



SNM COLLEGE, MALIANKARA

Govt. Aided Institution

Affiliated to Mahatma Gandhi University

ACTION TAKEN REPORT (2020-21)

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Subsequent to the meeting of IQAC held on 03/06/2020 , the following actions were taken for the smooth functioning of the institution and for the completion of IQAC procedures on time.

1. The academic calendar was approved in the meeting. Dr Ajeesh S was assigned the responsibility to prepare the academic calendar for the academic year 2020-21.
2. An E Teaching Cell was constituted to support teachers with the online classes. The E Teaching cell reviews the online sessions on snmc virtual and suggestions are provided for the improvement of the teaching faculty.
3. Faculty Training Programme on MOODLE was organized by IQAC in collaboration with E Teaching Cell through snmc virtual to help the faculty with MOODLE platform. The training sessions were handled by Mr Ajan K A.
4. The new members were assigned the responsibilities of various clubs and cells.
5. The clubs, cells and departments organised academic webinars, programmes and competitions in connection with important days, academics and curriculum through LMS Moodle platform.
6. New certificate courses were implemented according to the needs of students, which caters to their life skills and employment opportunities. The guidelines were drafted for the certificate courses and the syllabus was prepared by the concerned departments.
7. The action plans of various departments and the supporting units were discussed and necessary suggestions were given to incorporate sessions on Research methodology and entrepreneurship. The departments and the supporting units organized sessions on research methodology and entrepreneurship.
8. The mentoring register and faculty diary were distributed to all departments and the teachers were instructed to submit the completed mentoring register and faculty diary by the end of the academic year. All tutors conducted mentoring sessions for the students and the report was handed over to IQAC. The faculty diary was also completed and was handed back to IQAC. The IQAC assessed the performance of each faculty and prepared suggestions on their improvement and also pointed out the merits of each faculty.

9. A survey was conducted online to assess the availability of the electronic gadgets among students for the purpose of online classes.
10. The AQAR preparation for the academic year 2019-20 is in progress and the data for the submission was collected successfully.
11. A detailed result analysis was conducted by all the departments and the results were handed over to IQAC. IQAC suggested measures for the improvement of the results.

Following actions were taken subsequent to the meeting conducted on 28/08/2020.

1. The IQAC analysed the feedback forms received through snmc virtual about the conduct of faculty training programme on MOODLE. The merits and the limitations were discussed among the members for the smooth conduct of the online sessions.
2. The SAAKALYA Mission, a green initiative of SNM College was launched to create awareness among students on the conservation of environment for a better tomorrow. The departments and the supporting units organized various programmes within and outside the college campus.

Subsequent to the meeting of IQAC held on 26/10/2020, the following actions were implemented.

1. The first year UG and PG classes were conducted through snmc virtual due to the covid pandemic crisis. The teachers were instructed to upload videos pertaining to their topics and all the academic activities were conducted through snmc virtual.
2. The first year UG and PG students were enrolled to snmc virtual for the online classes. The training videos of course creation in MOODLE were circulated among the faculty to help them with the online course creation.
3. The departments prepared a syllabus for the bridge course and they conducted teaching sessions through LMS Moodle platform. The aptitude test was conducted by the concerned departments to assess each student and to help them improve ahead during the course. A detailed report was prepared by each department and was handed over to IQAC.
4. The internal examinations for the fifth and third semesters were conducted online through snmc virtual. Training videos on question paper setting and evaluation through MOODLE were circulated among the faculty.

Subsequent to the meeting of IQAC held on 12/01/2021, the following actions were implemented.

1. The departments and the supporting units organized village adoption programme was organized for the academic year 2020-21. The community engagement programmes were organized by the departments and the reports were handed over to IQAC. The IQAC analysed the reports of the activities for the academic year and suggestions were given for improvement.
2. The MOOC course on organic farming, a certificate course organized by Mahatma Gandhi University was conducted for the first year students of the institution as per the guidelines issued by Mahatma Gandhi University, Kottayam. The students were enrolled to the course portal and were made to complete the prescribed projects based on organic farming.
3. The online competitive exam coaching Transcend was launched. An MoU was signed with Lakshya for the conduct of classes through snmc virtual.

Subsequent to the meeting conducted on 24/03/2021, the following actions were taken for the betterment of the functioning of the institution.

1. The feedback forms were circulated online among the stakeholders and the feedback was collected from the stakeholders through virtual medium.
2. The online classes were reviewed by IQAC based on the report submitted by the E Teaching Cell.

Subsequent to the meeting conducted on 26/04/2021, the following actions were taken for the betterment of the functioning of the institution.

1. The feedback report submitted by IQAC was analysed and necessary actions were taken for the betterment of the institution and for the progress of students and staffs of the institution. The necessary actions were taken based on the feedback received
2. The bridge course, the remedial coaching and the mentoring reports of various departments were reviewed and necessary suggestions were given for development. The E contents developed by the faculty were reviewed by IQAC.
3. The departments and supporting units were directed to prepare an action plan for the academic year 2022-23. The departments and supporting units were also instructed to present the reports of their activities conducted during the academic year 2021-22. The

action plans for the academic year 2021-22 were collected from the departments and the supporting units and necessary suggestions were incorporated by IQAC for the smooth organization of the activities for the academic year 2021-22.

4. The mentoring register of the academic year was reviewed and necessary actions were taken to support students. The faculty diary was also reviewed and necessary suggestions were given for faculty improvement.
5. The master time table for the academic year 2021-22 was collected from the departments.