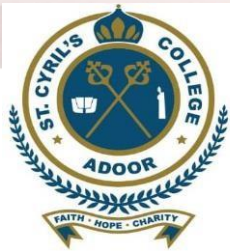
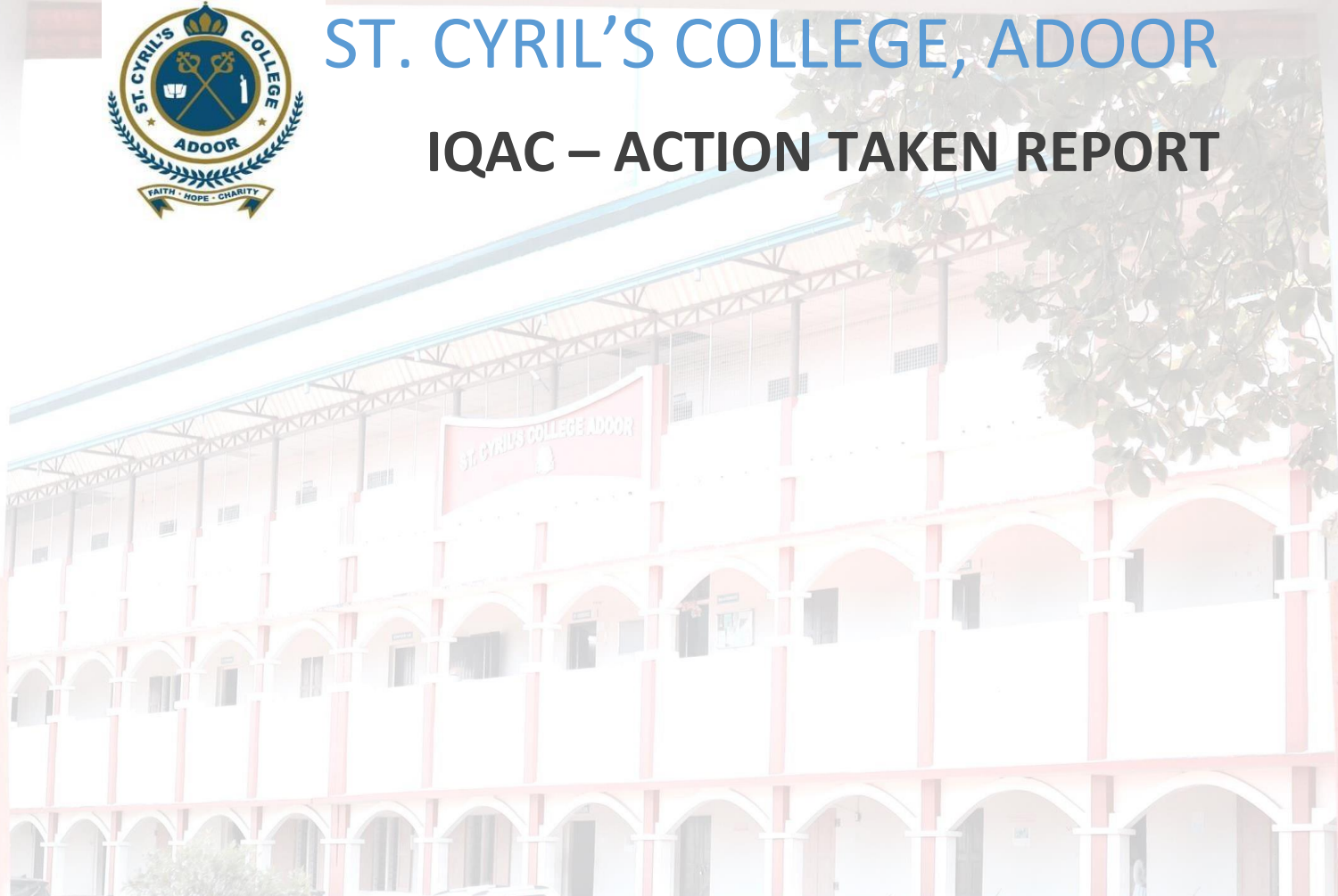


