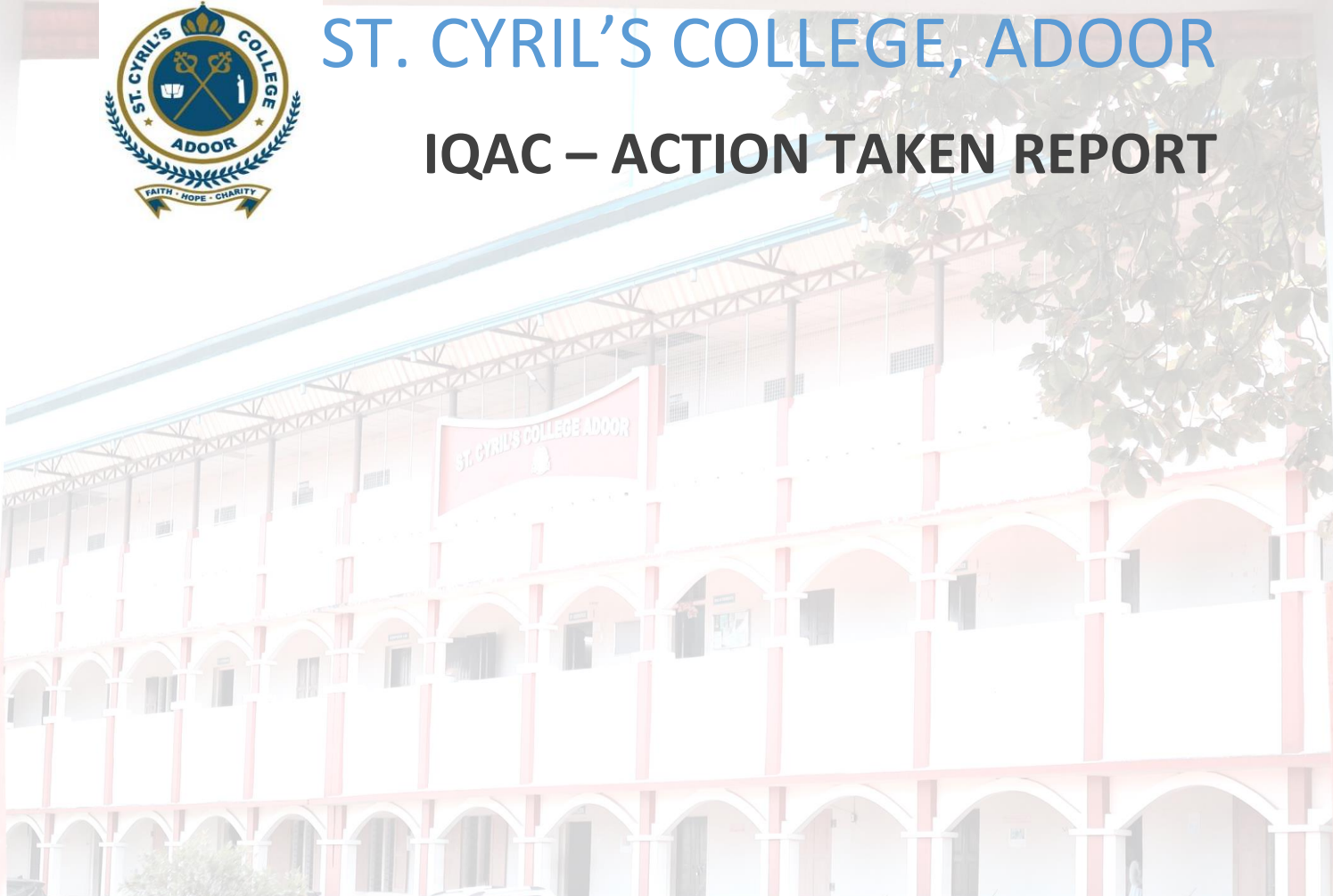


ST. CYRIL'S COLLEGE
ADOOR
ESTD. 1981



ST. CYRIL'S COLLEGE, ADOOR

IQAC – ACTION TAKEN REPORT





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

IQAC SUMMARY & ACTION TAKEN REPORT
2023-2024

The IQAC Core Committee

1. Ms Mini Mathew
2. Dr Susan Alexander
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 John Yesudasan(Student)
11. Ms Harsha Reji(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 2023-2024 academic year.

