



ALL SAINTS' COLLEGE

Re-accredited with 'A' - Grade by NAAC

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SUMMARY OF IQAC MINUTES AND ACTION TAKEN REPORT (2020-21)

Sl No.	Date	Agenda	Action taken
1	01/07/2020	Reconstitution of the IQAC	The IQAC has been reconstituted. Decision has been taken to select Dr. Joseph Injodey as the Academic Advisor, Dr. Sindu nandakumar as Alumni member, Dr. Jayakrishnan Divakaran as Industrialist, Dr. Madhav Chandra Kurup as academician, Ms. Anu Mary Thomas as Student Representative
		Starting of new Addon/ Certificate/ Value Added by each department	Started new Addon/ Certificate/ Value Added courses by each department and a total of 27 courses were offered
		Personal Counseling to students	Personal Counselling done by the respective class teachers to students in need for academic career and social challenges during the pandemic
		To start Yoga and Meditation classes for students and teachers	Started Yoga and Meditation classes for students and teachers and Yoga day was celebrated on 21 st June, 2020
		Preparation and Uploading of the Academic Calendar	Uploaded the academic calendar in the college website
		Departments to follow PRAGYA - MY BOOK FOR YOU scheme for the academic year 2020-21	PRAGYA- My Book For You", which was started by the Department of Commerce wherein the outgoing students donated their textbooks to the College and other departments also started the same
		Conducting Green Audit, Energy Audit and Environment Audit	Conducted Green Audit, Energy Audit and Environment Audit
		Discuss the activities of Entrepreneurship Development Club	Decided to continue Ms. Lissy Bennet, Assistant Professor, Department of Commerce as the Coordinator of Entrepreneurship Development club.

			The activities of Entrepreneurship Development Club include webinars, online training programmes and workshops
		Administrative Training Programme for administrative staff	Training Programmes for Administrative staff were organised
		Professional training programmes for faculty	Conducted Professional development programme for teachers on "EXCELLENCE IN EDUCATION" by Dr. Joseph Injodey, former Director and Principal, Rajagiri College of Social Sciences, Cochin.
		PBAS procedures of teachers due for promotion to be initiated	The PBAS proforma of all teachers due for promotion have been called for and verified and forwarded to the University for promotion related procedures.
		Feedback mechanism	Filled Feedback forms from students, Teachers, Alumni and employer were collected
2	07 /09/ 2020	Admission Procedures 2020-21	Followed a new admission procedure for the year 2020-21
		Designing of new ID cards for students and faculty	Designed new ID Cards for students and Teachers
		Participation in NIRF	Started preparations for participating in NIRF
		Submission of pending AQARs	Submitted pending AQARs 2016-17 and 2018-19 and 2019-20
		Induction Programme for the new batch of students	Conducted Induction Programme for the newly admitted students in 18-25 th November, 2020
		Bridge Course for newly admitted students	The Bridge Course was successfully conducted for the newly admitted DC I students
		Establishment of IEDC in All Saints' College, Trivandrum	IEDC (Innovation and Entrepreneurship Development Centre)- As part of Youth Entrepreneurship, Kerala Start up Mission sanctioned the establishment of IEDC in All Saints' College, Trivandrum on 16/09/2020
		Uploading of study	Uploaded of study material in

		material in website	website
		Welfare schemes for staff and students	Welfare schemes for staff and students were started
		Discussion on Internships	Provided guidance to students regarding Internships
		Time table to be set for remedial, Extension and Mentoring	Time table for remedial, Extension and Mentoring was finalised and conducted these activities
		MoUs with various agencies	Signed MoUs with various agencies like
		Kanthari Leadership Training Center	
		Hedge School Of Applied Economics Limited	
		Vidyarupa School of Management Studies	
		Manoj & Chithra International Legal Service Providers and Strava Technologies PVT LTD	
		Networkz systems- Physics and mathematics	
Climatehood Foundation			
Climatehood Foundation			
Kallen Pokkudan Mangrove tree Trust			
V care shopping			
Thanal			
Synergy University			
Inauguration of “Community of Practice” and International Webinar on US Sustainable Development Goals	Inaugurated “Community of Practice” and conducted International Webinar on UN Sustainable Development Goals		
Collection of Documents	Collected all the Documents for		

		for AQARs	AQARs
3.	20/10/2020	Intellectual Property Rights Seminar for faculty and research students	Conducted a one day National Seminar on 'Intellectual Property Rights and Protection' on 20.12.2020 in collaboration with Kerala State Higher Education Council.
		NIRF data submission	Verified the collected data for NIRF
		Scholarships and freeships for students	Provided freeships and internet scholarships to students with the help of Management
		AQAR 2018-19 editing before 30 th December, 2020	The progress of the editing of AQAR 2018-19 was scrutinized and corrections were made with the help of each criteria heads
		Guideship for teachers	The teachers who had not taken guideship were asked to take the same from approved research centres of University of Kerala to upgrade the research atmosphere of our college.
		Career guidance cell completed reports	Collected data regarding Career guidance cell from 2015-2020
		Talk on value added and add on courses	A talk was delivered by Dr. Joseph Injodey, the Academic Advisor regarding the difference between value added and add on courses for the faculty members of our college.
		Submission of data for INDIA TODAY-MDRA BEST COLLEGES RANKING	Started collecting data for INDIA TODAY-MDRA BEST COLLEGES RANKING 2020. A group of teachers were given charge for doing the same-Dr. Ayona Jayadev, Dr. Divya Grace Dilip, Dr. Siji V L, Sr. Cicila Carvalho Faustina.
		Establishment of Rural Entrepreneurship Development Cell in the campus	Established a Rural Entrepreneurship Development Cell in the campus. The institution has formed a Team consisting of Student Development Officers for handling 1. Placement and Internship 2. Personality 3. Technology 4. Entrepreneurship and 5. Rural Engagement with the mission of

