



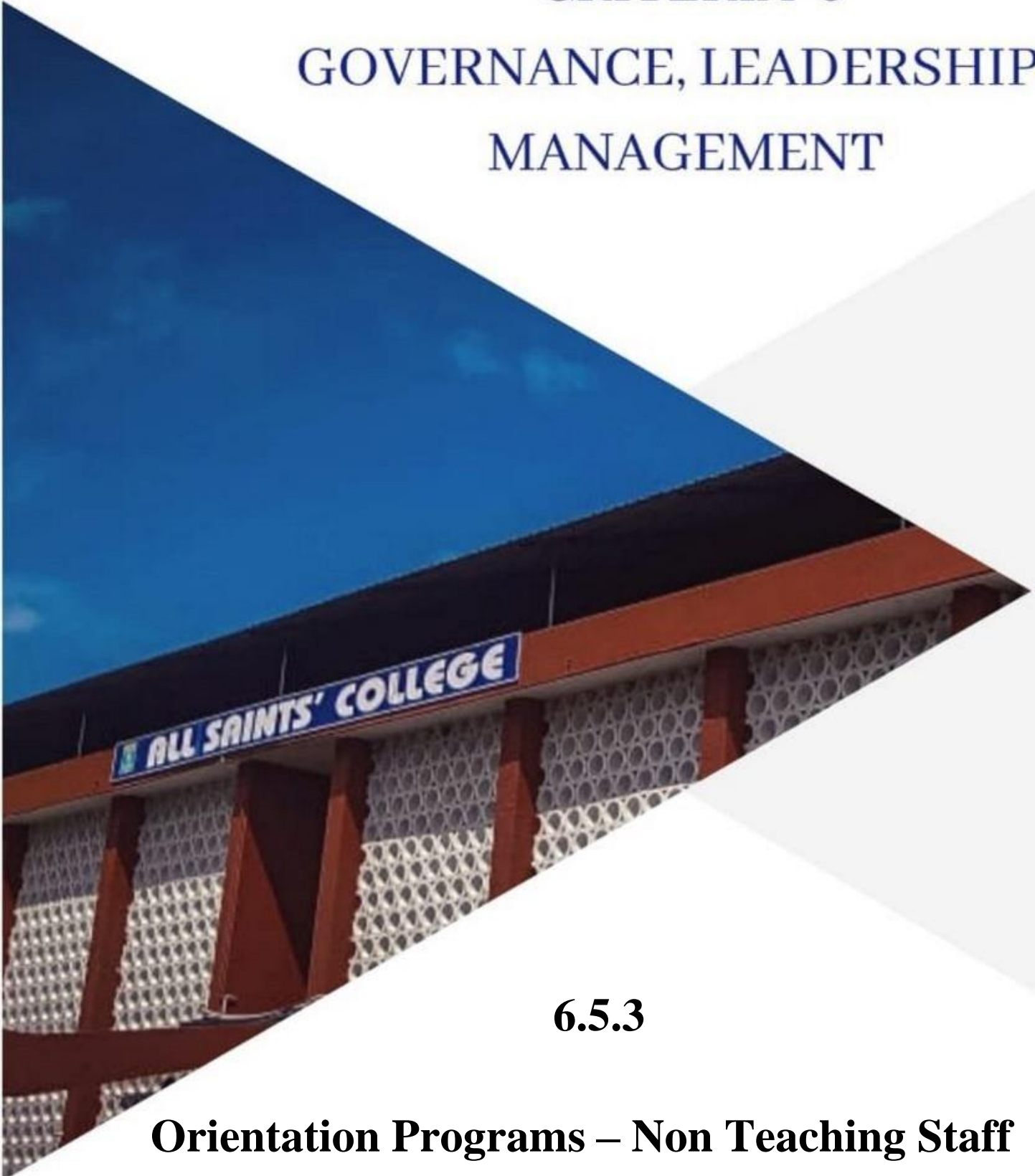
# ALL SAINTS' COLLEGE

Affiliated to University of Kerala, Thiruvananthapuram

<https://www.allsaintscollege.ac.in>

## CRITERIA-6

### GOVERNANCE, LEADERSHIP & MANAGEMENT



#### 6.5.3

#### **Orientation Programs – Non Teaching Staff**

# **Orientation Program 1**



# ALL SAINTS' COLLEGE THIRUVANANTHAPURAM

(Affiliated to University of Kerala)

