

**ALL SAINTS' COLLEGE, THIRUVANANTHAPURAM**  
**ACTION TAKEN REPORT (2018-19)**

**SUMMARY OF IQAC MINUTES AND ACTION  
TAKEN REPORT (2018-19)**

<b>Sl No.</b>	<b>Date</b>	<b>Agenda</b>	<b>Action taken</b>
<b>1</b>	<b>4/7/2018</b>	Environment Auditing	Environment Auditing – Ottotracions carried out an environmental audit of the campus building in April . And recommendations for improvements relating to environmental issues has been documented for action.
		Green Auditing	Green Auditing – has been carried out by Ottotracions in April – It is An Accredited Energy Auditor of Bureau of Energy Efficiency, Government of India., in Kerala for conducting Mandatory Energy Audits in Designated Consumers as per Energy Conservation Act-2001. The recommendations of the same has been recorded for action.
		Energy Auditing	Energy Auditing – has been carried out by Ottotracions in April- The energy audit was carried out in accordance with the Bureau of Energy Efficiency (Manner and Intervals of Time for the Conduct of Energy Audit) Regulations, 2010. the recommendations of the same has been recorded for action.
		Approval of AQAR 2017-18	IQAC approved AQAR 2017-18
		Value added courses	Value Added courses were started by the following departments: <div style="margin-left: 40px;">                     (a) The Department of History started a course on “Extracurricular Scholastic Skill Development” on 10<sup>th</sup> June 2018.                      (b) The course on “Public Health and Hygeine” was started on 13<sup>th</sup> June 2018                      (c) The course “Spreadsheet for Beginners” was started on 12<sup>th</sup> June 2018 by the                 </div>

			<p>department of Chemistry.</p> <p>(d) A Value added course on “Extracurricular Scholastic Skill Development” was started on 2<sup>nd</sup> June 2018</p> <p>(e) Department of Commerce started a Value-Added Course on “Fundamental of Income Tax” on 3<sup>rd</sup> July 2018 and was to be continued till 20<sup>th</sup> September 2018</p> <p>(f) “Research Writing Ethics” a value added course was started on 2<sup>nd</sup> July 2018 by the department of English.</p>
		Book bank	<p>“Pragya” a Book Bank Scheme an initiative of the Department of Commerce was launched to inculcate in the students a sense of solidarity and sharing. The students were to donate textbooks to the book bank which would be later distributed to those students who are economically backward.</p>
2	14/8/2018	Value added courses	<p>The following Value added courses were conducted:</p> <p>(a) “Healthy Eating in Women” by the department of Physical Education from 23<sup>rd</sup> July</p>

			<p>2018</p> <p>(b) “ELSA” (English Language Skill Acquisition) by Department of English from 1<sup>st</sup> August 2018</p> <p>(c) “Student Portfolio Preparation and Management” by the Department of Environment Sciences from 28<sup>th</sup> July 2018</p> <p>(d) “Quantitative Aptitude for Competitive Exams” by the department of Mathematics from 1<sup>st</sup> August 2018</p> <p>(e) “Tourism Management Practices” by the Department of Commerce from 1stAugust 2018</p> <p>(f) “Web development” by the department of Chemistry from 4<sup>th</sup> August 2018</p> <p>(g) “Fundamentals of Astronomy” by the department of Physics from 1<sup>st</sup> august 2018</p>
		Add on courses	<p>Add on Courses were conducted by the following departments:</p> <p>(a) “Machine Learning” was started by the department of Mathematics on 27<sup>th</sup> July 2018.</p> <p>(b) The Department of Commerce conducted an Add course ‘<b>Foundation</b></p>

