<u>Action Taken Report – 25/09/2020</u>

1. Approval of the plan of action and revised academic calendar. It was decided to bring necessary revision in the calendar as the University has not yet announced a detailed schedule and the admission process has just started and the first semester classes of UG and PG have not yet been commenced.

2. Decision was taken regarding completion of the beautification work of the college ground. Based on the suggestion of Sri Jacob Kuruvilla, it was decided to draft a proposal for the utilisation of the ground and the facilities to the selected public, post covid restrictions, as a part of an outreach programme.

3. It was also decided to organise Faculty Development Programmes in online mode relating to areas like Quality Assurance, MOODLE training etc.

4. Tutors shall make use of their tutorial interaction session to provide necessary information regarding the avenues open for the students in the online era.

5. It was decided to strengthen the mentoring process and to do proper follow up at the department level where special attention and care are required for many students.

6. Teachers shall add to the e-material repository. A detailed list of ICT usage by teachers was to be collected.

7. The meeting ratified and approved the decision implemented namely upgrading the internet facilities and installation of more *wifi* routers.

8. It was also decided to motivate teachers to join FDP/Orientation/Refresher Programmes etc. The IQAC convener was entrusted to provide recommendations in consultation with the convener of Research Assessment Committee for the re-imbursement of expenses incurred by the teachers for attending / presenting in the conference.

9. Support of alumni may be sought to convert more class rooms into smart class rooms. Encourage teachers to participate in FDPs, short term programmes etc. in addition to Orientation and Refresher Courses. Thrust shall be given on Programmes that help to improve the E-teaching learning skills of the teachers.

10. It was also decided to approve the proposals for undertaking more infrastructural works with management funds along with the RUSA construction.

11. The meeting also decided to re start the AQAR and SSR works once the normalcy is restored. The IQAC cum NAAC coordinator pointed out the difficulties faced in finalisation and approval of the documents mentioned above. It was decided that once the normal course of activity is fully restored, IIQA may be given in three months.

12. The meeting also discussed the feedbacks collected from various stakeholders during 2019-20 in detail. Wherever possible, internships, experiential learning facilities, OJT etc. have to be encouraged and also made a compulsory course. The meeting decided to bring the suggestions to the concerned BoS through formal and informal discussions.

13. The Annual Report 19-20 presented was approved and it was decided to make necessary modifications based on the additional information received later.

14. To recommend and approve the application for M Sc Data Analytics and Master of Commerce and Management as the two proposed Programmes.

15. Decided to promote the conduct of online examinations, both through MCQ software and also descriptive online mode.

Dr Manoj Narayanan K S- IQAC Coordinator

IQAC Co-ordinator
Baselius College, Kottayam

Dr Biju Thomas- Principal

Principal
Baselius College
Kottayam