- |   |   |  |
|---|---|--|
| 1 | <b>Title of the program</b>   | <b>Pre-academic audit<br/>(for non teaching staff)</b>   |
| 2 | <b>Name of the Coordinator/s</b>  | Team IQAC  |
| 3 | <b>Organizing Department/Cell</b>   | Team IQAC  |
| 4 | <b>Date &amp; Time</b>  | 14/12/2023 @ 1:30 pm   |
| 5 | <b>Number of participants</b>   | 11   |
| 6 | <b>Resource Person/s</b>  | Sr. Prof. (Dr.) Gabriel Simon Thattil<br>Department of Commerce<br>Senior Professor & HOD<br>School of Business Management & Legal Studies<br>University of Kerala |
| 7 | <b>Objective of the Program</b>   |  |
|   | The primary objective of the Pre-Academic Audit Orientation Program was to prepare non-teaching staff members at All Saints' College for the upcoming academic audit.   |  |
| 8 | <b>Detailed description of the event</b>  |  |
|   | The orientation program was organized by the IQAC of All Saints' College on December 14, 2023, at 1:30 PM in the Audio Visual Room. The resource person for the program was Sr. Prof. (Dr.) Gabriel Simon Thattil, Department of Commerce, Senior Professor & HOD, School of Business Management & Legal Studies, University of Kerala.<br>The program covered the following key areas:   |  |
|   | <ul style="list-style-type: none"><li>• <b>Understanding the Pre-Academic Audit:</b> An overview of the purpose, scope, and importance of the pre-academic audit.</li><li>• <b>Key Areas of Assessment for Non-Teaching Staff:</b> A detailed discussion of the key areas that will be assessed during the audit, including administrative processes, record-keeping, infrastructure maintenance, and support services.</li><li>• <b>Best Practices and Strategies:</b> Sharing of best practices and strategies for improving administrative processes and support services.</li><li>• <b>Documentation and Record-Keeping:</b> The importance of maintaining accurate and up-to-date records and documentation.</li><li>• <b>Addressing Common Pitfalls:</b> Identifying common pitfalls and challenges that institutions may face during the audit process.</li><li>• <b>Q&amp;A Session:</b> An open forum for non-teaching staff members to ask questions and seek clarifications.</li></ul> |  |
| 9 | <b>Outcome of the event/Evaluation by Program Coordinator</b>   |  |
|   | The Pre-Academic Audit Orientation Program was highly successful in achieving its objectives. The program provided valuable insights and guidance to non-teaching staff members, enabling them to:  |  |
|   | <ul style="list-style-type: none"><li>• Gain a clear understanding of the pre-academic audit process and its requirements.</li><li>• Identify areas for improvement in their administrative and support services.</li><li>• Develop strategies to enhance the overall efficiency and effectiveness of college operations.</li><li>• Prepare for the audit with confidence and preparedness.</li></ul>   |  |




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All Saint's College  
Thiruvananthapuram



|    |                       |          |
|----|-----------------------|----------|
| 10 | Brochure of the event | Attached |
| 11 | Photos                | Attached |
| 12 | List of participants  | Attached |

## BROCHURE OF THE EVENT



**All Saints' College**  
**Thiruvananthapuram**  
 Re-accredited by NAAC with 'A+' Grade  
 (Affiliated to University of Kerala)

**IQAC**  
 Organizes  
**ORIENTATION PROGRAM**  
 on  
**PRE-ACADEMIC AUDIT**  
**( FOR NON TEACHING STAFF)**

Date: 14/12/2023 @ 1:30 pm  
 Venue: Audio Visual Room

Resource Person  
**Sr. Prof. (Dr.) Gabriel Simon Thattil**  
 Department of Commerce  
 Senior Professor & HOD  
 School of Business Management & Legal Studies  
 University of Kerala

Organising Committee  
 Patron : Rev Mother Molly Attully  
 Principal : Dr Reshmi R Prasad  
 Team IQAC



  
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14.12.2023

**ALL SAINTS' COLLEGE, TRIVANDRUM**  
**College Level Training Programme – for Non-Teaching Staff on**  
**PRE-ACADEMIC AUDIT**  
**Attendance Statement**

| SL.NO | NAME             | SIGNATURE               |
|-------|------------------|-------------------------|
| 1     | Sr. Tresa A J    | <i>Tresa A J</i>        |
| 2     | Sr. Jessy Thomas | <i>Sr. Jessy Thomas</i> |
| 3     | Deepthi V        | <i>Deepthi V</i>        |
| 4     | S Rema Devi      | <i>Rema Devi</i>        |
| 5     | Sr. Joshy Joseph | <i>Sr. Joshy Joseph</i> |
| 6     | Chitra R R       | <i>Chitra R R</i>       |
| 7     | Jinphy Joseph    | <i>Jinphy Joseph</i>    |
| 8     | Suni Francis     | <i>Suni Francis</i>     |
| 9     | Marykutty S      |                         |
| 10    | Vijayakumari     |                         |
| 11    | Minimol Jacob    | <i>Minimol Jacob</i>    |
| 12    | Bindhu Y         | <i>Bindhu Y</i>         |
| 13    | Shaji A J        | <i>Shaji A J</i>        |