			<p><b>Programme in Banking and Financial Service</b> from 29<sup>th</sup> July 2018 to 7<sup>th</sup> August 2018</p> <p>(c) “Desktop Publishing” a course by the department of English was started on 1<sup>st</sup> august 2018</p> <p>(d) Department of Chemistry started a course in “Chemistry in Everyday life” on 1<sup>st</sup> August 2018</p>
		Personal Counseling to students by class teachers	“Sparsham – Counselling Centre” was resumed with Dr. Lekshmi as the Professional Counsellor.
		Bridge Course	The Bridge Course was successfully conducted for the newly admitted DC I students by Ms.Nishel Prem and team.
		Capacity building initiative for faculty	a) Professional Development Programme on "Effective Mentoring" was organized for the Faculty on 7 <sup>th</sup> July 2018.
		Administrative training programme	<ol style="list-style-type: none"> <li>1. A Professional Development Programme for Administrative Staff on "Effective Utilization of IT in Administration" was conducted from 25<sup>th</sup> July to 26<sup>th</sup> July 2018.</li> <li>2. Another Administrative Training Programme on "Financial Management and Office Automation" was organized from 8<sup>th</sup> to 9th August 2018.</li> </ol>

<b>3</b>	<b>24/10/ 2018</b>	Certificate course	Certificate Course on Chemistry in “Food Preservatives” was conducted by the Department of Chemistry from 4 <sup>th</sup> October 2018.
		Flood relief camp	The Flood Relief Camp was successfully conducted from 18 <sup>th</sup> August to 21 <sup>st</sup> August for the SARAS members hailing from the North of India who were stranded due to the floods
		Walk With the Scholar Programme	The Walk with a Scholar programme was launched on 9/18/2018 and was to be a yearlong programme under the aegis of the Govt. of Kerala, Higher education department.
		Student Support Programme	The Scholar Support Programme was started from 9/12/2018 a year long programme under the aegis of the Govt. of Kerala, Higher education department.
		Professional Development and Training programme for the Administrative and Supporting Staff	<ol style="list-style-type: none"> <li>1. Professional Development and Training programme for the Administrative and Supporting Staff was organized on 14<sup>th</sup> September.</li> <li>2. Professional Development Programme for the Faculty on "Pedagogical ICT" was organized on 20<sup>th</sup> and 21<sup>st</sup> August 2018.</li> </ol>
		Add on courses	<p>The following Add on courses were started:</p> <p>(a) “Human Genetics” by the department of Zoology</p>

			<p>from 6<sup>th</sup> October</p> <p>(b) “Operation of Foreign Exchange Market in India” by the department of Economics on 6<sup>th</sup> October.</p> <p>(c) “Garden Management” by the department of Botany from 15<sup>th</sup> October 2018</p> <p>(d) “Human Rights in India” by the department of History from 20<sup>th</sup> October</p>
		Value added courses	<p>The following Value Added courses were started:</p> <p>(a) A course on “SPSS” by the Maths department was started on 6<sup>th</sup> October 2018</p> <p>(b) Two courses on “Indoor Gardening” and “Basics in Horticulture” by the department of Botany were started simultaneously on 15<sup>th</sup> October 2018</p> <p>(c) “Heritage Tourism” was the initiative of the department of Commerce started on 17<sup>th</sup> October 2018</p> <p>(d) “Poultry Farm Management” by the department of Zoology was started on 18<sup>th</sup> October 2018</p>

		MoU	An MoU was signed with Network Systems by the Department of Physics on 22 <sup>nd</sup> October and the programme was to be conducted till June 30th
4	7/12/2018	Administrative Development Programme	An Administrative Development Programme for Quality Assurance for the Office Staff was organized on 5 <sup>th</sup> December 2018.
		Add on courses	<p>The following Add on courses were started;</p> <p>(a) Department of English conducted a course on the topic "From script to screen" on 4<sup>th</sup></p> <p>(b) "Renewable and Sustainable Energy Sources" by the department of EVS on 3<sup>rd</sup> December 2018.</p> <p>(c) Course on "Basic Econometrics" was conducted the department of Maths on 27<sup>th</sup> October 2018.</p>
		ED Club	On 1 <sup>st</sup> December 2018, the ED club organised a workshop on fabric painting with the material type of cotton by the Fevicryl Specialist Mrs. Rekha Anil Kumar.
5	16/3/2019	Value added Courses	The following Value Added



