



MACFAST
the trendsetter in education

**MAR ATHANASIOS COLLEGE FOR
ADVANCED STUDIES TIRUVALLA**
ACCREDITED BY NAAC WITH 'A' GRADE
RECOGNIZED BY DSIR, GOVT. OF INDIA

Action Taken Report of the IQAC Meeting held on 4th July, 2018

ACTIVITY	ACTION PLAN	OUTCOME
Schedule of Activities for the current academic year.	Entrusted the head of departments to submit the schedule of activities proposed to be conducted by the concerned departments for the current academic year. Decided to prioritize the activities based on the merit of the programmes.	Schedule of the activities was submitted. It was evaluated and prioritized.
Cyber Law & Security Awareness	Conduct Awareness Campaigns about Cyber Law & Security to the students of schools and colleges.	Awareness Campaign was inaugurated by Mr. Loknath Behra IPS, DGP of the State on 5 th August, 2018. DySP Chandrasekhara Pillai R took a session on the topic "Importance of Cyber Security"
Inauguration and induction programmes for the new batches	Instructed to conduct inauguration and induction programmes for the new batch of students of all the three departments.	Department of Management Studies - Inauguration conducted during the month of July. Chief Guest: Mr. Suresh Krishna Pai, (Sr. Practice Director – Data Analysis, UST Global) The School of Biosciences - Inauguration conducted during the month of August. Chief Guest: Dr. R. P. Singh (Sr. Principal Scientist – CSIR) Department of Computer Applications - Inauguration during the month of September. Chief Guest: Rakesh P.K (Director at Cognizant Tech. Solutions, Kochi)



DSIR Recognition	Registration of the institution for the purpose of availing customs duty exemption on the import of equipment, instruments, spares thereof, consumables etc., during the period of recognition and subject to relevant government policies in force from time to time.	Executed on 16 th July, 2018. Project proposals were submitted with the details of DSIR recognition. As there were no projects sanctioned, equipment were not purchased
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Sd/-

Co-ordinator, IQAC



Sd/-

Principal



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Action Taken Report of the IQAC Meeting held on 7th September, 2018

ACTIVITY	ACTION PLAN	OUTCOME
Curricular, Co-curricular and Extra-curricular Activities	Instructed to organize one national or international seminar/ workshop/ conference by each department. Entrusted the head of the departments to conduct department level meetings, finalize the proposals and submit the proposed schedule of activities.	Departments planned and submitted the proposals of co-curricular and extra-curricular activities.
Governing Board & Academic Council	Sub-committee with Prof. Varghese Abraham, Administrator of College as convener constituted for preparing draft agenda of the meeting. Planned date to conduct Governing Board & Academic Council – 2 nd week of November, 2018.	Agenda was prepared and finalized. Governing Board & Academic Council was conducted on 19 th November, 2018
Faculty Development Programmes (FDP)	Recommended Assistant Professor Jeevan Kumar, Department of Management Studies to act as the coordinator of the programmes. Instructed to conduct FDPs regularly to improve the quality of teaching, learning and research culture.	Conducted the first FDP on Business English Communication (BEC) to enhance the communicative skills at an international level on 14 th & 15 th of December, 2018.
MACFAST Knowledge Scheme (MAKS)	Instructed to schedule MAKS Entrance Examination on 24/11/2018. Conduct classes during the last week of December.	Entrance Examination conducted as planned on 24/11/2018. Classes were arranged from 27/12/2018 – 29/12/2018.
Radio MACFAST 90.4 10 th year Celebrations	Decided to celebrate the 10 th year of its successful completion with due importance. Entrusted Mr. George Mathew, Director of Radio MACFAST 90.4 to develop a blue print of proposed celebrations for further discussions.	Radio MACFAST 90.4 10 th year celebration conducted on 1 st November, 2018.

National Conference on Business Ecosystem	Organise a national conference on the theme of various components of business ecosystem	Organised the national conference on 14 th September 2018 with paper presentations from faculty members, research scholars, students, etc.
Research forum for proper dissemination of research	Organize research forum for discussions, presentations, workshops etc., to step up research-based activities.	Organized first research forum on 23 rd October, 2018. Faculty presented their articles published, Doctoral thesis, projects etc and was discussed among faculty members.
Water Analysis Project	To monitor the drinking water quality of the college campus and to provide water analysis facility free for the public of the college after the flooding incident in 2018	Started with Water Analysis Project Report of water analysis conducted maintained and duly notified to authorities. Water samples from local public are checked free of cost.
MoU with National Bureau of Plant Genetic Resources	To promote student training.	Signed MoU on 25 th January 2019. 3 students have done their dissertation at the Institute

