

INTERNAL QUALITY ASSURANCE CELL-REPORT 2022-23

The Internal Quality Assurance Cell (IQAC) was reconstituted for the forthcoming NAAC assessment period starting in the year 2022. Dr Whyni Gopi, Dept. of History and Dr Marina Aloysius, Dept of Physics were appointed the Coordinator and Secretary respectively of the newly constituted IQAC. In line with the vision and mission of the College, the IQAC develops quality policies and standardization measures for the smooth functioning of the College. With regard to this, it has organized and coordinated various activities during the academic year 2022-23.

The members of the newly constituted IQAC

Chairperson

- Dr Anitha Jose (Principal)

Coordinator/Director of the IQAC

- Dr Whyni Gopi (Coordinator)
- Dr Marina Aloysius (Secretary)

Representatives from Teachers

- Dr Jikcey Isaac
- Dr Kamakshy V
- Dr Minu Mary Mathew
- Ms Sherin Babu
- Ms Smitha Mathews
- Dr Neethu Cyril

A representative from the Management

- Dr Rekha Mathews

Senior administrative officers

- Rev Dr Thomas Parathara (Vice Principal)
- Ms Anne Mary Joseph (Vice Principal)
- Rev Fr Joseph Benedict (Bursar)
- Ms Manjulin Jacob (Controller of Examinations)
- Rev Fr Tinju Tom (Librarian)
- Rev Sr Rose Kurian CMC (Administrative Staff)

Nominee from Local society, Students and Alumni

- Dr Joseph Job (Local society representative)
- Dr Rosmin John (Alumnae representative)
- Ms Maria Joseph (Student representative)

Nominees from Employers /Industrialists/Stakeholders

- Ms Maria Abraham (Entrepreneur)
- Mr Ajay George Varghese (Industrialist)

Activities of IQAC

Orientation Programme for the Newly recruited Faculty Members 2022-23

The Orientation Programme for the newly recruited teachers was the first program organized by IQAC on 22 & 23 June 2022. With an aim to inspire and guide the new teachers, the Programme included sessions led by, Rev.Dr.Thomas Padiyath, the Manager, Dr.Anitha Jose, the Principal, Ms.Anne Mary Joseph, the Vice Principal, Dr.Rani Maria, former IQAC Coordinator, Dr.Marina Aloysius, Director and HOD, Research and PG Department of Physics, Dr.Poulami Aich Mukherjee, Director, Research Centre of History, and Dr Kamakshy V, HOD, PG Department of History. The sessions enlightened the newcomers on the nature and functioning of the institution and the role of teachers in its holistic development.

Induction Programme for the First Year Students

The second Programme organized under the auspices of IQAC was the Induction Programme for the newly admitted First years. It was a two-day Programme which intended to familiarize the Freshers with the college, its facilities, policies, rules and regulations. The first day was a session for the students and the parents together where sessions on the College, its nature and function with a special focus on the examination system were familiarized. On the second day, sessions on the library facilities, clubs and associations, Changanassery Civil Service Academy, and Career Orientation Centre were organized. The programme concluded with the Talent Search programme by the Department of Social Work.

Proposal submitted under DASP scheme of MG University

As per the instructions received from the Directorate for Applied Short-term Programmes (DASP), Mahatma Gandhi University, IQAC submitted applications for 5 Short term courses under the scheme. They are:

- Postgraduate Certificate in English Language Teaching
- Instrumental Methods Of Chemical Analysis
- Certificate course in Waste Management
- Certificate In Entrepreneurship Development
- Certificate Course in Biofertilizer Production Technology

National Online Faculty Development Program

The IQAC also joined the Assumption College Library in organizing the Two-week National Online Faculty Development Program on ‘Advanced Research Methodology and Publishing’ from 1 November to 30 November 2022.

Unnat Bharath Abyan (UBA)

The application was submitted to MHRD on 24/11/2022, for being a participating Institute along with the relevant documents were sent to UBA. The following five villages in the districts of Kottayam and Alappuzha were proposed for adoption:

1. Kumarankary
2. Mampuzhakary
3. Paittupakka
4. Vettithuruthu
5. Earra

On 11-01-2023, we received an acknowledgement from UBA stating that the seed money along with further guidelines would be released in the first week of March 2023.

Talk on Intellectual Property Rights

The IQAC also associated with IEDC in organizing a Talk on Intellectual Property Rights on 19 December 2022. The programme benefitted 100 students from various departments. The talk was led by Mr Safikh S, Technical Officer, Kerala State Council For Science, Technology & Environment, Trivandrum.

Workshop on ‘Introduction to Embedded Systems Using Arduino’

A workshop on ‘Introduction to Embedded Systems Using Arduino’ was also organized in which IQAC associated with Research & PG Department of Physics on 21 December 2022. There were 60 participants.

Renewal of MoU with Sophia University, Japan

The meeting for the renewal of the MoU with Sophia University, Japan was held on 29.12.2022 at 4 pm in the Mini Conference Hall. It was attended by Dr Anitha Jose, Principal, Assumption College Autonomous, Rev Fr. John Joseph Puthenkalam, Trustee, Global Education Centre, Sophia University, Japan, Dr. Whyni Gopi, Coordinator, Dr Marina Alosyius, Secretary, IQAC, Assumption College Autonomous. Discussion related to the extension of MoU with Sophia University and Assumption College Autonomous for the next five years (2022-2027) was done. The two institutions expressed their willingness to extend the MoU. Accordingly, the Summer Programme to be started during the months of August or September 2023 for 10 days was accepted.

Meetings organized:

The first meeting was organized on **26 September 2022** which recapitulated the lessons to be taken from the NAAC visit in 2022. The following decisions were taken.

- The meeting decided to focus on the weak areas pointed out by the NAAC peer team.
- It was decided to instigate all the faculty members to attend at least a Faculty Development Programme a year.
- The meeting also marked it a point to encourage teachers to increase their publications as a part of improving the research culture on the campus.
- The need to alleviate the Alumnae association of the college was discussed. Accordingly, as a preliminary initiative, it was decided to boost up the Department Alumnae groups for which the HoDs were asked to devise their own ways to rejuvenate the respective groups.
- The list of external body members of the newly constituted IQAC was declared in the meeting.
- To prepare proposals for Short Term Courses through DASP, an initiative of MG University
- The meeting decided the criteria in charge from among the members of IQAC. The following were the in charge of seven Criteria:

Criterion 1 – Ms Sherin Babu

Criterion 2 – Dr Jikcey Issac

Criterion 3 – Dr Neethu Cyril

Criterion 4 – Fr Tinju Tom

Criterion 5 – Ms Smitha Mathews

Criterion 6 – Dr Minu Mary Mathew

Criterion 7 – Dr Kamakshy V

The second meeting was held on **14 October 2022**. Accordingly, the following decisions were taken after the discussions.

- Department-wise publications to be done every year
- IQAC proposal for FDP on e-content development
- Unnath Bharath Aryan(UBA)- Decision to undertake social outreach programme in this banner sponsored by UGC
- Proposal for IPR related Workshop in collaboration with Research Centres and IEDC of the college

The third meeting was held on **31 January 2023**. Discussion of the following matters was done and decisions were arrived at.

- AQAR uploading-discussions done and decisions taken regarding the preparation of AQAR and its submission
- Decision to launch a Digital Literacy campaign in association with National Service Scheme
- Discussion regarding the celebration of the 75th year of college -yet to be finalized
- Discussion on the preparation to NEP- The need to introduce skill-based courses