

Vimala College (Autonomous)

Thrissur



Annual Report (2017-2018)
Internal Quality Assurance Cell (IQAC)

Activities

During the academic year 2017-2018, IQAC initiated quality enhancement activities considering the UGC and NAAC accreditation framework.

- The IQAC organised department - wise faculty meetings in order to make an action plan for each department considering its unique needs and requirements.
- In order to enhance the capacity of faculty, training programmes and workshops on MOODLE - Online Learning Management System, Outcomes and Assessment, Academic and Administrative Auditing, Reference Management System and Library resources , ICT enabled teaching and Performance Based Appraisal system were organised.
- Conducted Administrative and Academic Auditing of all the departments with the help of external peer team
- Compiled Programme outcomes and Course outcomes of courses
- Introduced Certificate Course in Local Governance in collaboration with Kerala Institute of Local Administration (KILA) and Certificate Course in Basic Law and Human Rights in collaboration with Legal Services Clinic and Alternative Dispute Resolution Centre.
- Introduced online evaluation of faculty members
- IQAC introduced student support services such as remedial teaching as part of Transition Plan for First UG students, Quality Circle, Orientation of students on campus activities and programmes.
- IQAC facilitated student – organised Intercollegiate and Interdisciplinary Seminars, Paper Presentation Competitions, Internship Activities
- Extension programmes in the neighbourhood community by each department
- Organised V- Lead Residential Camp, which is a leadership programme for the student leaders and Community Living Camps (V-Live)
- Facilitated Community Living Camp for the students
- The IQAC facilitated formulation of Green protocol by each department
- Organised Sr Lissy John Irimpan endowment orientation session for the parents

List of Faculty development programs conducted

- Workshop on Annual Self-Assessment for PBAS. The resource person was Dr. T. Mohamed Saleem, Asst Prof and Consultant (UGC Promotion Affairs), Farook Training College (06.06.2017)
- Workshop on the Basics of Moodle by Dr. Ashkarali P (06.07.2017)
- Seminar on "Income tax e-filing and anticipatory and income statement (26.07.2017-27.07.2017)
- Orientation Session for the Teaching Faculty for Data Management by Mr Francis of Linways (28.09.2017)
- Workshop on Outcomes and Assessments by Dr. N. J. Rao, IISc Bangalore, (26.10.2017-27.10.2017)
- State Level One Day Seminar on Career Advancement for the Ministerial staff organized by our College (28.10.2017)
- Orientation Programme for faculty members by Rev. Fr. Roy Vadakkan, Director, Jyothi Engineering College (15.12.2017)
- Workshop on Entrepreneurship for faculty members of different colleges. (26.12.2017-03.01.2018)
- Orientation for guest faculty on ICT by Dr. S. Senthilnathan (15.02.2018)

List of Faculty members who attended FDP

Sl No	Name
1	Sareena Rose
2	Dr. Anjaly Kishore
3	Dr Sr Beena Jose
4	Dr.Divya.P.R
5	Divya C D
6	Dr Feebarani John
7	Dr. Jancy K A
8	Lakshmi C M
9	Dr Mini Krishna
10	Dr.Nimmy Kuriakose
11	Dr Petrisia Joseph
12	Dr. Preema Rose Nichlavose
13	Dr. Salini K
14	Dr Sinto P Anto
15	Sr.Ani Davis K
16	Dr Theresa C J
17	Dr.Manju Madhavan
18	Mony Geege

Sl No	Name
19	Ann Maria Jose. C
20	Jins C G
21	LT. Lovji K N
22	Dr.Mimi Mani
23	Nisha Leela Jose
24	Dr. Rose VJ
25	Dr. V. Shinju
26	Sojan Joseph
27	Laveena Varghese
28	Dr. Malini K A
29	Santhosh P Jose
30	Smitha P S
31	Maya Davi Chalissery
32	Jismi Mathew
33	Anjaly Jose
34	Jovia Jose
35	J Anuja

Action Taken Report

	Plan of Action	Achievements
General	Visit to each department by IQAC Core Team at the beginning of the academic year and facilitation of discussion regarding quality enhancement activities to be introduced by each department for the academic year	Completed visits to all the departments by July 2017 and made an action plan to be implemented during the academic year
	Formulate a Monthly Performance Report to be submitted by each department by the 5 th working day of every month	Departments followed the procedure for effective documentation
Criterion 1: Curricular Aspects	Workshop on Outcomes and Assessment	A two day workshop was conducted on 26-27 October 2017 with Prof N.J Rao as resource person (International Institute of Information Technology (IIIT), Bangalore.
	Formulation of Programme Outcomes and Course outcomes of all courses	Faculty members prepared the course outcomes of all the courses in consultation with Prof N.J Rao
	Academic and Administrative Auditing (AAA)	Conducted Academic and Administrative auditing of all the departments and allied and administrative sections by external peer team on 15 September, 2017
	MOODLE - Online Learning Management System	Training provided to teachers on MOODLE by external experts (06 July, 2017) and developed the Online Learning Management System
	Enhancement of ICT enabled teaching-learning	Training provided to faculty members and student leaders on optimum use of smart boards and provided session by external expert Dr Senthil Nathan on 15 February, 2018
	Establish academic linkages and MoUs	Established academic linkages through MoU <ol style="list-style-type: none"> 1. Kerala Institute of Local Administration (KILA) 2. Legal Services Clinic and Alternative Dispute Resolution Centre 3. SCIO Scholarship & Christianity in OXFORD
	Introduce new Value added courses	Conducted Certificate Course in Local Governance in collaboration with Kerala Institute of Local Administration (KILA)

