

**Action Taken Report (30/08/2019)**

1. Approval of the plan of action and academic calendar which was revised in accordance with the University Schedules
2. Necessary renovations shall be made in the playground – (reference: NAAC peer team report of third cycle)
3. More student involvement in various social projects including exploring the possibility of palliative care unit by the college.
4. Utilisation of tutorial sessions for suggestions from the students in arranging activities catering to Institutional Social Responsibility.
5. To authorise Department Heads to supervise the mentoring activities by providing formats based on the general format circulated. The HoDs will be in charge of allotting students to mentors and the same mentor would continue for the entire programme period. In case of Guest Faculty Members or changes in the faculty list, necessary substitution or re-arrangements can be done by the HoD and an internal circular may be issued effecting the same. Mentoring shall be in addition to the tutorial system.
6. E-learning has to be promoted. Each department shall submit e-resources like YouTube videos to be uploaded in the college website.
7. Possibility of digitalisation and automation in e-governance activities shall be explored.
8. Preparation for NAAC accreditation process to be started at the earliest.
9. Support of alumni may be sought to convert more class rooms into smart class rooms.

10. Encourage teachers to participate in FDPs, short term programmes etc in addition to Orientation and Refresher Courses.
11. Arrange more study tours, industrial visits, filed projects etc to provide more experiential learning opportunities to the students
12. Strengthen the student support initiatives like WWS, ASAP, SSP etc
13. Establishment of a computer lab cum smart class room in the newly constructed Students Amenities Centre and seeking financial assistance from the MLA Fund of Sri Thiruvanchoor Radhakrishna MLA who is also an alumnus of the college.

*Shaju M J*

IQAC Co-ordinator

Dr. Shaju M.J.

**IQAC Co - ordinator**  
**Baselius College, Kottayam**



*[Handwritten signature in green ink]*

**Principal**  
**Baselius College**  
**Kottayam**