ST. CYRIL'S COLLEGE  
ADOOR  
ESTD. 1981



**ST. CYRIL'S COLLEGE, ADOOR**

**IQAC – ACTION TAKEN REPORT**





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

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**IQAC SUMMARY & ACTION TAKEN REPORT  
2022-2023**

**The IQAC Core Committee**

1. Dr Susan Alexander
2. Ms Mini Mathew
3. Lt Dr Baiju P Jose
4. Dr Nisha Mathew
5. Dr Smita Kochummen
6. Dr Mini Samuel (IQAC Coordinator)
7. Mr Johnson K Zachariah ( Management)
8. Ms Aswathy G S (Librarian)
9. Mr John Varghese(Administrative Officer)
10. Mr Johnson K Zacharia(Management)
11. Ms Ajina S (Student- M Sc Physics)
12. Mr Fayas Muhammad( Student – M A English)
13. Mr Shaju K John(Alumni)
14. 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 2022-2023 academic year.

**The Action Taken Report**

1. **Certificate Courses** – Certificate Courses of 30 to 40 hours are provided.
  - i. Chemistry – Good Laboratory Practice
  - ii. Commerce – Business Communication
  - iii. English – English Language Skill
  - iv. Economics – Budget Studies
  - v. History – Numismatics and Philately
  - vi. Physics – Python 3.4.3
  - vii. MGOCSM – Professional Ethics and Human Values

**2. Induction Programme** – IQAC initiated a three-day induction program for newly enrolled students, providing valuable insights on embracing life and personal development in the post-COVID world. Students became acquainted with the college updated facilities and new opportunities.

**3. Bridge Courses, remedial coaching, Career Guidance classes, Competitive Examination coaching and mentoring** were given to students regularly.

**4. Capability Enhancement Programme**– With a focus on capability enhancement, the IQAC organized programs in Soft Skill Development (SSDP), Yoga, ICT, and English Communication Skills for student growth.

**5. AISHE** -All India Survey on Higher Education was completed by the IQAC team and uploaded on 18/01/2023

**6. IDP** – The Institutional Development Project (IDP) was developed by the IQAC team under the leadership of Dr. Mini Samuel and Dr. Anoop Chandran and subsequently submitted to the management.

**7. Research Center** - P G Department of Physics upgraded to Research Department. The Department of Physics, was recognised as a research department by the University of Kerala.

**8. Extension Programme** – Activities were conducted by Departments, National Service Scheme, National Cadet Corps and Women's Cell.

**9. Orientation/Refresher Courses** - The Faculty members completed the orientation/refresher/short term for PBAS -CAS.

Sl. No.	Name	Title of the Program	Duration
1	Dr. O C Promod	FDP on Moodle based Learning Management System and Course Design	13.03.2023-17.03.2023
2	Dr. Runcy Wilson	FDP on Moodle based Learning Management System and Course Design	13.03.2023-17.03.2023
3	Ms. Elizabeth George	Two Week Refresher Course on Managing Online Classes and Co-creating MOOCs 17	07.08.2022-21.08.2022
4	Ms. Elizabeth George	FDP on Moodle based Learning Management System and Course Design	13.03.2023-17.03.2023
5	Ms. Lini K Mathew	FDP on Moodle based Learning Management System and Course Design	13.03.2023-17.03.2023
6	Ms. Lini K Mathew	7 Day National Level Online FDP on Outcome Based Education	10.05.2023-17.05.2023
7	Dr. Shiny Kochummen	Online Refresher Course in Commerce and Management	13.07.22-26.07.2022
8	Ms. Mini Mathew	FDP on Moodle based Learning Management System and Course Design	13.03.2023-17.03.2023
9	Dr. Nisha Mathew	Short Term Course in Student Counselling and Mentoring	31.01.2023-06.02.2023
10	Dr. Nisha Mathew	Orientation Course for the Programme Officers of the National Service Scheme	10.08.2022 - 16.08.2022
11	Rejeena V Rajan	FDP on Moodle based Learning Management System and Course Design	13.03.2023-17.03.2023
12	Dr. Anoop Chandran	FDP on Moodle based Learning Management System and Course Design	13.03.2023-17.03.2023
13	Dr. Runcy Wilson	Managing Online Classes and Co-creating MOOCs 15	06.06.2022-20.06.2022
14	Dr. John Major Thomas	Managing Online Classes and Co-creating MOOCs 15	06.06.2022-20.06.2022
15	Ms. Sowmya Mary Thomas	One Week FDP on Academic Research Writing	16.07.2022-22.07.2022
16	Ms. Sowmya Mary Thomas	Online One Week FDP on Advanced Pedagogical Techniques	25.06.2-22-01.07.2022
17	Dr. Mini Samuel	FDP on Moodle based Learning Management System and Course Design	13.03.2023-17.03.2023

