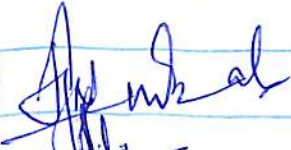



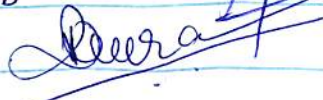


**IQAC CURRICULUM
FEEDBACK**

**ACTION TAKEN REPORT
2015-2019**

MINUTES OF THE MEETING OF THE FEEDBACK COMMITTEE HELD ON 08.06.2015

A feedback committee to review the feedback given by stakeholders was constituted as per the recommendations of IQAC with Principal and Manager as the permanent members. In addition to them the feedback committee for the academic year 2015-2016 has the following members.

1. Mr. J. Georgi Neermal 
2. Dr. Juliya Emmanuel 
3. Dr. Vinod K.V. 
4. Dr. T.M. Jacob 
5. Ms. Meera R. 

RESPONSIBILITIES OF THE COMMITTEE

1. Timely preparation and distribution of feedback to the stakeholders.
2. Assortment and filing of feedback within the stipulated time.
3. Analysis of the feedback collected.
4. Take appropriate action on the basis of the feedback.
5. Intimating management about the suggestions given in the feedback.

DECISIONS TAKEN

- It is the duty of the committee to ensure that feedback forms are distributed to the students.
- Committee should also confirm that parents of newly enrolled students in each year are given orientation on curriculum.
- Collect feedback from the parents as and when they come for PTA meeting.
- Inform teachers to give feedback on curriculum related aspects.
- Collect employer feedback either in person or in online.
- Collect and analyse exit report given by students.



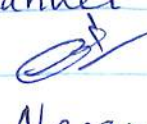
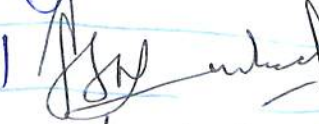

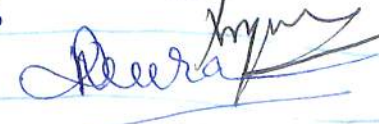
ACTION TAKEN

Conducted separate meetings at the initiative of IQAC at the department level, college level (college council, staff meetings) for discussing

the suggestions given in the feedback. Informed the same in governing body meetings and discussed with them about the feasibility of making changes in curriculum.

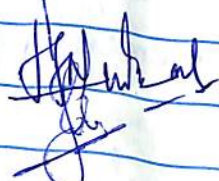

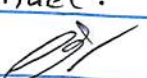
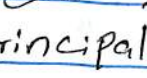


- Conducted new certificate course (Foundation course in communication Skill) and two diploma courses (DCA and Rural Eco Management)
- Decided to continue with the previously started Add On Courses.
- Provided more soft skill development programmes to the students for making them more employable.
- Informed the need for updating curriculum with the help of BOS members.

Members Present

1. Dr. Vincent Joseph (Principal) 
2. Dr. Julia Emmanuel 
3. Dr. Vinod K.V. 
4. Mr. J. Georgi Neeraj 
5. Dr. T.M. Jacob 
6. Ms. Meera R. 

MINUTES OF THE MEETING OF THE FEEDBACK COMMITTEE HELD ON 28-03-2016.

A special meeting on feedback Committee was held on 28-03-2016, as per the directions given by IQAC of the College to monitor and evaluate the feedback collected from the stakeholders. The following members were present in the meeting.

1. Mr. J. George Neeral. 
2. Dr. Juliya Emmanuel. 
3. Dr. Vinod K.V. 
4. T.M. Joseph (Principal) 
5. Dr. T.M. Jacob. 
6. Ms. Meera.A. 

AGENDA

Feedback was collected from 820 students of the college to know about their opinion regarding the current curriculum. The committee decided to evaluate the feedback given and handed over the data collected for evaluation to the IQAC of the college.

The feedback collected from parents were also handed over for statistical analysis.

This year 505 parents gave the feedback.

Feedback was also collected from 125 teachers of the college for knowing about their opinion regarding curricular aspects. The data collected was also given for statistical

analysis.