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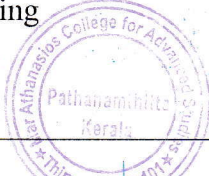


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Action Taken Report of the IQAC Meeting held on 13th February, 2019

ACTIVITY	ACTION PLAN	OUTCOME
Evaluation of Mini Marathon	Evaluate the effectiveness of Mini Marathon with the theme "Rebuild Kerala" conducted on 2 nd February, 2019 in association with Kerala Police and Kerala State Sports Council	Mini Marathon was effective to make the people socially aware about their duties and responsibilities.
Department-wise Evaluative Report	Presented the Evaluative Report about the performance of the concerned department for the previous academic year with special emphasis on Student progress, pass percentage, placement and research activities. Entrusted the head of the departments to prepare and submit the schedule of activities proposed to be conducted by each department for the current year within two weeks.	The meeting evaluated the Reports and remarked the performance of the departments as "Good".
Reconstitution of Core Committee	Core committee reconstituted with the HoDs, Administrator and Deputy Director as members of the committee. Decided to reconstitute the criterion-wise sub-committees.	Criterion-wise sub-committee reconstituted. Held the first meeting of the sub-committees on 7 th March 2019.
Microsoft Excel Training for students	To provide Add-on programme to students on MS Excel	Add-on programme provided from 1 st March, 2019. Students successfully completed MS Excel training, gained working knowledge and earned their certificates.
MoU and collaboration with CFTRI	To provide Internship Programs, and Customized Training in food technology, Experts lecture series, Resource sharing	Signed MoU with 30 th April 2019. Faculty doing Ph.D and M.Sc Food Technology & Quality Assurance students are doing their dissertation work at CFTRI.



Book Publishing	To publish book on latest topics by all departments.	<p>Book published by Department of Management Studies - "Management Thoughts for a Prolific Future".</p> <p>Book published by Department of Computer Applications - "A peep into Frontiers of Modern Computer Technology".</p>
Integrated PG Programmes & PG Courses in Media Studies	Constituted a committee and directed them to perform a feasibility study on the possibilities and challenges in starting the new programmes.	Feasibility study was performed.
Faculty Development Programme	Decided to organize an FDP on the topic " Quality Parameters In Higher Education "	<p>Organized FDP on the topic "Quality Parameters In Higher Education" on 7/3/2019.</p> <p>Dr. Mohit Tiwari, Assistant Advisor, NAAC, MHRD handled the session.</p>

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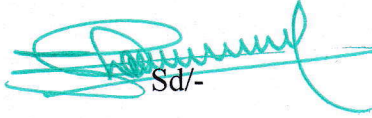
Action Taken Report of the IQAC Meeting held on 23rd April, 2019

ACTIVITY	ACTION PLAN	OUTCOME
Green & Energy Audit	Authorized Mr. Sanesh P Varghese to identify an external agency to perform Green & Energy Audit.	Identified Ottotractions an organization with proven track record and knowledge in the field of energy, engineering, and environmental services.
External Academic Audit	Authorised Dr. Sudeep B. Chandramana to identify a group of academic experts to conduct formal Academic Audit.	External Academic Audit was conducted by Dr. Jijimon K. Thomas HoD, Dept. of Physics and IQAC Coordinator, Mar Ivanios College, Thiruvananthapuram and Fr. Dr. Giji Thomas, Dean of Studies, Mar Ivanios College, Thiruvananthapuram. Audit was conducted on 16 th May 2019.
Feasibility study on Integrated Courses and other PG Programmes	Observations were discussed by the committee. Decided to design new PG Programmes instead of Integrated Programmes such as Nanotechnology, Data Science, Artificial Intelligence, Logistics Management, Corporate Laws, etc.,	Committee identified three PG Programmes – M.Sc in Artificial Intelligence, M.Sc in Data Science and M.Sc in Bionanotechnology.
Add-On courses	Restructure some of the Add-On Courses according to the revised standard -Courses should be offered for at least 30 hours of duration	Restructured Add-On Programmes with less than 30 hrs duration and prepared syllabus accordingly.
Training programmes for the Administrative Staffs	Instructed to provide training programmes on “Office Management & Documentation Procedures” to the Administrative Staffs.	Conducted training programme for administrative staffs.

MACFAST Knowledge Scheme	Suggested to schedule MAKs two-day sessions for the students on 30 th & 31 st of May, 2019.	Classes scheduled and conducted as planned.
NBA Accreditation	Instructed to conduct a meeting for discussing the procedures of NBA Accreditation.	A committee was constituted to steer the process of NBA.
Students' Participation in Radio MACFAST 90.4	Coordinate some relevant programmes in order to help the common people	Students of MCA participated in "Tech Talk" Radio programme to provide awareness among the people about the useful technologies for the day to day life


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