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# **Orientation Program 2**





# ALL SAINTS' COLLEGE THIRUVANANTHAPURAM

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- |   |                            |  |
|---|----------------------------|--|
| 1 | Title of the program       | TRAINING PROGRAM<br>ON<br>IMPLEMENTATION<br>OF FYUGP<br>FOR NON-TEACHING STAFF |
| 2 | Name of the Coordinator/s  | Team IQAC  |
| 3 | Organizing Department/Cell | Team IQAC  |
| 4 | Date & Time                | 01/03/2024 @ 1:30 pm   |
| 5 | Number of participants     |  |
| 6 | Resource Person/s          |  |

Dr. K Rajesh  
Associate Professor  
Department of Chemistry  
University College  
Thiruvananthapuram

Dr. Balakrishnan  
Associate Professor  
Department of History  
University College  
Thiruvananthapuram

7 **Objective of the Program**

The primary objective of the College Level Training Program on FYUGP for Non-Teaching Staff was to equip non-teaching staff members at All Saints' College with the necessary understanding of the Four Year Undergraduate Programme (FYUGP) curriculum framework and Outcome-Based Education (OBE) principles.

8 **Detailed description of the event**

The training program was organized by the IQAC of All Saints' College on March 1, 2024, at 1:30 PM in the Audio Visual Room. The resource persons for the program were:

- Dr. K Rajesh, Associate Professor, Department of Chemistry, University College, Thiruvananthapuram
- Dr. Balakrishnan, Associate Professor, Department of History, University College, Thiruvananthapuram

The program covered the following key areas:

- **FYUGP Curriculum Framework:** A detailed explanation of the FYUGP curriculum framework, its components, and its implications for academic administration and support services.
- **Outcome-Based Education:** An introduction to the principles and practices of OBE, including the role of non-teaching staff in supporting student learning and assessment.
- **Administrative Support for FYUGP:** The role of non-teaching staff in facilitating the smooth implementation of the FYUGP, including timetabling, student records, and examination processes.



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- **Student Support Services:** The importance of student support services in helping students achieve their academic goals, including counseling, career guidance, and library services.
- **Quality Assurance and Accreditation:** The role of non-teaching staff in maintaining quality standards and preparing for accreditation processes.

9 **Outcome of the event/Evaluation by Program Coordinator**

The College Level Training Program on FYUGP for Non-Teaching Staff was highly successful in achieving its objectives. The program provided valuable insights and practical guidance to non-teaching staff members, enabling them to:

- Gain a deeper understanding of the FYUGP curriculum framework and its impact on their roles and responsibilities.
- Develop a shared vision of the college's academic goals and objectives.
- Enhance their skills in supporting students and faculty in the implementation of FYUGP and OBE.
- Contribute to the overall quality assurance and improvement initiatives of the college.

- |    |                              |          |
|----|------------------------------|----------|
| 10 | <b>Brochure of the event</b> | Attached |
| 11 | <b>Photos</b>                | Attached |
| 12 | <b>List of participants</b>  | Attached |



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 Thiruvananthapuram



## BROCHURE OF THE EVENT



### All Saints' College

Thiruvananthapuram

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(Affiliated to University of Kerala)

IQAC

Organizes

COLLEGE LEVEL TRAINING PROGRAM ON FYUGP  
FOR NON-TEACHING STAFF

ON

### IMPLEMENTATION OF FYUGP

Resource Pers \_\_\_\_\_

**Dr. K Rajesh**

Associate Professor

Department of Chemistry

University College

Thiruvananthapuram

**Dr. Balakrishnan**

Associate Professor

Department of History

University College

Thiruvananthapuram

Date: 01/03/2024 @ 1:30 PM

Venue: Audio Visual Room

Organising Committee

Patron : Rev Mother Molly Attully

Principal : Dr Reshmi R Prasad

Team IQAC




*Reshmi*  
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All Saint's College  
Thiruvananthapuram

01.03.24

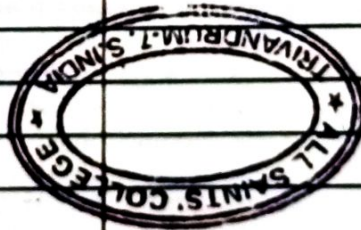
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| Resource Person: Dr. K. Rajesh & Dr. Balakrishnan |                     |            |                  |
|---|---------------------|------------|------------------|
| No.   | Name of the Faculty | Department | Signature        |
| 1.  | So. Tresa A.J.      |            | <u>Tresa</u>     |
| 2.  | So. Jerry Thomas    |            | <u>So. Jerry</u> |
| 3.  | Deepthi V           |            | <u>Deepthi</u>   |
| 4.  | S. Rama Devi        |            | <u>Ramadevi</u>  |
| 5.  | So. Joshy Joseph    |            | <u>Joshy</u>     |
| 6.  | Chitra R.2.         |            | <u>Chitra</u>    |
| 7.  | Timothy Joseph      |            | <u>Tim</u>       |
| 8.  | Suri Francis        |            | <u>Suri</u>      |



Rekha  
1/03/24

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