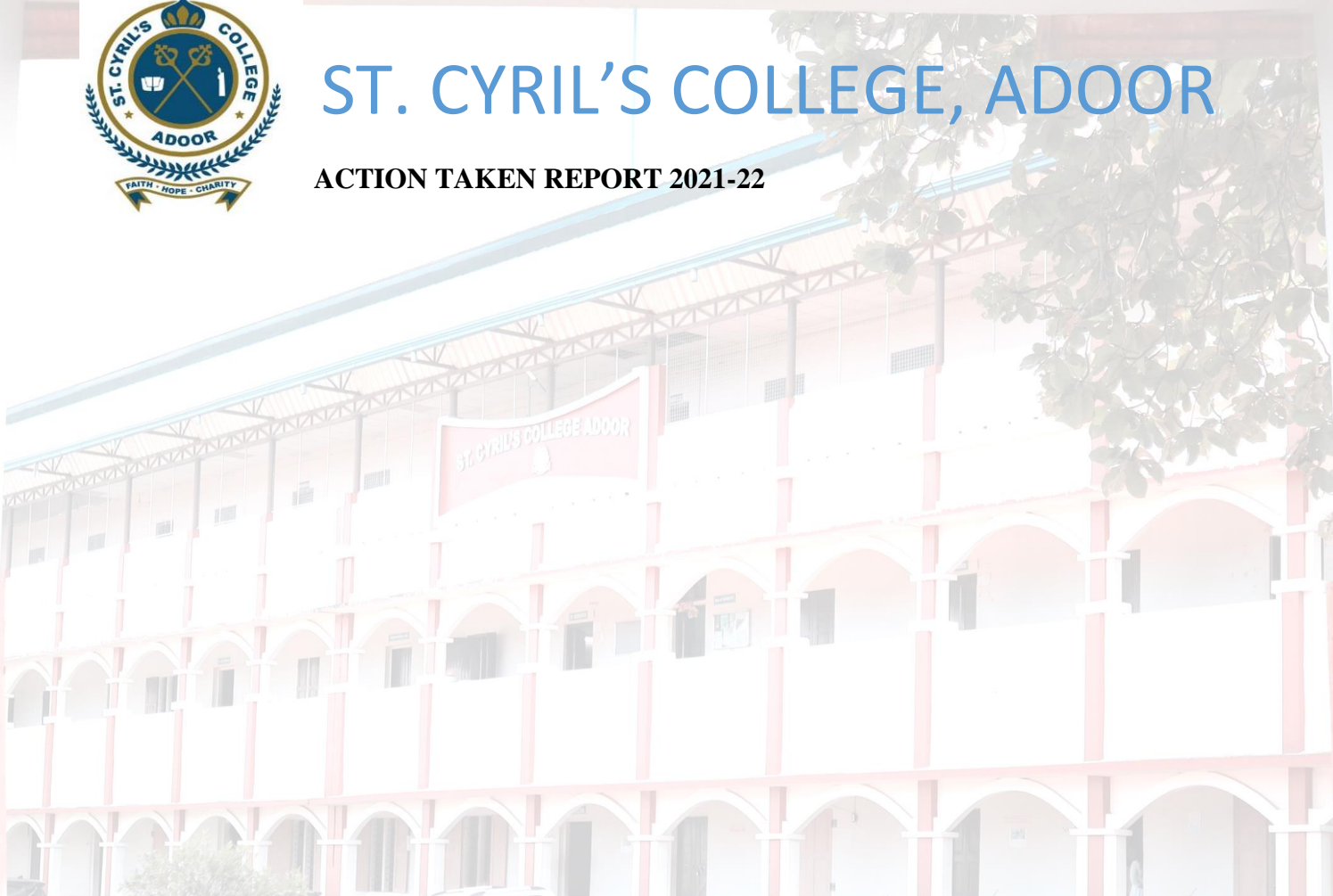


ST. CYRIL'S COLLEGE  
ADOOR  
ESTD. 1981



# ST. CYRIL'S COLLEGE, ADOOR

**ACTION TAKEN REPORT 2021-22**





**INTERNAL QUALITY ASSURANCE CELL**  
**ST CYRIL'S COLLEGE, ADOOR**  
*iqaccyrils@gmail.com*

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**IQAC Summary & Action Taken Report**  
**2021-2022**

