



# ALL SAINTS' COLLEGE

Re-accredited with 'A' - Grade by NAAC

Thiruvananthapuram - 695 007, Kerala - South India

Phone : 0471-2501153, 8281334337

E-mail : allsaintscollegeasc@gmail.com, www.allsaintscollege.com

<b>SUMMARY OF IQAC MINUTES AND ACTION TAKEN REPORT (2021-22)</b>			
<b>Sl No.</b>	<b>Date</b>	<b>Agenda</b>	<b>Action taken</b>
<b>1.</b>	<b>23/06/2021</b>	Starting of new Addon/ Certificate/ Value Added by each department	Started new Addon/ Certificate/ Value Added courses by each department and a total of 15 courses were offered
		Final review of AQAR 2016-17 and 2019-20	The progress of the AQAR 2016-17 and 2019-20 has been reviewed. The data has been checked by the IQAC members and satisfied.
		Approval for submission of AQAR 2016-17 and 2019-20	Approval of AQARS 2016-17 and 2019-20 was given for submitting it in the NAAC portal
		Review of Quantitative data of SSR	The IQAC decided to have online meetings for review of SSR and try to collect the data of SSRs at the earliest. The committee for each criterion has been expanded.
<b>2.</b>	<b>09/08/2021</b>	Reconstitution of the IQAC	The IQAC has been reconstituted with Ms. Divya Grace Dilip as the new member and she has been given the charge of criteria 5
		Review of Quantitative data of SSR SSR work	The progress of the SSR has been reviewed by the IQAC. Criteria heads presented their completed works. IQAC identified the gaps to be filled. The IQAC decided to have online meetings for review of SSR and try to collect the data of SSRs at the earliest

		Pending administrative development programmes for faculty	<p>The IQAC decided to conduct following programmes for faculty staff</p> <ol style="list-style-type: none"> <li>1. One day workshop on “Digitally Enhanced Pedagogical Systems” on 11.12.2021</li> <li>2. Capacity building programme on "IIQA and SSR Preparation under Revised Assessment and Accreditation Framework" by Dr. Gabriel Simon Thattil, Director, IQAC, University of Kerala on 14.12.2021</li> <li>3. International PDP on "Ethics in Higher Education: New Learning in the Age of the Pandemic" (in association with Global Ethics) by Dr. John Mohan Razu, Consultant &amp; Research Fellow, ACTS, Academy of Higher Education, Bangalore &amp; Former Professor of Social Ethics, United Theology College, Bangalore on 16.12.2021</li> </ol>
		Pending capacity building programmes for administrative staff	<p>The IQAC decided to conduct following programmes for administrative staff</p> <ol style="list-style-type: none"> <li>1. Administrative Training Programme on 'Income Tax Planning for Salaried Employees' on 01.11.2021 by Dr. Lissy Bennet, Assistant Professor, Department of Commerce, All Saints' College</li> <li>2. Administrative Training Programme on 'Office Management' on 10.12.2021 by Mr. T.P. Suresh, Senior Audit Officer, AGS Office, Tvpm</li> </ol>
		Conduct annual awareness programmes for code of	The IQAC decided to conduct code of conduct programmes

		conduct –teachers, students and office staff	<ol style="list-style-type: none"> <li>1. Gandhian Ethics : National Webinar on Inculcating Gandhian Ethics for Staff and Students focussing on the topic ' My Experiments with Truth' on 17.08.2021</li> <li>2. Professional Ethics For Students ; Leadership for Social Change. The Talk was conducted under the aegis of the Kanthari Association and saw an enthusiastic participation of students and Faculty on 03/08/2021.</li> <li>3. Professional Ethics For Students ; Ethics in Advertising. under the aegis of the Young Communicators Club . The speaker will be Mr. Nimal C.N , Associate Professor, Adi Shankara Business School , Kalady on 29/10/2021</li> <li>4. Professional Ethics For Faculty &amp; Non Teaching Staff ; Classroom Ethics and Office Ethics in a Post Pandemic Situation- New Challenges and Strategies - on 10/10/2021.</li> </ol>
		Implementation of OBE	<p>Conducted the following professional development programs for teaching staff on OBE</p> <ol style="list-style-type: none"> <li>1. PDP on “Outcome based Education” by Dr. S Kevin on 17-03-2022.</li> <li>2. PDP on “Capacity Building Education Based Education Teaching Methods” by Mr. Sabeen Govind P V on 07-04-22.</li> </ol> <p>PO outcomes for outgoing batch was calculated using Linways software.</p>