The Action Taken Report

1. LMS

Nectose software was purchased for the attendance, academic and administrative purposes. Students and staff were trained to use the LMS by the Nectose team.

2. Anti Ragging Awareness Programme

Programme was held on 24/07/2023. The resource person was Mr R Pradeep, Chief Additional District Police, Pathanamthitta.

3. Induction Programme

A three day Induction programme was organised on 04/10/23, 05/10/23 & 06/10/23. The newly enrolled students were given motivating classes, ice breaking sessions, introduction to the college facilities and talent showcasing programmes.

4. Alumni

Global Alumni meet was held on 20/08/2023.

5. Result Analysis

Result Analysis was conducted immediately after the publishing of semester examination. Students were given remedial and tutorial classes accordingly.

6. Preparation for NAAC

- i. Institutional Development Plan was prepared and given to the management representatives.
- ii. To improve the ICT facility for teaching and learning smart TVs were installed in every department according to the need.
- iii. The maintenance works were completed according to the need.
- iv. An incubation centre in the new administrative building in collaboration with Department of Physics & Chemistry was planned .
- v. The library was planned in the new building with the expert advice of Fr John Neelakavil CMI , known as father of libraries, Librarian of Dharmaram College, Bangalore.
- vi. AQARs of departments were collected and consolidated.

7. AISHE Survey

The Survey was completed according to the guidelines of the Department of Higher Education of the year 2022-2023 and submitted on 16/03/2024.

8. AKHES Survey

The Survey was completed according to the guidelines of the Department of Kerala Higher Education of the year 2022-2023 and submitted on 24/01/2024.

9. Gender Sensitisation Programmes

- i. Awareness class on Child and Women Protection Laws in association with KSWDC was held on 12-01-2024.
- ii. A Social skill training programme on “Cake Baking and Designing” was organized on 29/01/2024.
- iii. A talk on “Role and Status of Women” was organized on 20-02-2024.
- iv. The celebration of International Women’s Day celebration was organized on 07-03-2024.
- v. St. Cyril’s College in association with KSWDC organized a self-defence training session on 12-03-2024.
- vi. As part of the child development programme, Women Cell and Jeevani in association with KSWDC organized a seminar on the topic “F.E.A.R.- Face Everything and Rise.”

10. IPR & Research Methodology Seminars –

- i. The Department of History and Economics in association with Kerala State Council for Science ,Technology and Environment organised a seminar on Intellectual Property Rights by Dr Asha R, Project Scientist II, Patent information centre, on 22 March 2024.
- ii. PG and Research Department of Physics conducted a Seminar on Research methodology, IPR & Entrepreneurship on IPR & Patenting on 18 March 2024. Dr Jacob George, Patent Agent and former Associate Professor was the Resource person.
- iii. A workshop on the Basics of Research Methodology was conducted by the Department of Commerce on 26th February 2024 from 1.30 to 2.30 pm at the seminar hall.
- iv. The Department of Commerce organized a One-day Workshop on IPR & IP Management on 20th February , 2024 at 10:30. The Expert Speaker was Mr.Sudheer Balachandran, Director of Subhiksha Institute of Learning Pallakad .

11. Memorandum of Understanding(MOUs)

SI No	Organisation with which MoU is signed	Duration
1	Newman College, Thodupuzha, Kerala, India	5yrs
2	Doctor John's Biotech Center for Research and Development, Kottarakkara, Kollam	10yrs
3	Don Bosco College Bangalore	5yrs
4	Mithradham	5yrs
5	SIRA	5yrs
6	St Stephen's College, Pathanapuram	3yrs
7	Department of History, MSM College, Kayamkulam	5yrs
8	National Youth Employability & Skill Training, Govt. of India	5yrs
9	Department of Internet of Things And Cyber Security	2yrs
10	Department of Computer Science & Engineering, Department of Artificial Intelligence, Providence College of Engineer & School Of Business, Chengannur, Kerala	2yrs
11	Department of Physics, MSM College, Kayamkulam	5yrs
12	Department Of History, Tagore Government Arts And Science College, Pondicherry	5yrs
13	Cháithanya Healing and Training Centre, Kottarakkara	5yrs
14	The International Institute of Migration and Development (IIMAD)	
15	Invisor Consulting Services Pvt. Ltd, Kochi	3yrs

