

ALPHONSA COLLEGE, PALA
ARUNAPURAM P.O.
INTERNAL QUALITY ASSURANCE CELL
Action Taken Reports

2013 – 2014

10th June 2013 (M1)


- ✓ The fund released as part of 12th plan proposal was utilized for various development and quality enhancement of college.
- ✓ Value added programme of 30 hrs was conducted in various Departments.
- ✓ Department of Zoology, Economics, Clinical Nutrition and Dietetics etc conducted certain programmes in collaboration with other Institutions, Industries etc.
- ✓ A seminar on women entrepreneurship was conducted by Department of Economics on 5th November 2013.

10th July 2013 (M2)

- ✓ The IQAC reviewed the NAAC Peer Team Report for the development of the college.
- ✓ Peer Team Report was read out at the staff meeting.
- ✓ Two days Orientation programme for IDC students were conducted.
- ✓ Most of the final year classes performed equally for the 'Golden Class' competition.



Dr. Simimole Sebastian
IQAC Co-ordinator



Principal
Dr. Gigimol M.G. M.Sc,B.Ed,Ph.D
Principal
Alphonsa College, Pala

7th August 2013 (M3)

- ✓ IQAC was reconstituted with new members. The Principal Dr. Sr. Elsamma Thomas appointed the Vice Principal Dr. Sr. Jansamma Thomas as the new Co-ordinator of IQAC.
- ✓ The Self Appraisal form for teachers was restructured and mailed to the departments.
- ✓ A self appraisal form for non-teaching staff was also prepared and they were provided a training to fill up the form.
- ✓ The IQAC team prepared the AQAR by collecting the necessary data from all departments.
- ✓ A soft skill development programme for students was conducted on 10th December 2013 by Department of Economics. The Language lab was renewed.
- ✓ Non-teaching staff were provided with eight office automation classes during 2013-14.
- ✓ The IQAC was reconstituted with new members on 7th August 2013.
- ✓ Newly appointed teachers, guest lectures and teachers from self- financing courses were funded for attending seminars, workshops and taking membership in Professional Bodies.

10th September 2013 (M4)

- ✓ College applied for an appeal to NAAC for grade reconsideration.
- ✓ Various committees for the conduct of Golden Jubilee celebration of the college were formed.
- ✓ The Golden Jubilee celebrations were inaugurated by the Cabinet Minister Pro. K.V Thomas (Minister of State for Consumer Affairs, Food and Public Distribution, Government of India) on 19th November 2013. H.E Mar Joseph Kallarangattu (Bishop of Pala Diocese and the Patron of the college) presided over the function. The occasion was blessed with the presence of eminent leaders from all walks of life.



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- ✓ Inauguration of the three new courses (MA English, M. Sc Chemistry and B.Com), Unveiling of the foundation stones of the Multi-purpose indoor stadium and Multimedia centre were carried out on the same day.
- ✓ The Science departments of the college jointly organized an International conference on “Advanced Materials and its Applications” (ICAMA) on 26-28 March 2014. Department of Economics and Centre for Gandhian studies organized national seminars.
- ✓ Internal examinations for II DC and III DC students were conducted from 23rd September 2013 and the Progress cards prepared were distributed to the parents in PTA meeting conducted thereafter.

5th November 2013 (M5)

- ✓ As per the decision of IQAC a life guidance course for III DC students was conducted in the month of January 2014. Mr. Yugesh Thomas Pulickal (Vice President, KCBC Prolife Movement, Kerala State) was the resource person.
- ✓ A combined meeting of the teaching and non-teaching staffs and alumnae executives was held on 24.01. 2014.
- ✓ The Mega Alumnae Meet of the college was held on 01. 02. 2014.
- ✓ The Mega Exhibition (ALPHEX 2014) as part of the college golden jubilee was held on 15-17 July 2014. Around 4000 visitors, from mainly 14 schools in and around Pala participated in the exhibition.
- ✓ Career guidance, Placement Training, Soft skill development programmes and Interview facing techniques were provided for the final year students by the Career and Placement Cell of the college.
- ✓ Internal and external audits were conducted during second week of December 2013 and March 2014 respectively.



