



ALL SAINTS' COLLEGE

Re-accredited with 'A+' - Grade by NAAC

Thiruvananthapuram - 695 007, Kerala - South India

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SUMMARY OF IQAC MINUTES AND ACTION TAKEN REPORT (2022-23)

Sl No.	Date	Agenda	Action taken
1.	03/06/2022	NAAC accreditation visit schedule and analysis of accepted SSR	Decided dates for accreditation visit. Prepared for NAAC visit
2.	18/06/2022	Announcement of NAAC visit date, scheduling Mock visit, preparations for visit.	NAAC visit conducted on 14 th and 15 th July 2022. Reaccredited with A+ grade
3.	28/07/2022	Review meeting	The scores obtained in the NAAC accreditation were reviewed.
4.	01/08/2022	Reconstitution of IQAC	The new IQAC was reconstituted. The IQAC members were decided
5.	17/08/2022	Formation of Criteria group members	The Criteria heads were assigned and group members under each criterion were selected
		Preparation and Uploading of the Academic Calendar	Academic calendar were prepared and uploaded
		Conduct Green Audit and Environment Audit	Green Audit and Environment Audit were conducted
		Starting of new Addon/ Certificate by each department	Started new Addon/ Certificate courses by each department and a total of 16 courses were offered
		Signing new MoUs with other governmental/ non-governmental agencies.	9 new MoUs were signed
		Conduct Seminars and workshops	13 Seminars and Workshops were conducted by the Departments and Clubs
		Conduct Professional development programmes for faculty	Conducted 10 Professional Development programmes for faculty members
		Conduct Administrative Training Programme for administrative staff	Conducted 3 Administrative training Development programmes for administrative staff
		Conduct Programmes on Code of conduct have to be	Conducted Programmes on Code of conduct have to be conducted for



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		conducted for teaching faculty, non-teaching faculty	teaching faculty, non-teaching faculty on 21/06/2022
		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
		Conduct talks in departments	Talks were conducted in departments as part of knowledge sharing
		SEED money related matters to be discussed with management	SEED money related matters conveyed to the Management
6.	26/08/2022	Collection of documents for uploading AQAR 2021-22	Documents and proofs of activities conducted from 1 st June, 2021 to 31 st May 2022 collected for submission of AQAR by 31 st December, 2022.
		Minutes books for the committees to be maintained	Minute books of the various committees handed over to the faculty in charge
		Program outlay template for conducting programs	Program outlay template for conducting programs decided
		Details to be submitted after conducting a program	Details collected after each program and filed in IQAC
		Submission of daily worklog in Linways	Daily worklog collected every weekend by the Principal and records maintained.
		Scholarships and freeships for students	Scholarships and freeships were given to the students by the Management
7.	14/09/2022	Conduct of beach cleaning campaign and Seminar	As part of "Azadi ka Amrut Mahotsav", A Nationwide Campaign on Beach cleaning was conducted by Indian Institute of Public Administration (Kerala Branch) on 15/9/22, at 11.30 am coordinated by IQAC. The chief guest of the event is Mr. Anu. S. Nair, Asst Commissioner Land Revenue Department and Deepa Anandapadmanabhan (Director Sustera Foundation) a speaker
		Distribution of certificates to winners of competition	Certificates were printed and distributed to departments
		Attendance registers for programs conducted to be maintained	Attendance registered to be maintained were issued to the departments



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		Reports of program conducted to be collected within a week.	Reports of all programs conducted were collected, and uploaded in the website
8.	20/09/2022	Conduct orientation programme on valuation of answer scripts organized by University of Kerala in association with IQAC	An orientation programme on valuation of answer scripts organized by University of Kerala, in Association with IQAC, was conducted on 22/09/22
		Induction Programme and Bridge course for the new the batch of students	The Induction Programme for the S1 students - Deeksharambh was conducted in 10th October 2022. The Bridge course in each department conducted just after the Induction programme.
		Participation in NIRF	The IQAC decided to participate in NIRF and two faculty were selected for the same
		Documentation of programmes conducted from June 1, 2022.	The programs conducted in the college from June 1 2022, coming under the different criteria were listed
9.	14/10/2022	Department meeting minutes to be maintained	IQAC asked the departments to maintain Department meeting minutes
		Details of add-on/ certificate courses to be collected	Departments were asked to give details of add-on and certificate courses for the year
		Collection of feedback on curriculum from students	Departments were asked to collect feedbacks from students
		Assign duties for criteria 1, 2 and 3 collection data for AQAR 2021-22	Data for AQAR 2021-22 were collected by respective criteria
10.	17/10/2022	Review the data collected	IQAC reviewed data collected by Criteria 1, 2 and 3
		Distribution of duties among for criteria 4, 5, 6 and 7 members for AQAR preparation.	Data for criteria 4, 5, 6 and 7 were collected and uploaded in AQAR
		NIRF data submission	The IQAC verified the data collected for NIRF
11.	15/11/2022	Start certificate course Indian Institute of Public Administration	Certificate course by Indian Institute of Public Administration was conducted whose fees was Rs. 1000. An amount of Rs. 6000 was obtained as grant from Coastal area cleanup drive program was used for scholarship for 6 students for the certificate course, through an entrance exam.



