



SANTHIGIRI COLLEGE

OF COMPUTER SCIENCES

Affiliated to M.G. University, Approved by AICTE and Accredited by NAAC



INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

2024-2025

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[MEETING 1] JUNE 20, 2024

1. Filing of AQAR 2022–2023

- The Annual Quality Assurance Report (AQAR) for the academic year 2022–2023 has been successfully completed and filed.
- This ensures institutional compliance with NAAC requirements and maintains continuity in the accreditation process.
- Data was compiled in collaboration with all departments, ensuring accuracy and completeness of academic, administrative, and extension activities.

2. Transition Towards New Accreditation Process

- The institution has initiated preparations to align itself with the new NAAC accreditation framework, which has transitioned from the earlier 7-criterion system to the 10-criterion structure under the binary accreditation status.
- Preliminary gap analysis and internal review processes have been started to ensure readiness for upcoming assessments.

3. Orientation Programme of the 4-year Degree Programme (FYUGP)

- A Faculty Development Programme (FDP) was successfully conducted, by Rev.Dr.Jose john CMI,Principal Santhigiri college and Mr. James V George,Asst.Professor SH College,Thevara on the topic “NEP and implementing FYUGP on focusing on June 10th.The planning and implementation of the Four-Year Undergraduate Programme (FYUGP).

4. Course Plan and Lesson Plan Submission

- All faculty members prepared detailed course plans, including lesson plans, for the academic year 2024–2025.
- The submission was completed within the stipulated deadline before each IAEs, ensuring timely commencement of classes and smooth academic operations.

5. Execution of Academic Planning Based on Academic Calendar

- Academic activities for the current year were meticulously planned and executed as per the approved academic calendar.
- The calendar incorporated MGU-UG and FYUGP requirements, ensuring structured teaching-learning processes and timely conduct of curricular, co-curricular, and examination schedules.

6. Inauguration & Opening of Academic Year (July 2024)

Departments coordinated to hold orientation programs for new students.

- IQAC ensured distribution of student handbooks, academic calendars, and code of conduct documents.
- Faculty mentors assigned to batches; mentoring schedules circulated. Feedback collected from first-year students on induction program to improve subsequent orientation.

7. Comprehensive Institutional Activities and Student Engagement

Sessions were formulated, focusing on innovation, community service, and student development. Programs on entrepreneurship and incubation promoted startup culture and interdisciplinary collaboration. Health and social outreach activities strengthened community engagement, while cultural and national events fostered creativity and patriotism. Career guidance sessions enhanced placement readiness, and awareness programs reinforced discipline and campus safety. Research and technology exhibitions encouraged innovation and practical learning among students.

[MEETING 2] September 05, 2024

1. High Faculty Participation in FDPs

- Most departments reported **full faculty participation** in Faculty Development Programmes (FDPs) during the academic year.
- The FDPs covered diverse areas such as pedagogy, research methodology, subject-specific advancements, and higher education reforms.

2. Systematic Submission of Reports

- IQAC introduced a **standardized report submission format** for all academic and administrative activities.
- This structured template ensures uniformity, completeness, and accuracy in documentation.

3. Increase in Paper Publications

- An improvement has been observed in research output across all departments.
- Faculty members from each department have actively contributed to publishing research papers in reputed journals, conference proceedings, and edited volumes.

4. Research Integration and Skill Enhancement Initiatives

Santhigiri College implemented the Indian Research Information Network System (IRINS) to profile faculty research, track publications, and highlight academic achievements, strengthening research visibility and networking. Additionally, an *IELTS Master Class* was conducted on October 8, 2024, by external trainers to improve students' English proficiency, exam strategies, and awareness of overseas education opportunities.

[MEETING 3] October 09, 2024

1. Student Satisfaction Survey (SSS) for AQAR 2022–2023

- The Student Satisfaction Survey was conducted smoothly for the academic year 2022–2023 in alignment with NAAC requirements.
- Feedback was collected, analyzed, and documented to assess teaching-learning effectiveness and to identify areas of improvement.

2. Infrastructure Upgrade for IQAC Operations

- IQAC has been equipped with an **advanced color printer** to enhance the quality of document printing for accreditation and quality assurance purposes.
- This upgrade has improved efficiency in preparing, printing, and filing documents required for AQAR, NIRF, and NAAC processes.

3. Motivational Session on IIC

Guest talk to motivate students to engage in the **Institution's Innovation Council (IIC)** activities.

4. Industry Representative:

Mr. John Kuriakose, Chairman and Managing Director of DentCare Dental Lab Pvt. Ltd., has joined the Internal Quality Assurance Cell (IQAC) of Santhigiri College as the Industry Representative.

[MEETING 4] November 11, 2024

1. Centralized Photographic Documentation Cell

- A dedicated photographic cell has been established to systematically store and manage photographs of all institutional events.
- The central repository has streamlined the retrieval process, saving time and improving the quality of submissions to various platforms.

5. Recording of External Student Participation in Department Minutes

- Departments started to record details of students participating in programs, competitions, workshops, or conferences outside the campus in their **department meeting minutes**.

6. Dedicated IQAC Drive Folder for External Participation Reports

- A separate digital folder has been created in the IQAC drive exclusively for uploading reports of students' participation in programs organized by other colleges, universities, or external organizations. This central repository improves data accessibility and evidence management.