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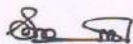
6th January 2014 (M6)

- ✓ Distributed Feedback forms on curriculum, teachers and infrastructure to all departments and collected them back. Corrective measures were taken.
- ✓ The list of files to be kept in department was mailed to each department.
- ✓ Internal examinations were conducted during 19 - 21 February 2014.
- ✓ PTA general body meeting was conducted on 11th January 2014.
- ✓ Bishop Vayalil Memorial Intercollegiate Quiz Competition was held.
- ✓ Proposal for RUSA was submitted.
- ✓ All Departments framed vision and mission statements.
- ✓ Long term action plan was prepared by all Departments.

2014 – 15

3rd June 2014 (M1)

- ✓ Dr. Sr. Jansamma Thomas took charge as Principal and Dr. Sr. Gigimol M. G. (Vice Principal) was appointed as the new IQAC Co-ordinator.
- ✓ The two new vocational courses (B.Voc.) sanctioned by UGC (Fashion Technology and Sports Nutrition and Physiotherapy) were commenced from June 2014. Dr. Sr. Jilly James was appointed as the co-ordinator.
- ✓ The Jubilee block with facilities including rest room for students and teachers was constructed and blessed on 10th August 2015.
- ✓ Teachers submitted proposals for UGC grants to research projects and seminars by 15th July 2014 some of the teachers were received the grant as well.
- ✓ Various committees of teachers were formed for golden jubilee valedictory function which was later held on 24th February 2015.



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13th August 2014 (M2)

- ✓ Women Cell organised one National seminar on 'Changing role of women and sustainable development' on 9th and 10th December 2014.
- ✓ WWS (Walk with Scholar) and SSP (Student Support Programme) for the first year students and FLAIR for teachers were introduced.
- ✓ 'Operation Gurukulam' was started in the first week of September.
- ✓ AQAR for the year 2013-14 was prepared in November 2014.
- ✓ Internal examinations for II DC and III DC students were conducted on 1-3 September 2014.
- ✓ A seminar for teachers on 'Working with Young people' was conducted on 4th October 2014.

7th January 2015 (M3)

- ✓ Mobile phones were strictly banned inside the college campus. In case any student brings mobile phone with permission, it has to be handed over to the class teacher.
- ✓ As per the suggestion of IQAC, Department of Zoology organised a seminar on 'Life style deceases' on 13th February 2015. Dr. Dinesh Babu (Physician, MGM Hospital, Kottayam District) was the resource person.
- ✓ A general body meeting of PTA was held in February 2015.
- ✓ The college website was modified.
- ✓ The new office for bursar was furnished with necessary facilities.
- ✓ Ramp was constructed for physically challenged students.
- ✓ Non-teaching staff were provided with five sessions of classes on office automation during the year 2014-15.



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16th February 2015 (M4)

- ✓ An awareness class on 'AIDS disease' was arranged in 1st December 2015 by the Department of Zoology. Mr. Joby Kurian (AIDS Control Board) was the resource person.
- ✓ The digital library was inaugurated in March 2015.

12th March 2015 (M5)

- ✓ The files were updated by IQAC with the data collected from various departments.
- ✓ The preparatory work for AQAR (2014-15) was started.

26th March 2015 (M6)

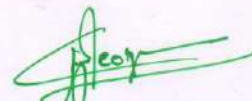
- ✓ The construction work of an elevator for physically challenged students was started.
- ✓ Internal and external audits were conducted in June 2015.
- ✓ A demonstration class for teachers on online attendance was conducted on 2nd June 2015. The resource person was Mr. Saji Mathew (CEO & Marketing manager, Infoweavers Solutions).
- ✓ Office software maintaining agency was informed to make provisions in the college website for accessing attendance and internal marks of students.

2nd April 2015 (M7)

- ✓ Academic calendar for 2015-16 was prepared.
- ✓ Data collection for AQAR has been completed.
- ✓ Academic calendar for the year 2015-16 was prepared ready for distribution.



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21st April 2015 (M8)

- ✓ As per the Government order of 7 working hours, the timing for teachers was changed to 9 a.m. to 4 p.m.
- ✓ Completed Self Appraisal forms from teaching and non-teaching staff were collected by 1st July 2015.

2015 – 16

18th June 2015 (M1)

- ✓ Internal academic audit was conducted on 15th, 29th and 30th June 2015.
- ✓ Two days Orientation class for I DC students were conducted in July 2015.

14th July 2015 (M2)

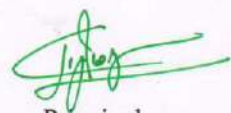
- ✓ AQAR uploaded on 8th September 2015.
- ✓ Internal academic audit was conducted.