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		Organize a PDP on Post Accreditation Initiatives for Quality	IQAC will be organizing a PDP on Post Accreditation Initiatives for Quality Enhancement on 17/11/22
12.	30/11/2022	Start certificate course in DCA	A new batch for the certificate course on Diploma in computer applications (DCA) by Centre for Continuing Education, Kerala was started
		Suggestions for Best practices and institutional distinctiveness	Best practices, Institutional Distinctives were focussed on women empowerment, gender equity, entrepreneurship, skilling and upskilling
		Financial assistance for faculty from Management	Financial assistance of maximum Rs. 1000 per year was decided to be given to faculty members for attending conferences/ workshops/ membership in professional bodies.
13.	09/12/2022	Finalize dates for uploading each criteria	Each criteria were uploaded on the dates planned
		Date for final review of AQAR and submission of AQAR	Final review of AQAR was done on 19/12/22 and the submission date of AQAR was decided to be on 22/12/22
14.	19/12/2022	Final review and submission of AQAR	The data and files uploaded in AQAR were verified and approved by the IQAC members. AQAR was submitted on 22/12/22
15.	12/01/2023	Conducting a seminar on research methodology	A seminar on research methodology – Ethics in Academic writing for PG was held on 16 th January 2023. Dr. Gopakumar V, Head, Knowledge Centre, Digital University was the resource person.
		User Orientation Program on J-Gate	There was a “User Orientation Program on J-Gate” on 31 st January 2023, organized by Library.
		Organize a Professional Development Program for teachers	A PDP on “Strategic Management and Planning, reviewing and fostering a vision for Academic Milieu” was organized on 21 st February 2023 by IQAC. Dr. Jyothikumar, Christ University was resource person.
		Criteria wise review of strategic plan 2020-2023	The criteria heads were asked to make presentation on criteria wise review on the strategic plan for the years 2020-2023.
		Submission of data for INDIA TODAY-MDRA BEST COLLEGES RANKING	The IQAC decided to submit the data for INDIA TODAY-MDRA BEST COLLEGES RANKING 2021. The



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			IQAC decided to collect data for Science and Commerce group. A group of teachers were given charge for doing the same-Dr. Sangeetha S, Dr. Divya Grace Dilip and Dr. Parvathy Menon. It was submitted on 14th February, 2023
		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.
16.	15/02/2023	Review AQAR 2020-21 and AQAR 2021-22 criteria wise	Criteria 1 and 2 of AQAR 2020-21 and AQAR 2021-22 were reviewed .
		Assigning duties for preparation of AQAR 2022-23	Duties were assigned for collection of data for AQAR 2022-23
		Discuss on presentations made by criteria head on strategic plan review	The presentations made by the criteria heads on the strategic plan 2020-23 review were discussed
17.	22/02/2023	Prepare a report on review of Strategic Plan 2020-23	A report on strategic plan review was prepared. It was concluded that the plan witnessed an attainment of 90 percent.
18.	02/03/2023	Review AQAR 2020-21 and AQAR 2021-22 criteria 3 to 7	Review of AQAR 2020-21 and AQAR 2021-22 for criteria 3 to 7 were done and the shortcomings were noted
		Assign duties for preparation of AQAR 2022-23	Duties were assigned for collection of data
19.	13/03/2023	Plan activities for the AQAR 2023-24	Activities were planned for the AQAR 2023-24 as per the criteria wise review done in the earlier meetings
		Request for financial assistance for attending an Online Capacity Building Workshop.	Request forwarded to Management. 64 teachers were given financial assistance of Rs. 700 each for attending the Online Capacity Building Workshop on "Effective Research Methodology & Publication Strategies" from 27/02/23 to 3/3/23, organized by Madras Christian College, Chennai
20.	24/03/2023	Conduct PDP on Linways awareness	A PDP on awareness on latest version of Linways was conducted on 27 th March at 10.30 am
		Conduct CPR and first aid skill enhancement program for students	Life skill training on CPR and first-aid will be given to students by Doctors from Ananthapuri Hospital on 27 th



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			March
		Organize a workshop on ELT for MA students	MA English Literature students will be given a workshop on ELT by alumni
		Carry out result analysis	IQAC asked to submit S1 result of 2021 admission students and S4 result of 2020 admission students have IQAC by 27 th March 2023

Sunita

IQAC Coordinator

**IQAC CO-ORDINATOR
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Principal

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