ALL SAINTS' COLLEGE

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

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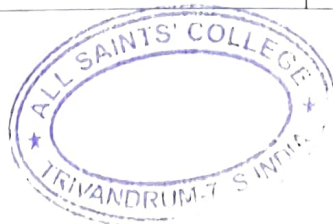E-mail:allsaintscolegeasc@gmail.com, www.allsaintscollege.com

SUMMARY OF IQAC MINUTES AND ACTION TAKEN REPORT (2023-24)

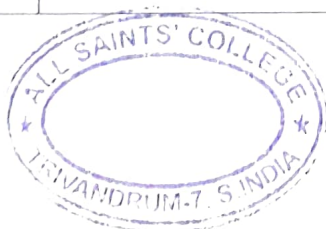| Sl No.	Date	Agenda	Action taken
1.	13.06.2023	Analyze the activities of the academic year 2022-23	The activities of the academic year 2022-23 were analysed and plans made for the year 2023-24
		Strategic plan for 2023-28 preparation	The strategic plan for 5 years 2023-2028 were prepared and submitted by the departments.
2.	23.06.2023	Distribution of duties for AQAR preparation.	Duties were assigned to the criteria members and members in each criteria for collection of data for AQAR 2023-24
3.	31.07.2023	Initiate offline Skill India courses	Initiated offline Skill India course in tailoring
		Encourage students to take SWAYAM courses and courses on IKS	Students were informed regarding various SWAYAM courses and SWAYAM courses based on IKS
		Decide dates for collection of documents for upload of AQAR	Dates for collection of data from the departments for each criteria were decided.
4.	16.08.2023	Preparation and Uploading of the Academic Calendar	Academic calendar were prepared and uploaded
		Student project and internships submission	Students submitted field project, University project and internships reports
		Starting of new Certificate by each department	Started new Certificate courses by each department and a total of 16 courses were offered
		Conduct Seminars and workshops	12 Seminars and Workshops were conducted by the Departments and Clubs
		Conduct talks in departments	Talks were conducted in departments as part of knowledge sharing

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		Feedback mechanism	Filled feedback forms from students, teachers, alumni and employer were collected
		Conduct of Induction program for first year students.	Induction program - Deeksharambh for first year students was conducted on 17th August 2023
		Conduct Green Audit and Environment Audit	Green Audit and Environment Audit were conducted
		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
		Signing new MoUs with other governmental/ non-governmental agencies.	6 new MoUs were signed
		Identify advanced learners and slow learners in S1 students	Psychological test was conducted to identify slow learners and advanced learners
		Revision of Policy Documents	Policy Documents were revised and uploaded in the website
		Participation in NIRF, KIRF and India Today survey	Participated in NIRF, KIRF and India Today survey. Scored rank 39 in KIRF
		Scholarships and freeships for students	Scholarships and freeships were given to the students by the Management
		Conduct Professional development programmes for faculty and Administrative Training Programme for administrative staff	Conducted 5 Professional Development programmes for faculty members and 2 Administrative training Development programmes for administrative staff
5.	29.08.2023	Discuss on drafting a proposal to be submitted to Rashtriya Uchchatar Shiksha Abhiyan (RUSA)	Discuss on drafting a proposal to be submitted to Rashtriya Uchchatar Shiksha Abhiyan (RUSA) along with the management and Dr. Simon Tattil, Director of, the Internal Quality Assurance Cell of the University of Kerala
6	25.09.2023	To finalize the proposal to be submitted to RUSA	The proposal was drafted and submitted to the manager for approval.
7	10.10.2023	Review of data collected for AQAR	IQAC reviewed data collected by Criteria members

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8	08.11.2023	Conduct of Annual Academic audit	IQAC decided to conduct the annual academic audit for the years 2021-22 and 2022-23. Documents for the two years were collected from the departments
		Career awareness and relaxation session for students	Career awareness and relaxation therapy sessions for the students were be conducted by College counsellor
		Submission of OBE reports	IQAC decided to collect OBE for 2023 pass batch by 23rd November 2023
		Deciding dates for uploading AQAR	IQAC decided the dates for upload of AQAR for each criteria.
9.	04/12/2023	Organize a PDP on FYUGP	IQAC decided to organize a Professional Development Programme on "Four Year Undergraduate Degree Program-FYUGP, Key features, prospects and challenges on 11/12/2023. Dr. Arshad Ahammad A, Assistant Professor in English, MSM College, Kayamkulam was the resource person
		Organize a PDP on Pre-Aademic Audit	IQAC decided to organize a Professional Development Programme on "Pre-Academic Audit on 14/12/2023 by Sr. Prof (Dr.) Gabriel Simon Thattil, School of Business Management & Legal Studies, University of Kerala for teaching and non-teaching staff.
		Date of submission of AQAR	Date of submission of AQAR was decided as 20/12/2023
		Request for financial assistance for attending an Online Workshop	IQAC decided to request management to give financial assistance to teachers to attend an online Workshop on Academic Horizons: The AI Integration from 8th to 5th December 2023. 65 faculty members participated in the workshop.
10.	20/12/2023	Verification of AQAR data uploaded	The AQAR data uploaded were verified by the criteria heads
		Last date of submission of AQAR extension	The last date of submission of AQAR is extended to 29th February 2024. IQAC decided to submit the AQAR after the PG results are published

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11.	03/01/2024	Date for conducting Annual Academic Audit	Academic Audit will be conducted on 22nd and 23rd January 2023. All the departments were asked to submit the filled format for Academic Audit and prepare a presentation.
		Discussion on RUSA proposal	Proposal for RUSA fund of Rs. 50 Lakh for lab equipment and other infrastructure augmentation were discussed
12.	17/10/2022	Verification of AQAR data	The data uploaded in AQAR 2022-23 were verified and all links were checked
		Date of submission of AQAR	The date for submission of AQAR was decided to be on 26/01/2024
13.	20/02/2024	Submission of AQAR 2022-2023	The IQAC members approved the data uploaded in the AQAR 2022-2023 and submitted.
		Organize a PDP on Post Accreditation Initiatives for Quality	A college level training program on FYUGP for teaching and non teaching staff will be organized on 01/03/2024. Topic is "Curriculum Framework and Regulations of four year UG programme and outcome based education" Dr. K Rajesh, Associate Professor, Department of Chemistry, University College, Thiruvananthapuram and Dr. Balakrishnan, Associate Professor, Department of History, University College, Thiruvananthapuram will be the resource persons
14.	16/03/2024	Organize a five day residential workshop on FYUGP	IQAC decided to organize a five day residential workshop on "FYUGP Syllabus Rivision" in association with Board of Studies (UG Physics), University of Kerala from 19/03/2024 to 23/03/2024.
		Organize Institutional Training Programme on FYUGP	A one day training on institutional level planning FYUGP will be conducted on 06/05/2024. Dr. Sangeetha S, Assistant Professor, Department of Commerce, All Saints' College was the resource person

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