22nd July 2015 (M3)

- ✓ The criterion wise power point presentation was conducted during 23rd to 27th July 2015.
- ✓ A class on Kerala Service Rules (KSR) for administrative staff of the college was arranged on 6th February 2016.



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5th August 2015 (M4)

- ✓ 'Alphonsa Karunya Nidhi' was started in January 2016. Mrs. Vimala Emmanuel was appointed as the coordinator.
- ✓ More teachers were participated and presented papers in seminars.

2nd September 2015 (M5)

- ✓ The external academic audit was conducted on 5th and 13th October 2015 by Dr. Fr. Joseph Pariathu, IQAC Co-ordinator, Deva Matha College, Kuravilangad.
- ✓ Dr. Mariamma Mathew was appointed as the new Co-ordinator of IQAC by Principal Dr. Sr. Jansamma Thomas.
- ✓ The Self-Appraisal form for teachers was updated.

29th September 2015 (M6)

- ✓ The committees of all criteria were restructured for the preparation of SSR. New member-in-charge and helping members were selected.

30th October 2015 (M7)

- ✓ HODs were informed to prepare files related to future plan, internal resource mobilization, placement details, students' achievements etc and collected the respective files.
- ✓ The internal academic audit report was sent to all departments and clubs.
- ✓ CCTV cameras were installed in the examination rooms, auditorium, library, corridors etc. by June 2016.



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15th December 2015 (M8)

- ✓ The PTA meeting was held on 13th February 2016.
- ✓ The alumnae meet was held on 26th January 2016.
- ✓ A committee was formed with one teacher from each department to discuss about the dress code (Salwar) for teachers. As per the decision of committee teachers are permitted to wear salwar.
- ✓ A full day Yoga programme for teachers was organized on 12th January 2016.
- ✓ The Coordinator Dr. Mariamma Mathew and Dr. Sr. Regeenamma Joseph were selected as leaders of two groups to check the SSR and necessary corrections were made by them.
- ✓ The Criterion wise presentations were made.

2016-17

6th June 2016 (M1)

- ✓ A format for the preparation of AQAR for the year 2016-17 was sent to all departments.
- ✓ B.Voc. Sports Nutrition and Physiotherapy Department conducted an awareness class on 21st December 2016. The resource person Mrs. Solly James (Chief Dietician L-Raheeja Hospital, Mumbai) explained about various global opportunities of this course.
- ✓ An orientation programme was arranged for the newly admitted UG students in the month of July 2016 about the various associations, activities and clubs in the college.



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8th July 2016 (M2)

- ✓ The new IQAC room was furnished with computers, printers, shelves, chairs, tables, necessary stationeries and other allied facilities.
- ✓ Counselling is given to all needy students who are suggested by mentors of our college.
- ✓ Member in-charge of each criterion was collected necessary data from all Departments and office for the preparation of AQAR.
- ✓ A seminar on 'Adolescence and Health' was organized by Department of Zoology on 6th October 2016.
- ✓ Talk on "Methodologies for better Education" was conducted on 21st December 2016.
- ✓ Toppers Day was celebrated on 19th August 2016.

2nd August 2016 (M3)

- ✓ The college canteen was renovated.
- ✓ Computers and printers with scanner were supplied to all needy Departments.

7th September 2016 (M4)

- ✓ As per the decision of the IQAC, the management of the college has applied for courses, M. Sc. Mathematics and History in the aided stream.
- ✓ Seminar on 'Demonetisation' was organized by departments of Economics on 14th February 2017.
- ✓ Draft data of SSR prepared by criterion leaders were collected.

14th September 2016 (M5)

- ✓ The AQAR for the year 2015-16 was completed by 7th October 2016.



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8th November 2016(M6)

- ✓ Career guidance, Placement training and Soft skill development programmes were provided for the final year students by the Career and Placement Cell.
- ✓ The schedule and members for the internal audit was determined. Audit was conducted in March 2017.
- ✓ IQAC organized a talk on “NAAC- Assessment and accreditation procedures” by Dr. S. V. Sudheer, Director, HRDC of Kerala University, Thiruvananthapuram on 14th December 2016.
- ✓ A National level dance fest ‘SHIKHARA – 2K17’ was conducted on 19 &20 January 2017.

6th December 2016(M7)

- ✓ IQAC conducted a seminar on “Key assessment indication along with key aspect areas, weitage etc according to latest NAAC guidelines” by Dr. K. K. Jose (Former Principal, St. Thomas College Pala) on 24th March 2017.
- ✓ Arranged a talk for non- teaching staff on “Manual of Office Procedures” on 21st January 2017.