**The IQAC Core Committee**

1. Ms Anitha Thomas(Chairperson)
2. Dr Mini Samuel(IQAC Coordinator)
3. Ms Mini Mathew
4. Ms Susan Alexander
5. Lt.Dr Baiju P Jose
6. Ms Nisha Mathew(NAAC Coordinator)
7. Ms Smita Kochummen
8. Ms Aswathy G S (Librarian)
9. Mr John Varghese (Administrative Officer)
10. Mr Johnson K Zacharia(Management)
11. Ms Alexy Elsa Biju(Student)
12. Mr Shaju K John(Alumni)
13. Mr Kannappan(Local Society)

**IQAC Steering Committee**

1. IQAC Cordinator - Dr Mini Samuel
2. NAAC Coordinator - Dr Nisha Mathew
3. I Criteria - Dr Runcy Wilson
4. II Criteria - Ms Soumya Mary Thomas
5. Ms Lini k mathew
6. III Criteria - Dr Anoop Chandran
7. IV Criteria - Dr Smita Kochummen
8. V Criteria – Dr Soorya Anand
9. Ms Reshma Susan George
10. VI Criteria - Dr Alen S
11. VII Criteria - Dr John Major Thomas

The IQAC held three meetings throughout the 2021-2022 academic year.

**The Action Taken Report**

1. **Certificate Courses** – Certificate Courses of 30 to 40 hours are provided.
  - i. Commerce – Business Communication
  - ii. History – Numismatics and Philately
  - iii. Physics – Theory & Technology of Dye Sensitised Solar Cells
  - iv. Physics – Programme on LaTeX ( Collaboration with IIT Bombay)
  - v. Political Science – Indian Government and Constitution
  - vi. MGOCSM – Professional Ethics and Human Values
2. **Induction Programme** – All departments conducted induction programme for newly

enrolled students in online mode .

3. **Bridge Courses, remedial coaching, Career Guidance classes, Competitive Examination coaching and mentoring** were given to students regularly.
4. **Soft Skill courses** – IQAC took initiative in conducting Soft Skill Development Programme (SSDP) for capability enhancement of students. The theme for 21-22 was '*Combating Covid 19 in personal, social and cultural realms*'. The classes were taken by faculty members. The programme aims at the psycho-somatic development of the students – aiding to their mental, physical, social, cultural, and psychological upliftment. It is a 15 hours Lecture series consisting of a theme talk and five lectures of two hours duration with a valediction ceremony.
5. **Orientation/Refresher Courses** - The Faculty members completed the orientation/refresher/short term for PBAS -CAS.

Name of the Teacher	Title of the Program	Duration
Dr. Susan Alexander	Refresher Course in Gender Sensitization-A Stakeholder Perspective	18-02-2022 to 03-03-2022
Dr. Nisha Mathew	UGC Sponsored Refresher Course in English Language and Literature	23-11-2021 to 06-12-2021
Ms. Mariam John	FDP on Mentoring for Institutional Social responsibility and Facilitation for Community Engagement	27-01-2022 to 02-02-2022
Dr. Rejeena V Rajan	National Online Refresher Course/Two Week FDP on "Structural Analysis Using Rietveld Refinement, Microscopic and Compositional Analysis	29-09-2021 to 13-10-2021
Dr. Anoop Chandran	Online Two Week Interdisciplinary Refresher Course/FDP on "Managing Online Classes and Co-Creating Moocs(Level 2)"	02-06-2021 to 16-06-2021
Dr. Alen S	Online Two Week Refresher Course in "Physics"	27-11-2021 to 10-10-2021
Dr. Alen S.	Two Week Interdisciplinary Refresher Course/FDP on "Research Methodology"	20-07-2021 to 03-08-2021
Mr. Sajin Philip	UGC Sponsored Refresher Course in Social Sciences	07-12-2021 to 20-12-2021
Ms. Elizabeth George	Two Week Interdisciplinary Refresher Cours in "Advanced Concepts in Developing MOOCs"	06-10-2021 to 20-10-2021
Dr. O C Promod	Online One Week FDP on "Blended Learning & Pedagogical Techniques"	22-01-2022 to 29-01-2022
Dr. Siji Rachel George	UGC Sponsored Online Short Term Course on Gender Sensitization	24-12-2021 to 30-12-2021
Ms. Lini K Mathew	Interdisciplinary Online Two Week Refresher Course/FDP on "Managing Online Classes and Co-Creating Moocs7.0"	05-08-2021 to 19-08-2021
Dr. Smitha Kochummen	Online Two Week Refresher Course in " Commerce and Management"	25-06-2021 to 08-07-2021
Dr. Shiny Kochummen	One Week Online International FDP on "Advanced Methodologies for Cotemporary Research"	16-08-2021 to 23-08-2021
Dr. Shiny Kochummen	Online Two Week Interdisciplinary and Multilingual Refresher Course/FDP on "Research Methodology)"	23-10-2021 to 06-11-2021
Dr. John Major Thomas	Online Two Week Interdisciplinary Refresher Course/FDP on "Managing Online Classes and Co-Creating Moocs(Level 2)"	02-06-2021 to 16-06-2021
Dr. Seraphi John	UGC Sponsored Refresher Course in Malayalam Language and Literature	05-01-2022 to 18-01-2022
Dr. Seraphi John	One Week FDP on "Best Practices for Online Teaching: Classrooms, Courseware and Tools	08-07-2021 to 14-07-2021
Dr. Seraphi John	Faculty Development Programme Strategies for Enhancing Mental Health in Teachers and Students	26-10-2021 to 01-11-2021