		and Certificate Course in Basic Law and Human Rights in collaboration with Legal Services Clinic and Alternative Dispute Resolution Centre
	Upgradation of syllabus	Reconstituted BoS of all disciplines and convened meetings for review and upgradation of all programmes within the stipulated level prescribed by the University of Calicut and approved by the Academic Council and submitted to University of Calicut for approval
Criterion 2: Teaching, Learning and Evaluation	Orientation for faculty members	
	Online evaluation of faculty members by students	Introduced online evaluation of teachers by students through Linways and compiled the report
	Course evaluation by students	Conducted course evaluation by students
	Lecture series by experts-Department-wise	Initiated lecture series by a few departments
	Student-led seminars	Organised student –led seminars on various topics. Enhanced students' organisational skills.
	Enhance students' participation in MOOC	Orientation given to all students on MOOC
	Promotion of Industry-Academia Interface	Enhanced interaction with respective industries by all departments
	Exit surveys	Done by outgoing students
	End- semester Results - analysis	Done by all departments
Criterion 3: Research, Consultancy and Extension	Strengthening activities of research centres	Organised Research Conclave on 10 January, 2018 to assess the progress of ongoing research activities of research scholars
	Research Centre for Dept of Economics	Proposal submitted to the University of Calicut to upgrade the department as research centre. Recognised as research centre
	Promotion of research and publication culture among faculty members	Enhanced publications of management faculty Awarded Incentives
	SPARK- paper presentation competition for PG students	Conducted Research paper presentation competition
	Strengthening extension activities by each department	Each department formulated specific action plan for extension activities in the neighbourhood villages and schools. Compiled the proposal

	Setting up <i>Pakalveedu</i> - a day care centre for the elderly	Initiated the project
Criterion 4: Infrastructure and Learning resources	Enhance students' partnership in Clean – Green Campus project and Swachh Bharat Abhiyan	Enhanced students' involvement by allocating specific area for each department
	Refurbishment of facilities	Renovated administrative office, language lab and exam office
Criterion 5: Student Support and Progression	Transitional Support for I UG students	Arranged Peer learning system for academic support for I UG students of each department
	Develop proficiency of students in the area of oral academic presentation	Conducted two paper presentation contests on topics of contemporary relevance
	Activities to promote academic integrity among students	Organised sessions on Referencing for Research and Library Resources
	Initiatives to promote English speaking	Set aside one day of the week for exclusive English speaking
	Formal Orientation for new comers by student leaders	Enhanced students' participation and engagement
	IQAC- Quality Circle of students	Initiated activities to sensitise students on quality enhancement
	Leadership Training for Student Leaders	Conducted V-Lead two day Residential programme for student- leaders
	Motivation Sessions for Students	<ul style="list-style-type: none"> • Conducted motivation sessions for the students on the following areas: <ul style="list-style-type: none"> ➤ Enhancing employability skills through community extension activities and internship ➤ Discussion on quality enhancement through Quality Circles ➤ Scientific and systematic use of library resources ➤ Referencing for Research and Academic Integrity ➤ Orientation on faculty evaluation through Linways ➤ Mindfulness and observance of Mindful Moments soon after morning assembly ➤ Academic paper presentation

Criterion 6: Governance, leadership and Management	Evaluation of Management by faculty	Collected feedback from faculty and compiled report
	Feedback Mechanism	<ul style="list-style-type: none"> Modified the formats for faculty evaluation, course evaluation and exit survey Coordinated online faculty feedback and collated the data and prepared report Coordinated faculty feedback on functioning of college and compiled a report
	Enhance interaction with stakeholders	Conducted regular meetings with alumnae, PTA and parents, Seminar for parents on Student Wellness
Criterion 7: Innovative Practices	Work-integrated Learning for UG earning students of all departments	Arranged orientation programme for all students emphasizing the importance of work integrated learning, internships. Initiated student internships with industries and social welfare agencies
	Departmental News letters	Newsletters released by the departments of Physics & Botany
	Green Auditing	Conducted Green auditing in the College by external agency during 2017-2018



Dr Minimol K
IQAC Coordinator





Dr Sr Marriette A Therattil
Principal

PRINCIPAL
VIMALA COLLEGE
(AUTONOMOUS)
THIRUVANANTHAPURAM-680 009