBA and BCA introduced their open courses.
		Reconstitution of NAAC 7 th Criterion subcommittee. To arrange meetings of all subcommittees.	Reconstituted with 2 additional members. Two sittings each of all subcommittees were conducted.
		To modify IQAC action plan in the context of NAAC accreditation expiry.	Programmes and services aimed at student employability enhancement and coaching for competitive examinations were included in the action plan. The action plan was approved.
II.	09/8/16	Automation of files in administrative office and updating of library resources in the library software.	A meeting of office staff was held with IQAC and awareness given to them about the necessity of digitising the office files and data. Library resources are updated in the software and verified by IQAC.
		Monitoring of ICT use in teaching and learning.	Monitored once in two weeks in all departments at random.
		IQAC annual reports compilation.	Compiled.
		Installation of solar power plant and rainwater harvesting system.	Quotations were invited and proceedings were initiated for both of these facilities.
		To conduct academic audit after forming a committee for framing guidelines and format.	A 3 member committee {Dr. Kesavan K (IQAC Coordinator), Dr. Muralikrishnan T R and Smt. Sheena P A} prepared a format for academic audit. Separate formats were prepared for main and single departments. The formats were distributed to all departments and

			necessary directions were given.
		Formation of a core committee for guiding and supervising NAAC criteria-wise sub-committees and SSR preparation.	A seven member core committee was constituted for the purpose.
		One best practice per department.	Conveyed to all departments and directed to include it in annual reports of departments with necessary evidence.
III.	31/10/16	Extension activities in SN Puram Grama Panchayath (one activity per department)	Implemented by all departments.
		To start internal academic audit.	The 3 member audit team (the Principal, IQAC co-ordinator and one core team member started the audit work in the first week of November.
		Efficient use of INFLIBNET by teachers and students.	Login credentials given to all PG students and new teachers of self financing departments.
		Steps for financial support for deserving students of self financing departments.	Instalment facility for fee payment was implemented. The College Managing Committee agreed to consider reduction in fee payment for students hailing from poor families.
		Revival of language lab.	Became fully functional after the upgradation of software.
		Status presentation (PowerPoint as per NAAC criteria) by all main departments.	Completed by 15 th of November. The presentations were evaluated by IQAC and the presentations were saved for future review or referral.
		Open Source Journals (listing with URL) and free e-books are to be given to the library for data keeping and make them available in the library system terminals	Done by all departments.
IV.	09/12/16	Introduction of Short Term Courses in departments.	Introduced by Department of English.
		To arrange progress review meetings of IQAC with Scholar Support Programme and Walk With Scholar programme	Conducted.
		API/ PBAS submission by faculties.	Done by six Assistant Professors awaiting CAS.
		Sought possibility of freeships to students.	PTA and Alumni have decided to offer freeships to 20 deserving students based on their academic performance and financial status.
		Review and feedback of social extension flagship programme of	Detailed reports of GRAMIKA submitted by all departments. A

		the college – GRAMIKA.	summary note was prepared. Letters of appreciation got from Grama Panchayaths were filed.
V.	01/03/17	LOI for NAAC- pre-requirements.	Files and data for LOI finalised.
		Feedback collection online	Software vendors were contacted and discussed.
		Providing link for INFLIBNET and OPAC on College Website	Links added.
VI	30/3/17	Draft action plan for the next year was tabled.	Finalised in May 2017.
		Reviewed the activity reports of all cells and clubs	Suggested more activities for gender sensitization.
		Discussed the possibility of giving feedback on the proposed Revised SSR format of NAAC.	Feedback of IQAC submitted to NAAC in April 2017.


Co-ordinator, IQAC

**CO-ORDINATOR
IQAC
MES ASMABI COLLEGE
P.VENBALLUR- 680671**


Principal

**PRINCIPAL
MES ASMABI COLLEGE
P.O.PVENBALLUR
KOBUNGALLUR- 680 671**