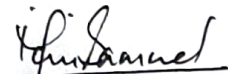
6. **PBAS CAS** – The Faculty members who were eligible for promotion had submitted the Performance Based Appraisal System Proforma for Promotion under CAS. The IQAC team scrutinized the proforma and made all arrangements for the process. Ten faculty members were upgraded to next Academic Level.

Sl. No.	Name of the Faculty	Academic Level	Date of conduct of Evaluation
1	Dr. Mini Samuel	11	12/11/2021
2	Dr. Seraphi John	11	18/11/2021
3	Lt. Dr. Baiju P Jose	12	20/11/2021
4	Ms. Sowmya Mary Thomas	11	24/11/2021
5	Dr. John Major Thomas	11	03/02/2022
6	Ms. Elizabeth George	11	08/02/2022
7	Dr. Runcy Wilson	11	09/02/2022
8	Dr. Anoop Chandran	11	21/02/2022
9	Dr. Alen S	11	21/02/2022
10	Ms. Mariam John	11	07/03/2022

7. **Mahatma Gandhi National Council for Rural Education (MGNCRE)** – Dr Mini Samuel, IQAC Coordinator of the college was chosen as the District Sustainability Mentor. Ms Sowmya Mary Thomas, Ms Mariam John, Ms Elizabeth George and Ms Lini K Mathew supported the District Sustainability Project successfully and submitted the report to MGNCRE.
8. **AISHE** -All India Survey on Higher Education was completed by the IQAC team and uploaded on 29/02/2020.
9. **IDP** – Institutional Development Project was prepared by IQAC .The team was lead by Dr Mini Samuel and Dr Anoop Chandran.
10. **Extension Programme** – Activities were conducted by Departments, National Service Scheme, National Cadet Corps and Women’s Cell.
11. **Merit Day** - The college conducted the Merit Day and Annual day on March 25, 2022. Principal Prof. Anitha Thomas distributed prizes and awards for the deserving teachers and students. Institutional Scholarships were distributed. The Best Faculty award( 2021-22) was given to Ms Mini Mathew, Associate Professor, Department of History. The Best Faculty Award 2020-21 was given to Dr Siji Rachel George.
12. **Internal Academic Audit** – It was conducted on 30/06/22 and 01/07/22.  
The Audit Team – Dr Mini Samuel, Dr Nisha Mathew and Dr Shiny Kochummen.  
The report of the Academic Audit was presented in IQAC and College Council.
13. **Internal Department Financial Audit** – It was conducted on 27/06/22 and 28/06/22.  
The Audit Team – Dr Mini Samuel, Dr Siji Rachel George, Dr Rejeena Rajan. The report was presented in College Council and IQAC and was passes unanimously.
14. **Library Stock Verification** – A stock verification of library books was done from 10/05/2022 to 29/05/2022.  
The details
- i. Accession Register – 3 Volumes
  - ii. No of books entered in Ascension register – 23855
  - iii. Damaged Books – 3339
  - iv. Missing books -24
15. **Feedback** – The feedback was collected ,analysed and report was submitted to college council and IQAC. It was coordinated by Dr Runcy Wilson.

16. Students Satisfaction Survey – The Survey was conducted and the report was submitted to IQAC. Ms Sowmya Mary Thomas and Ms Lini K Mathew.

The regular IQAC meetings held this year have ensured continuous evaluation and strategic planning, contributing to the consistent enhancement of the college's quality.

  
Dr. Mini Samuel  
IQAC Coordinator



  
Ms Anitha Thomas  
Principal

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