			<p>courses were started:</p> <p>(a) “Environmental Studies” by the department of English was started on 19<sup>th</sup> January 2019.</p> <p>(b) Two course on “Tourism Management Practices” and “Cyber Law &amp; Ethics” by the department of Commerce was started simultaneously on 7<sup>th</sup> March 2019.</p> <p>(c) “Fundamentals of Electrical and Electronic Components: Day to Day Life” - value added course was started by the department of Physics on 4<sup>th</sup> January 2019.</p> <p>(d) The department of Physical Education started the course “Yoga and Women’s Health” on 10<sup>th</sup> January 2019.</p>
		Add on courses	<p>The following Add-on courses were launched:</p> <p>(a) “Fitness Nutrition for Lifestyle Modification” by the department of Physical Education was started on 10<sup>th</sup> January 2019</p> <p>(b) The department of English started a course in “Fundamentals of Public Speaking” on 25<sup>th</sup> January 2019.</p>



		A programme on ethics	A programme on ethics was organized for the students titled “Compassion as a Tool for Social Ethics” on 11 <sup>th</sup> February 2019.
		Training Programme for administrative staff	<ol style="list-style-type: none"> <li>1. The Administrative Development Programme for "Documentation of Records" was organized for the Office staff 9<sup>th</sup> January 2019.</li> <li>2. A workshop on “Capacity Building for Administrative Staff” on 11<sup>th</sup> and 12<sup>th</sup> March 2019.</li> </ol>
		Professional Development Programme	The IQAC organized a Professional Development Programme on "Developing Next Generation Teachers" for the faculty from 26 <sup>th</sup> to 29 <sup>th</sup> December 2018.
6	19/6/2019	Professional development programme	<ol style="list-style-type: none"> <li>1. A Professional Development Programme on "Evaluating Students' Performance and Designing Question Papers" was organized for Faculty on 2nd and 3<sup>rd</sup> April 2019</li> <li>2. Professional Development Programme</li> </ol>

			<p>on "Guiding Careers" was conducted on 1<sup>st</sup> May 2019</p> <p>3. A Professional Development Programme on "Sensitising Educators' was organized from 27<sup>th</sup> to 31<sup>st</sup> May 2019.</p> <p>4. IQAC organized a talk on "Practices in Teaching: Interacting in a multi-strata classroom" delivered by Ms. Morrin C, Head,(Rtd) Department of English, All saints' College, Thiruvananthapuram on 8<sup>th</sup> April 2019</p>
		New Add – on and Value added courses	Department of Commerce conducted an Add course on " <b>Tally Ace</b> " from 13 <sup>th</sup> to 24 <sup>th</sup> May 2019
		MoU	The department of Commerce signed an Memorandum of Understanding between Kalvi Institute Private Ltd (Official and Certified Training Partner of Tally) and All saints College and was executed on 22nd March 2019.

		Value added courses	<p>The following Value Added courses too were started :</p> <p>(a) “Conversational Skills” by the department of English on 4<sup>th</sup> May 2019</p> <p>(b) “Spreadsheet for Beginners” a course by the department of Chemistry was started on 8<sup>th</sup> June 2019.</p>
		Programme for administrative staff	For the Office Staff a talk on “ Legal Provisions for Offices” was conducted by Adv. Sr. Sabina, Research Scholar, Christ University, Bangalore on 10 <sup>th</sup> April 2019.
		A programme on ethical concern for students	The students were given a talk on ethics on the topic, “Friends and Peer Pressure: Self regulation and Self-Pride” on 24 <sup>th</sup> March 2019.
		Ethical practices - faculty	The faculty were given a talk on “Practices in teaching: Interacting in a Multistrata Classroom” on April 8, 2019

  
 IQAC CO-ORDINATOR  
 ALL SAINTS' COLLEGE  
 THIRUVANANTHAPURAM-7



Principal  
 All Saints' College  
 Thiruvananthapuram-7