



**MAR THOMA COLLEGE, TIRUVALLA**  
**Reaccredited with 'A' Grade (Fourth Cycle) by NAAC &**  
**All India 80<sup>th</sup> Rank in NIRF 2021**

**IQAC (Internal Quality Assurance Cell)**

MTC/IQAC-AT/2020-2021

Date: 30.03.2021

**ACTION TAKEN REPORT**

Sl No.	Date	Decisions	Action Taken
1	10.05.2020	<ul style="list-style-type: none"><li>❖ To conduct online training programmes for teachers on the Online Teaching – Learning processes.</li></ul>	<ul style="list-style-type: none"><li>❖ The IQAC in association with the Department of computer Application and ECIT, Govt. Of India, organized a five days online training workshop for the faculty members from 18-05-2020 to 22-05-2020 on “E-content Development and Management”. Dr Antu Annam Thomas was the resource person.</li><li>❖ A two day capacity Building programme for the faculty members was organized through Microsoft Teams on 2<sup>nd</sup>- 3<sup>rd</sup> July, 2020 on “Online Teaching Methodologies”. Dr Ajesh Zachariah was the resource person.</li></ul>
2	24.08.2020	<ul style="list-style-type: none"><li>❖ A plan of action to be formulated after a detailed study of the NEP</li></ul>	<ul style="list-style-type: none"><li>❖ A one-day seminar on NEP and its challenges was conducted by the IQAC in association with the Kerala Higher Education Council on 13<sup>th</sup> November, 2020. Mr Vishnu Namboodiri was the resource person.</li></ul>
3	27.08.2020	<ul style="list-style-type: none"><li>❖ AQAR 2018-2019 and 2019-2020 to be submitted at the earliest and all the Criterion Convenors and IQAC members to work together for the same.</li></ul>	<ul style="list-style-type: none"><li>❖ The AQAR of 2018-19 and 2019-2020 was submitted.</li></ul>
4	26.08.2020	<ul style="list-style-type: none"><li>❖ Mr.Santhosh Jacob to prepare the Annual Plan for the year 2020-2021.</li></ul>	<ul style="list-style-type: none"><li>❖ The Annual Plan was prepared and communicated to the Staff Council</li></ul>
5	01.09.2020	<ul style="list-style-type: none"><li>❖ It was decided to hold a Felicitation Programme for A+ grade holders and rank holders and to give cash prizes and certificates of commendation</li><li>❖ It was decided that a Bridge Course be conducted in all departments for the first</li></ul>	<ul style="list-style-type: none"><li>❖ The Bridge Course was conducted successfully by all the departments.</li><li>❖ A felicitation programme was conducted for the rank holders and A+ grade holders on September 17<sup>th</sup> 2020.</li></ul>





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		<p>year students. The departments were asked to design the syllabi for core and complementary courses. The first week of the semester to be set apart for the Bridge Course.</p> <ul style="list-style-type: none"> <li>❖ All departments to be asked to conduct online programmes - webinars/conferences/workshops or counselling sessions for students – to help them to cope up with the radical shift to Online Mode.</li> <li>❖ All HODs to be asked to send the reports of Online Classes of individual teachers to the IQAC.</li> </ul>	<ul style="list-style-type: none"> <li>❖ All online reports have been sent by the Heads of the departments and they have been filed in the IQAC.</li> </ul>
6	24.09.2021	<ul style="list-style-type: none"> <li>❖ It was decided that the members of the IQAC would chair the different sessions of the Induction Programme which is to be held from 27<sup>th</sup> September, 2021 to 4<sup>th</sup> October 2021.</li> <li>❖ A test to be conducted for all students to classify them as slow advanced learners (ELAT).</li> <li>❖ Orientation Programmes to be conducted for the first UG and first PG students.</li> <li>❖ All departments requested to conduct workshops/seminars/conferences/Capacity Building Programmes and Counselling Sessions – in the Online Mode itself.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Induction Programme was conducted successfully for all the first year UG students.</li> <li>❖ ELAT was conducted successfully.</li> <li>❖ All the departments conducted Seminars/ Conferences etc in the online mode. A total of 39 programmes were conducted in the college.</li> </ul>
7	12.10.2020	<ul style="list-style-type: none"> <li>❖ Students Progression Register 2020-2021</li> <li>❖ Remedial Register 2020-2021</li> <li>❖ Mentoring Lists and Allotments have been circulated. Departments to be asked to maintain the updated records.</li> </ul>	<ul style="list-style-type: none"> <li>❖ The Departments have been given the documents and necessary instructions given.</li> </ul>
8	09.11.2020	<ul style="list-style-type: none"> <li>❖ The members opined the online remedial classes can be organised to help the students to cope up with the difficulty of online classes.</li> <li>❖ Class Teachers to contact the students individually to find out if they have any issues in accessing Online Materials.</li> <li>❖ With the resuming of Offline classes, measures to be taken for timely completion of syllabus and revision</li> </ul>	<ul style="list-style-type: none"> <li>❖ Online remedial classes have been conducted via Microsoft Teams</li> <li>❖ A meeting of class teachers was held and the issues that students pointed out as difficulties in attending online classes were discussed. Counselling sessions for students were undertaken by the teachers.</li> <li>❖ Internal Evaluation exams have</li> </ul>





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		<p>classes, if any.</p> <ul style="list-style-type: none"><li>❖ Online internal exams conducted should be evaluated and returned promptly to the students.</li><li>❖ Online assignments can be given to students even if offline classes have been resumed.</li><li>❖ Extra classes can also be taken online.</li><li>❖ An awareness programme on Swayam Courses to be conducted for Students.</li><li>❖ Capacity building programmes, Awareness programmes etc to be held for Faculty members of the college.</li></ul>	<p>been conducted through MS forms in the online Mode and evaluation has been done.</p> <ul style="list-style-type: none"><li>❖ Students were given online assignments through MS TEAMS.</li><li>❖ A one day seminar on "Swayam Courses" was conducted on 12th January, 2021. Dr Noble P Abraham was the resource person.</li><li>❖ A webinar on "Tax Saving Schemes Income Tax return Filing" was conducted.</li><li>❖ A capacity enhancement programme was held online on 19th September, 2020 for the faculty members.</li><li>❖ A short-term programme on "Research and Publication Ethics" was conducted From November 23rd to November 28th, 2020.</li></ul>
9	26.05.2021	<ul style="list-style-type: none"><li>❖ The committee decided to organize sessions for students to facilitate the shift to Online Learning Teaching Process</li><li>❖ An Online Counselling session planned for students, to resolve the stress issues and other problems.</li><li>❖ The FSAS (Feasibility Study on Autonomous Status) Committee has been constituted. In coordination with the IQAC, the committee will conduct an evaluative study in all the departments.</li><li>❖ In wake of the NEP, and the 4th cycle completion- it was decided to take up the shift to autonomy at the earliest, after the study and based on its results.</li></ul>	<ul style="list-style-type: none"><li>❖ Online counselling sessions were held for students.</li><li>❖ A questionnaire has been sent to the departments to study the preparedness for Autonomy.</li></ul>



*[Signature]*  
Principal

Mar Thoma College, Tiruvalla