

MES ASMABI COLLEGE, P. VEMBALLUR
INTERNAL QUALITY ASSURANCE CELL


ACTION TAKEN REPORT (ATR) FOR THE PERIOD 2017 - 18

Meeting no.	Date of meeting	Resolutions	Action Taken
I.	18/7/17	Familiarization of cloud based quality assessment procedure module.	Login credentials given to all faculties and a demonstration of adding data was carried out.
		Discussion on exhaustive annual report of NSS and NCC.	Important activities identified and selected for inclusion in AQAR.
		Continuation of internal academic audit.	Completed for all departments,
		Departmental facilities improvement and providing of supporting staff.	Reported to Management through Principal.
		Library documentation updating - discussed	The existing software is updated.
II.	17/8/17	Salient features of Revised QIF and SSR format of NAAC to be subjected to detailed study by IQAC and awareness regarding this to be conveyed to criteria-wise subcommittees.	QIF and SSR studied by IQAC, discussed in staff meetings and 3 rounds of subcommittee meetings. Important preparations and requirements to be met by the institution before preparing and submitting IIQA and SSR were submitted (both as hard copy and e-mail) to the Principal.
		Discussion on status of installing rainwater harvesting system and solar power plant.	The specifications (model, capacity etc.) of rain water harvesting system and solar power plant were checked by IQAC and conveyed the opinion to the Management through the Principal.
		To collect PTA feedback.	Collected on 22 nd August during the General body meeting of PTA.
III.	12/10/17	Discussed the modus operandi of GRAMIKA 2018 (annual massive social contact and extension drive).	Planned department level programmes and carried out on 7 th of February 2018 in various wards of 4 Grama Panchayaths.
		Review of academic monitoring of odd semesters.	Progress of portions covered and teaching methodologies adopted were reviewed during the second week of November 2017.
		Discussion on AISHE report submitted.	AISHE data were verified and found satisfactory and correct.
IV.	05/12/17	Assessment of meeting minutes	Verified and essential suggestions were conveyed.

		of departments on GRAMIKA 2017-18	
		Teacher orientation programmes (intra-institutional)	One day faculty training on 'E-learning' was conducted on 6 th of December.
		To finalise NIRF data uploading.	The task started in November was completed on 8 th December 2017.
		Enhancement of library resources.	Suggestions given to Library Advisory Committee.
V.	16/02/18	Review of SSR (First draft) prepared by Criteria subcommittees.	Reviewed. Anomalies and deficiencies in student support data and student data were rectified.
		A list of documents (soft copies) required for IIQA and SSR uploading is to be prepared.	The list was prepared, documents collected and scanning process started.
		To conduct a seminar on Intellectual Property Rights	Areas of talk were identified and contacted the Resource Persons.
VI	26/03/18	Review of annual reports of cell/club activities was undertaken.	The sitting arrived at a conclusion that programmes focused on drug abuse and entrepreneurship development are to be strengthened. Activities of Career Guidance Cell were not satisfactory. Also cells need to be reconstituted as per new guidelines of GoI. The statutory cells were re-constituted as per UGC and GoI guidelines.
		To identify areas of emphasis for coming year's action plan of IQAC	Programmes on IPR, welfare schemes like PPF for Self Financing Teachers, PAN card registration for teachers of self financing wing, increased participation of faculties in faculty development programmes were fixed as the areas of priority. Initiatives were started to meet these requirements.
		To introduce LMS as a modern tool of teaching, learning and evaluation	Contacted different vendors and decided to introduce online internal examination system from 2018-19.


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