3	<b>19/10/21</b>	Induction Programme for the new batch of students	Conducted Induction Programme for new students from October 25 to November 2, 2021
		Bridge Course for newly admitted students	The Bridge Course was successfully conducted for the newly admitted DC I students
		Conducting Green Audit, Energy Audit and Environment Audit	Conducted Green Audit, Energy Audit and Environment Audit
		Feedback mechanism	Filled Feedback forms from students, Teachers, Alumni and employer were collected
4	<b>09/12/2021</b>	Review of Quantitative data of SSR work	The progress of the SSR has been reviewed two times by the IQAC with the help of academic advisor. Criteria heads presented their works. IQAC identified the gaps to be filled. About 70% of the work of SSR has been completed and hence IQAC decided to submit the IIQA on 30 <sup>th</sup> December, 2021
		Approval for the Submission of IIQA	The IQAC coordinator has described about the procedure of IIQA submission and the various documents to be produced before NAAC. Finally with the permission of IQAC members, decided to submit the IIQA on 30 <sup>th</sup> December, 2021
		Progress of SSR work and uploading of data in the website	The qualitative and quantitative documents has been started uploaded in the website of the institution
5	<b>11.01.2022</b>	NEP parameters introduction in SSR	The introduction of NEP parameters in SSR was discussed
		Approval of IIQA	IIQA was approved on 10.1.2022
		Uploading of SSR	IQAC planned to complete the uploading of SSR by January 25, 2022
6	<b>20.01.2022</b>	Review of criteria uploading of SSR	IQAC coordinator explained the importance of submission of SSR within 45 days of submission of

			IIQA, on or before 23 <sup>rd</sup> February 2022.
		Apply for India Today survey ranking	Applied for India Today Annual survey ranking. Result was declared in July 2021. The college was 3 <sup>rd</sup> in College with Best value for Money
		Collection of documents from the University	IQAC was instructed by Principal to collect documents from University of Kerala for submission of SSR
7	<b>02.02.22</b>	Uploading of SSR – Review of different criteria	The IQAC monitored the uploading of different criteria of SSR. About 75% of criteria 1, 100% of criteria 5 and 95% of criteria 2 completed.
		Promotion of teaching faculty	PBAS proforma of teaching faculty were verified by IQAC
		Review of OBE	The review of course outcomes from each department of semester 5 was done. The OBE assessment committee forwarded the reports and were found to be satisfactory
		Mid-term review of internal exam time table	IQAC checked whether the conduct of internal exam is as per the academic calendar. Found that the timetable adheres to the academic calendar.
8	<b>20.02.2022</b>	Submission of SSR	IQAC decided to submit SSR by February 23, 2022
		Review of criteria	IQAC monitored the review of remaining criteria 3, 4, 6 and 7.
9	<b>22.03.2022</b>	Submission of clarification of DVV	IQAC monitored the advancement in the documents for the uploading of clarifications of DVV. The IQAC found it satisfactory and decided to submit it on 23 <sup>rd</sup> March 2022
		Reports of departments and clubs	IQAC decided to instruct the faculty members in charge of various committees to submit the reports of the academic year 2021-22
		Department awards best outgoing student	The IQAC decided to give awards to best outgoing student from each

			department and IQAC entrusts the department heads for the same
		Scholarships/ Tuition fees reimbursement for meritorious/ needy students	The IQAC decided to give scholarships/ tuition fees reimbursement for meritorious/ needy students
		OBE report discussion	IQAC verified the reports given by OBE committee and made certain decisions. Based on the PO attainment report, IQAC recommended to change the course plan/ content delivery mode in case of low attainment
		Professional development program for teachers on 1 <sup>st</sup> and 2 <sup>nd</sup> June 2022 on strategic planning	IQAC also decided to conduct Professional development program for teachers on 1 <sup>st</sup> and 2 <sup>nd</sup> June 2022 on strategic planning

*Aug-PS*  
**IQAC CO-ORDINATOR  
 ALL SAINTS' COLLEGE  
 THIRUVANANTHAPURAM-7**

*Reshmi*  
**Principal  
 All Saints' College  
 Thiruvananthapuram-7**



IQAC Coordinator

Principal