19th January 2017 (M8)

- ✓ Model examination was conducted for UG students in the month of February 2017.
- ✓ IQAC organized a class for teachers on “New Accreditation Process by NAAC” on 24th April 2017 by Dr. Sunny Joseph (Former Principal ,St. Thomas College Pala)
- ✓ IQAC conducted seminars on “An introduction to the Nature and Scope of Intellectual Property Rights” and “Legal Perspectives of the Intellectual Property Rights” on 30th June 2018. The resource persons were Lt. Dr. G. Geethika (U.C College Aluva) and Adv. Thomas Roy (AIM College, Thrissur) respectively.
- ✓ Merit day was conducted on 7th March 2017.



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2017-18

6th June 2017 (M1)

- ✓ A class on personality development was conducted for students on 07th August 2017.
- ✓ Action plan for the academic year 2018-19 was submitted to the Principal in September 2017.
- ✓ Activities of all clubs were strengthened with the collective effort of teachers and students. Various competitions were held and are still continued.
- ✓ Toppers Day was conducted on 4th August 2017.

11th August 2017 (M2)


- ✓ An internal examination for UG students were conducted in September 2017.
- ✓ The "Dress Bank" for collecting clothes for needy people was inaugurated. Most of our students, teaching and non-teaching staff contributed.
- ✓ Environment related programmes were organized by the Department of Zoology, Botany, Economics etc.

5th October 2017(M3)

- ✓ The Alumni meet was conducted on 26th January 2018. The chief guest was Rev. Sr. Ancilla (Rtd. Prof. S.D College Kanjirapally). An exhibition cum sale by alumnae was also arranged on the same day.
- ✓ A workshop on GST was organized mainly for students of Commerce and Economics Departments on 25th January 2018. Mr. Siby Joseph (FCA) was the resource person.

3rd November 2017 (M4)

- ✓ Soft copy of new manual was mailed to all departments and member in-charge of each criterion.



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- ✓ Collected the details of students from all departments for filling up the SSR.
- ✓ A class on 'Office Administration' was arranged for non-teaching staff of our college on 1st January 2018.

4th December 2017 (M5)

- ✓ An awareness class on 'New Accreditation methods of NAAC' was arranged for teachers on 15th January 2018. Dr. Sunil C. Mathew (IQAC Co-ordinator, St. Thomas College Pala) was the resource person.
- ✓ A supervisory committee was formed for the smooth conduct of Alumnae meet.

2nd January 2018 (M6)

- ✓ A seminar on 'Cancer disease and Preventive measures' was organized by the Department of Zoology on 1st March 2018. The resource person was Dr. Jayesh Antony (St. Thomas College, Pala).
- ✓ The academic master plan was prepared by February 2018.
- ✓ A general body meeting of PTA was held on 10th February 2018.

8th February 2018 (M7)

- ✓ Annual report of all Clubs and Associations were collected.

28th March 2018 (M8)

- ✓ Dr. Alice Jose, Principal, appointed Dr. Simimole Sebastian as the new Co-ordinator of IQAC.
- ✓ The criterion wise teams presented their reports in front of IQAC core committee on 31st March, 3rd, 4th and 5th April 2018. Discussions and corrections were carried out on each criterion.



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- ✓ IQAC conducted a class for teachers on 4th June 2018 by Rev. Fr. Jobin Jose Thayyil CMI (NAAC Co-ordinator, St. Joseph's College, Moolamattam). The topic was 'New Manual and Self Study Report Preparation'.
- ✓ External academic audit was conducted on 11th June 2018. H.E Mar Jacob Muricken (College Manager), Dr. K. K. Jose (Former Principal, St. Thomas College, Pala), Dr. Sunny Joseph (Former Principal, St. Thomas College, Pala) and Prof. Jolly Sebastian (Former HOD Physics, Alphonsa College, Pala) were the external auditors.
- ✓ A core committee was formed for the preparatory work of IIQA. Dr. Simimole Sebastian, Ms. Annu Paul and Ms. Cincila T. Joy were the members.
- ✓ Internal academic audit was also conducted in last week of June 2018. Dr.Sr. Gigimol M.G (Principal), Dr.Sr.Regeenamma Joseph (Vice Principal), Dr.Simimole Sebastian (IQAC Co-ordinator), Ms. Annu Paul (NAAC Co-ordinator) and Ms. Manju Jose were visited the departments to access the preparation made by them.



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