- 4) Alumni feedback and employer's feedback was also collected for the year. Data was collected from 205 alumni and 12 employers to evaluate curriculum of the college which was also handed over for statistical analysis.
- 5) Committee also monitored the conduct of certificate and diploma courses started in the present academic year.
- 6) Committee recommended IQAC to evaluate the feedback and to take appropriate decisions accordingly.

MINUTES OF THE MEETING OF THE FEEDBACK COMMITTEE HELD ON 10-06-2016.

The first meeting of the Feedback Committee for 2016-17 academic year was held on 10-06-2016 at 10 Am. The Committee was convened to analyse the results of feedback collected during the last academic year and to take decisions accordingly. The following members were present.

1. T.M. Joseph (Principal) *T.M. Joseph*

2. Dr. J. George Veernal *J. George Veernal*

3. Dr. Juliya Emmanuel *Juliya Emmanuel*

4. T.M. Jacob *T.M. Jacob*

5. Dr. Suja C. Sh *Suja C. Sh*

ACTION TAKEN

• As most of the stake holders are satisfied with the teaching qualities of the College steps were taken to maintain the existing teaching quality by incorporating more productive teaching and learning methods with special emphasis on ICT enabled teaching.

• Decided to enrich the Curriculum by starting more Add on and Certificate Courses. Four Certificate courses and One advanced diploma Course was introduced for the current academic year in addition to the previously existing courses. The Certificate Courses are.

- i. Domestic Data Entry Operator - ASAP.

- ii. Computerised Accounting,
- iii. Managerial Skill Development Programme,
- iv. Executive Accounts - Receivable and payable.

- An advanced diploma Course in rural eio Management was also introduced for the year.
- The need for improving Present Syllabus was informed to the BOS members of the college.
- During 2015-16, 250 students of the College were benefitted through various Certificate and diploma Courses offered by the College. This year decided to induct more students to various Certificate, add on or diploma Courses.
- The Committee recommended IQAC to give directions to the Social sciences and biological sciences departments to give more field visits and training for doing field projects.
- The Committee also decided to formulate new Feedback form (google form) and the following members were entrusted with responsibility.

1. Dr. T.M. Jacob *T.M. Jacob*

2. Prof. Shaimon Joseph *Shaimon Joseph*

3. Dr. Anil Kurian *Anil Kurian*

4. Sr. Emy Tomy *Emy Tomy*

MINUTES OF THE MEETING OF THE FEEDBACK
COMMITTEE HELD ON 20-03-2017

A special meeting of the Feedback Committee was held on 20-03-2017, the following members were present.

1. Dr. J. George Neernal
2. Dr. Juliya Emmanuel
3. Dr. T.M. Jacob
4. T.M. Joseph (Principal)
5. Dr. Suja C.

[Handwritten signatures and initials]

AGENDA: Discussion on Feedback Collection, Evaluation and Analysis of Action taken.

Decisions taken:

- 1) During the current academic year feedback was collected from 789 students of the College, 459 Parents, 16 Employers, 195 alumni and 126 teachers of the College. The Committee handed over the feedback collected to IQAC for further action.
- 2) During the academic year 2016-17 the number of students participated in various certificate Add On and diploma Courses has increased to 414 from the previous 250.
- 3) Committee recommended IQAC to evaluate the present feedback taken and also to discuss the result obtained with the governing body and school Council.
- 4) Committee also monitored the conduct of certificate courses and diploma courses

- started in the present academic year.
- 5) Recommended IQAC to give directions to all the departments to analyse the new course content of UG Programmes which is to be implemented from next academic year onwards.

MINUTES OF THE MEETING OF THE
FEEDBACK COMMITTEE HELD ON
12-06-2017

The first meeting of the feedback committee for the academic year 2017-18 was held on 12-6-2017 at 3 PM in the College Conference hall. Evaluation of the results of the feedback collected and taking appropriate decisions accordingly was the agenda of the meeting. The following decisions were taken during the meeting.

ACTIONS TAKEN

1. As the updated syllabus will be effective from this academic year onwards. Academic Committee recommended to faculty and parents to explain the programme outcome to the newly enrolled students of 1st DC.
2. Decided to conduct more Career Oriented and soft skill development programmes during the year.
3. The committee also decided to buy new reference materials for the college library.
4. The students counselling activities should be carried out more rigorously

during the year.