			inculcating entrepreneurship among students
4	08/01/2021	Preparation of pending AQARs	The IQAC checked the progress of pending AQARs
		Preparation of pending AQAR 2016-17	Completed the preparation of pending AQAR 2016-17
		Feedback forms for academic year 2020-21	The feedback forms were distributed among the students and various stakeholders in February
		Finalizing dates for IPR webinar series	The IPR webinar series was finalized to conduct from 2 nd March to 17 th March, 2021 in collaboration with Inter University Centre for IPR studies, CUSAT.
		Finalizing the students for tuition fee reimbursement and internet scholarships	The students were given tuition fee reimbursement and internet scholarship based on the annual income of the parents
		Revised SSR Template and review of quantitative data for SSR	Discussion on Revised SSR Template and a review of quantitative data for SSR on each criteria was done so that improve the quantitative part
		Submission of AQAR 2019-20 for approval	Approval for AQAR 2019-20 has been obtained for uploading in the NAAC portal.
		IEDC activity	Organised an activity on "Block Chain" in association with Liveware, Trivandrum on 21/01/2021
		Website updation	The departments were informed to update their web pages with the latest activity report
5	23/02/2021	Progress of pending AQARs	The IQAC studied the progress of pending AQARs . The progress of the pending AQARs was evaluated third time and some corrections has been suggested. The criteria heads are requested to submit the corrected data
		Approval of NIRF data	The approval of NIRF data is given for the academic year 2019-20 and uploaded in the college website
		Review of SSR criteria	IQAC started to conduct review

		wise	meetings criteria wise for SSR preparation
		Submission of data to Outlook- Icare colleges Survey - 2020	IQAC decided to submit the data to Outlook- Icare colleges Survey – 2020 on Arts, Science and Commerce stream. The following teachers were given charge Arts- Dr. Udayakala and Dr. Lekharani, Science-Dr. Divya Grace Dilip, Commerce- Dr. Lissy Bennet
		Reports of Departments and Clubs	The IQAC requested to submit the Reports of the different Clubs and activities of Departments to IQAC
		Faculty Development programme	Conducted an FDP on 17.03.2021 on “Outcome based Education” by Mary Mettilda Rose, Former Principal, All Saints’ College and present IQAC Coordinator, Christ Nagar College, Maranalloor
		Gender sensitization programme for students	A Gender sensitization programme for students was conducted by the the Gender equality club and the literary and debating Association on 22.03.2021. The resource person was Ms. Lalita Ramdas, Social activist of eminence on “Unlearning and relearning”
6	23/06/2021	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 criteria has been expanded.
7	09/08/2021	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"> 1. One day workshop on "Digitally Enhanced Pedagogical Systems" on 11.12.2021 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 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 & Research Fellow, ACTS, Academy of Higher Education, Bangalore & Former Professor of Social Ethics, United Theology College, Bangalore on 16.12.2021
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"> 1. Administrative Training Programme on 'Income Tax Planning for Salaried Employees' on 01.11.2021 by Dr. Lissy Bennet, Assistant

		<p>Professor, Department of Commerce, All Saints' College</p> <p>2. Administrative Training Programme on 'Office Management" on 10.12.2021 by Mr. T.P. Suresh, Senior Audit Officer, AGS Office, Tvpm</p>
	Conduct annual awareness programmes for code of conduct –teachers, students and office staff	<p>The IQAC decided to conduct code of conduct programmes</p> <ol style="list-style-type: none"> 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 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. 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 4. Professional Ethics For Faculty & Non Teaching Staff ; Classroom Ethics and Office Ethics in a Post Pandemic Situation- New Challenges and Strategies - on 10/10/2021.
	Gender sensitization programme for students	<p>Young Communicators Club conducted talks on</p> <ol style="list-style-type: none"> 1. Inclusive Communication:the Nouns and Pronouns of Everyday Speech by Vihaan Peethambar

			2. "Discrimination in the Workplace" as part of the Gender Sensitization Initiative on 25 th September, 2021. The resource person was Ms. Amritha Ananthakrishnan, Infosys. The topic was "Interviews to Inclusion: the corporate way"
8.	09/12/2021	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 th 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 th 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

IQAC Coordinator

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Principal

Principal
All Saints' College
Thiruvananthapuram