**10. 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. Two faculty members were upgraded to next Academic Level.

Sl.No.	Name of the Faculty	Academic Level	Date of conduct of Evaluation
1	Dr. Susan Alexander	12	22/08/2022
2	Dr.Nisha Mathew	12	22/08/2022

### 11. Research Guides & Scholars

Physics

Dr Anoop Chandran  
1. Asitha C. Nair  
2. Lekshmi O.

Dr Alen S.

Commerce

Dr Smita Kochummen  
1. Rejani K R  
2. Majida MA  
3. Roshini Thomas  
4. Archa Ramachandran

**12. Seminars for Students** – i. A National Seminar on Intellectual Property Rights was organised by the PG Dept of English in association with IQAC and NIPAM, Ministry of Commerce and Industry, Govt of India, on 02 Dec. 2022. Mr Anumod S Examiner of Patents and Designs, NIPAM Officer Intellectual Property Office Chennai was the Resource Person.

ii. A **webinar on Innovation and Entrepreneurship** was conducted on 16<sup>th</sup> July, 2022. The resource person was Mr.Jikku James, Assistant Professor of Commerce, St.Thomas College, Ranni.

iii. The Department of Commerce, organised a workshop on Research Methodology titled “Problem Identification in Research & Effective Usage of Scaling in Data Analysis.

iv. The Department of Economics conducted a class on Research Methodology by Dr Susan Abraham, Associate Professor, Department of Economics, Christian college, Chengannur.

v. The Department of Political Science and IQAC in academic partnership with IAS Hub conducted a one-day civil service orientation seminar.

vi. Department of History and IQAC organized a Seminar on Research Methodology on 22/03/23, Resource person- Muhammed Maheen A

### 13. Faculty Enrichment Programs

i. The IQAC & HR cell of the college conducted a Staff improvement programme on 23

February 2023, led by Fr. Jacob John .

ii. A faculty development programme on “NEP: Concerns and Challenges in Higher Education” was organized by IQAC and HRDC of St. Cyril’s College in collaboration with UGC-HRDC, University of Kerala on 25-02-2023

iii. An Orientation class on the valuation of Answer Scripts for the teachers of Pathanamthitta district region was organised by IQAC in collaboration with University of Kerala on 30 September 2022

iv. A training programme for administrative staff, ‘NAAC: Re-Orienting Administrative Perspectives’.

14. **Result Analysis** – The IQAC conducts result analysis regularly after the publishing of University results. Discussions are initiated and follow ups are carried out.
15. **Bhudwar Ka Khadhi Mahotsav** – To promote Khadi products and instill a sense of nationalism, the IQAC encouraged staff and students to wear Khadi attire on Wednesdays. A Khadi exhibition and sale were organized on September 28, 2022.
16. **Merit Day** - The college held Merit Day on March 30, 2023, celebrating and awarding prizes for curricular and co-curricular achievements. Dr. Anoop Chandran received the Principal’s Faculty Award for the academic year 2022-23.
17. **Internal Academic Audit** – It was conducted on 12/09/2023 and 13/09/2023  
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.
18. **Internal Department Financial Audit** – It was conducted on 31/03/2023.  
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.
19. **Library Stock Verification** – A stock verification of library books was done from 10/05/2023 to 30/05/2023 .  
The details
- i. Accession Register – 3 Volumes
  - ii. No of books entered in Accession register – 24015
  - iii. Damaged Books – 3403
  - iv. Missing books -25
20. **Feedback** – The feedback was collected ,analysed and report was submitted to college council and IQAC. It was coordinated by Dr Runcy Wilson.
21. **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

  
Dr Susan Alexander  
Principal



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