7. Enhanced Extension Activity Documentation

- All extension and outreach activities must include both a participant list and a beneficiaries list in addition to regular reports.

8. Event Conduct Form Protocol

- Departments or cells intending to organize an event are submitting the form **before the event** to obtain necessary approvals and ensure proper scheduling.

9. MoU Signed

- Memorandum of Understanding signed with Christ college Pune..Faculty and departments encouraged to utilize the MoU for internships, joint research, and student exchange.

10. Creative and Cultural Engagements

The college organized vibrant cultural and creative events that enhanced student expression and community bonding. The *Short Film Showcase* highlighted student films on social issues, serving as tools for awareness. The *Christmas Celebration* united the campus through music, dance, and charity initiatives, promoting social responsibility. *Zenith-2K24*, the interdepartmental fest, encouraged literary, artistic, and quiz competitions, fostering teamwork and co-curricular excellence.

[MEETING 5] February 13, 2025

1. AQAR Submission

- The **Annual Quality Assurance Report (AQAR) 2023–2024** was successfully submitted to NAAC on **January 16, 2025**.
- All criterion coordinators reviewed their respective criteria, identified gaps, and suggested improvement measures for the upcoming academic cycle.

2. Santhigiri College received an ‘A’ Grade from the Haritha Kerala Mission,:

Received an **‘A’ Grade** for its exceptional contributions to environmental sustainability in Idukki district, demonstrating the institution’s commitment to environmental consciousness as a NAAC cross-cutting issue. This achievement aligns with *Institutional Values and Best Practices*, reflecting the college’s sustained efforts in promoting green campus initiatives and fostering community engagement in environmental protection.

3. Student Data Management

- Details of all admitted students were collected from the office and documented at the departmental level. Departments initiated **Learning Methods** activities for newly admitted students to enhance engagement and academic preparedness.

4. MoU’s were signed

The institution signed MoUs with **Christ College, Pune** and **Rajagiri College, Kalamassery** to promote research, faculty and student exchange, skill development, training, internships, and joint academic activities.

5. Internship Records & Faculty Research Participation

- All internship certificates of students were collected and archived for AQAR and placement documentation. Faculty members were encouraged to actively participate in **conferences**, with participation details recorded for research and professional development evidence.

6. Research Event Reporting

- Detailed reports were prepared for all **research-related events** such as webinars, IPR sessions, and workshops, ensuring geotagged photos, brochures, and participant lists were attached.

7. Faculty Development & NIRF Participation

- Faculty members actively attended **FDPs** and submitted participation certificates.
- Institution participated in **NIRF activities**, with documents successfully uploaded.

8. Best Practices & Waste Management

- Reviewed and upgraded institutional best practices.
- Implemented a **formal waste management system** through contractual arrangements.

9. IRINS Implementation

- A new instance of the **Indian Research Information Network System (IRINS)** was created for Santhigiri College.

10. College Day Celebration – March 14, 2025

The Annual College Day of Santhigiri College of Computer Sciences was held on March 14, 2025, at Chavara Indoor Stadium with great enthusiasm. The event was graced by **Dr. Jogy Alex, Syndicate Member, MG University**, as the Chief Guest. Serving as a vibrant platform to celebrate the collective achievements of the institution, the day recognized academic excellence, co-curricular accomplishments, and student talents. The program fostered a sense of unity, motivation, and pride among students and faculty, reflecting the college's commitment to holistic education and overall development.

11. Alumni Connect: Inspiring Journeys & Career Insights

The **Alumni Connect** session held on **March 6, 2025**, served as an interactive platform for students to gain valuable career guidance and industry insights from successful alumni. The session helped students understand **emerging industry trends, career pathways, and skills required for professional success**. The event reinforced the importance of **alumni engagement** as an integral component of institutional development.

12. . DASTHAK 2024–25

Santhigiri College achieved a remarkable milestone at **Dastak 2024–25**, the **MG University Kalolsavam**, by actively participating in **43 events** with **55 students**, out of which **34 participants secured ‘A’ grades**.

13. Academic Quality Assurance Audits

The Internal Academic Audit for 2024–2025 was conducted from April 23 to 28, 2025, to evaluate departmental performance, documentation, and quality assurance processes. Led by the Principal and IQAC team, the audit included detailed reviews, faculty interactions, and verification of academic records to ensure compliance with NAAC benchmarks. Subsequently, the External Academic and Administrative Audit was held on May 23, 2025, by a panel from Newman College, which assessed academic, administrative, and governance practices across departments. The auditors appreciated the college’s commitment to quality enhancement and offered constructive suggestions to further strengthen institutional effectiveness.

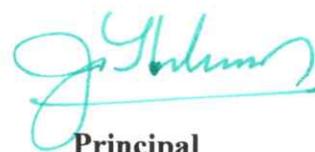
14. Faculty Development Programme

A two-day Faculty Development Programme was conducted in collaboration with Rajagiri Business School, Kakkanad, on May 27–28, 2025. The sessions focused on strengthening academic leadership, innovative teaching methods, and institutional planning. The collaboration provided faculty with valuable insights into outcome-based education and strategies for enhancing teaching and research excellence.



IQAC Coordinator

Dr.Neetha Thomas



Principal

Rev.Dr.Jose John CMI