5. More professional ethics and human value related programmes to be arranged for the students.
6. Recommended depts to arrange more soft skill programmes and value orientation programmes to the students.
7. Five certificate courses were introduced during the year in addition to the previously existing courses. They are
 - Functional Hindi
 - German Collaboration and cultural exchange programme.
 - MS office and Equations Editor
 - SPSS
 - Wildlife Biology.
8. Special sessions should be arranged for the students enabling them to pursue higher education in reputed institutions.

The following members were present-

1. Dr. J. Geerji Neemas
2. Dr. Julia Emmanuel
3. Dr. T.M. Joseph
4. Dr. T.M. Joseph (Principal)
5. Dr. Anesh Sankar P.S

MINUTES OF THE MEETING OF THE FEEDBACK COMMITTEE HELD ON 22/3/2018

A feedback Committee meeting was held on 22-3-2018 to monitor the collection of feedback of the academic year. This year also feedback was collected from employees, students, parents, teachers and alumni. The following are the decisions taken on the meeting.

1. Decided to give feedback collected for statistical analysis. During the current year the responses were taken from 895 students, 130 teachers, 19 employees, 198 alumni and 498 parents.
2. During the year 622 students were enrolled in various certificates / add on and diploma courses.
3. Committee recommended IQAC to evaluate the feedback and also to discuss the result obtained with the college governing council and staff council. Feasibility of implementing the changes recommended is impacting. Items and decisions should be taken accordingly.

4. More students should be benefitted through curriculum enrichment programme during the next academic year.

The following members were present-

1. Dr. J. Geerji Neena
2. Dr. Julia Emmanuel
3. Dr. T.M. Jacob
4. Dr. T.M. Joseph (Principal)
5. Dr. Anesh Sankar P.S.

MINUTES OF THE MEETING OF THE
FEEDBACK COMMITTEE HELD ON 04-06-2018

The first meeting of the feedback for the present academic year was held on 04-06-2018. The committee analysed the changes to be made in curriculum implementation methods to be followed in the college as per the feedback collected and also based on the recommendations of IQAC and college governing council. The following members were present in the meeting.

1. Dr. J. Georgi Neernal
2. Dr. Juliya Emmanuel
3. Dr. T.M. Jacob
4. T.M. Joseph (Principal)
5. Dr. Nibu Thomson

ACTIONS TAKEN

1. Committee noted that now more students both at the PG and UG level are satisfied with the course content and its job relevance.
2. More career-oriented programmes were decided to implement and accordingly 4 new certificate courses were introduced during the year. The previous courses

will be continued in this academic year also. The new courses are

- i. Campus to corporate
- ii. English Speaking Foundation Course
- iii. Laboratory Equipment Maintenance Course
- iv. Programming skill enhancement course

3. Advised faculty to make their teaching more ICT enabled
4. More entrepreneurship development programmes should be introduced in addition to the existing programmes.
5. Soft skill development programmes should be conducted by all departments.
6. The present examination system should be followed throughout the year as it is rated high by the students.
7. More value oriented and environmental sensitisation programmes should be introduced for the current year.

MINUTES OF THE MEETING OF THE
FEEDBACK COMMITTEE HELD ON 14-03-2019

A feedback committee meeting was convened on 14-03-2019 to screen the assortment of feedback of 2018-19 academic year. During the current year the college stick on with the practice of collecting feedback from the stakeholders. The following are the decisions taken on the meeting.

1. Decided to give feedback collected for statistical analysis. During the current year the responses were taken from 898 students, 132 teachers, 20 employees, 203 alumni and 508 parents.
2. During the year 711 students were enrolled in various certificate/add on and diploma courses.
3. Committee recommended IGAC to discuss the viability of implementing the changes recommended in imparting curriculum with the college governing council and staff council.
4. More students should be benefitted through curriculum enrichment programme during the next academic year.

The following members were present.

1. Dr. J. Georgi Neernal
2. Dr. Juliya Emmanuel
3. Dr. T.M Jacob
4. T.M Joseph (Principal)
5. Dr Nibu Thomson.