12. Skill Development Programme

1.	Diploma in Theory & Technology of Dye Sensitized Solar Cells	6 Months	Physics
2.	Diploma in Data Entry & Word Processing Diploma in accounting & Auditing	6 Months	Commerce
3.	Diploma in Numismatics & Philately	6 Months	History
4.	Diploma in Business Management	6 Months	
5.	Diploma in Airport Management & Ground Handling	6 Months	English
6.	Advanced Diploma in Microsoft Office	6 Months	Commerce
7.	Diploma in Travel & Tourism	6 Months	History

13. Orientation Refresher Courses

Name of teacher who attended	Title of the program	Duration (from – to) (DD-MM-YYYY)
Dr. Smita Kochummen	Online Two Week Refresher Course in "Commerce"	31-07-2023 to 14-08-2023
Dr. Nisha Mathew	Short Term Course in Academic Writing, Research and Publication Ethics	26-10-2023 to 01-11-2023
Dr. Smita Kochummen	Refresher Course in "Advanced Research	23-03-2024 to 05-04-2024

	Methodology"	
Dr. Smita Kochummen	NEP-2020 Orientation and Sensitization Programme	16-05-2024 to 28-05-2024
Dr. Siji Rachel George	Five Day Workshop on Curriculum Design and Development of Four Year Undergraduate Programme in Political Science	18-04-2024 to 23-04-2024
Dr. Soorya Anand	Five Day Residential Workshop on Curriculum Design and Development of Four Year Undergraduate Programme in Economics	19-03-2024 to 23-03-2024
Dr. Mini Samuel	One Week Faculty Development Programme for IQAC Coordinators	26-06-2023 to 03-07-2023
Ms. Elizabeth George	One Week National Level Online Faculty Development Programme on "Outcome Based Education and Application of Generative AI in Teaching and Research	06-03-2024 to 13-03-2024
Ms. Lini K Mathew	Online Two Week Refresher Course in "Chemistry"	28-04-2024 to 11-05-2024
Ms. Sowmya Mary Thomas	One Week International FDP on "Crafting Excellence: Research and Innovation in the Age of AI	21-01-2024 to 27-01-2024

14. Faculty Enrichment Programme

- i. Online Orientation on Four Year Undergraduate Programme was conducted on 13/05/2024
- ii. Orientation Programme for faculty members was conducted on 22/02/2024
- iii. Training Programme for Faculty members and Administrative staff on Nectose Software was conducted on 20/10/2023

15. Personal Counselling & Mental Well Being

A project named JEEVANI, to promote mental well-being of students by Department of Kerala Collegiate Education by Government of Kerala is initiated and a regular professional counsellor is appointed for the college in this academic year.

16. Merit Day

The college held Merit Day on 18 March, 2024 celebrating and awarding prizes for curricular and co-curricular achievements. Dr. Nisha Mathew received the Principal's Faculty Award for the academic year 2023-24.

17. Internal Academic Audit – It was conducted on 28/05/2024 & 29/05/2024

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 31/03/2024.

The Audit Team – Dr Mini Samuel, Dr Siji Rachel George, Dr Rejeena Rajan.
The report was presented in College Council and IQAC and was passed unanimously.

19. Library Stock Verification – A stock verification of library books was done on 29/05/20

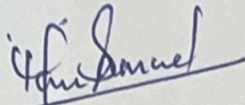
The details

- i. Accession Register – 3 Volumes
- ii. No of books entered in Accession register – 24229
- iii. Damaged Books – 3431
- iv. Missing books -23

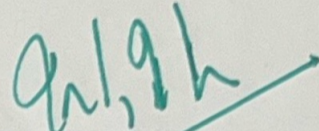
20. Feedback – The feedback was collected ,analysed and report was submitted to college council and IQAC. It was coordinated by Dr Runcy Wilson.

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



Ms Mini Mathew
Principal

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