


Maharaja's College, Ernakulam,
Internal Quality Assurance Cell
Action Taken Report 2020-21

Sl. No	Date	Agenda for Discussion	Decisions/ Action taken
1	24.08.2020	1. N-list Access to all students 2. Official mail id. for all the students and faculty members. 3. new time table for online classes	1. Issued N-list password for all students to Access N-list E-library. 2. Enabled official mail id. for all the faculty members and students for the smooth conduct of online classes. 3 A new timetable is prepared for online classes in compliance with the master timetable considering the time restriction suggested by the DCE.
2	29.09.2020	1. Difficulty to follow the online classes due to poor Network connectivity for students from the rural area. 2. Faculty Development Programmes during the pandemic period	1. Decided to upload the recorded video of the online live classes in the google class room. 2. It is decided to conduct Webinar series as part of FDP before December 31, 2020.
3	19.10.2020	1. Digitalisation of rare books in the library. 2. Live streaming of Webinar Series. 3. Enrollment of Students in Swayam Portal.	1. Digitalised 100 rare books in the College Library and shared to the D-space and archive.org. 2. Purchased Stream Yard an online Streaming Studio for the live streaming of the Webinar series. 3. Enrolled all the first year UG students in the Swayam Portal.
4	23.02.2021	1. Implementation of LMS-Moodle 2. CSR proposal status. 3. Preparation for Peer team visit	1. A seven day training programme is organized for all Faculty members to cope with the recently implemented LMS-Moodle. 2. The CSR proposal submitted to Cochin Shipyard and KSFE has been approved. 3. A steering Committee is constituted and necessary arrangements are made for the peer team visit.
5	04.03.2021	Review of NAAC visit	Decided to prepare a plan to strengthen the research innovation and extension activities and Infrastructure and learning resources in consultation and discussion with all stake holders.




SPECIAL GRADE PRINCIPAL
MAHARAJA'S COLLEGE
ERNAKULAM

Minutes of the LGAC Meeting

Date & Time : 29/08/2020 4:30
Venue : Online

Agenda:-

- (1) Google class Room
- (2) Online class schedule
- (3) N-LIST / E-brary.

Members Present:-

- (1) Mr. K. Jayakumar
- (2) Santhosh T Varghese
- (3) T. Jayachandran
- (4) Dr. MP Sukumaran Nair
- (5) George Thomas.
- (6) Poornima Narayan
- (7) Dr. Maya KS.
- (8) Sabariseelan
- (9) Benigno Mathai
- (10) Roena Nair
- (11) Suresh Sasi
- (12) Dr. Anitha. P
- (13) Dr. Suresh KS

Google class Room.

Appointed the progress with respect to the uploading of teaching materials to the Google Meet. The official email id, if available,

would facilitate the process.

Once decided to enable official email id to all students within two months.

On Online class Schedule:-

Resolved to direct the DEAC Coordinator to revise the online class schedule without conflict, given the stipulation of a maximum 2 hour video lecture.

N-Lit / E-brary:-

Resolved the problem of enabling N-Lit password to all students. It was a technical issue & has been solved with the interaction with the librarian.

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SANTHOSH. T. VARGHESE
CO-ORDINATOR, IQAC
MAHARAJAS COLLEGE
ERNAKULAM

Minuter Meeting of the IQAC

Date + Time : 29/09/2020 4:30 pm
Venue : Online

Agenda:-

- (1) Progress evaluation of Online classes
- (2) NAAC Visit
- (3) Webinar Series.

Members Present:-

- (1) Dr. Jayamal KV
- (2) Dr. K. Jayakumar
- (3) Santhosh T Varghese
- (4) T. Jayachandran
- (5) Dr. M. P. Sukumaran Nair
- (6) George Thomas
- (7) Poornima Narayanan
- (8) Sakarasan
- (9) Benjymer Matha
- (10) Dr. Anitha P L
- (11) Dr. Suresh K S
- (12) Reena Nair

Online classes.

The report of online classes have been evaluated and the meeting took the view that the classes are progressing satisfactorily. The problem of network

Connectivity has been an issue & to solve it, IQAC coordinators are advised to upload recorded content both audio/video to the Google Classroom.

NAAC Visit

The upcoming NAAC visit related preparations are evaluated & expressed the concern that NAAC PIV in a period of online classes may become a problem to a college like ours.

However resolved to get ready for the PIV at any time, once COVID relaxation come in to force.

Webinar Series:-

Given the ~~continuing~~ continuing period of restriction, it IQAC took the decision to urge all depts to conduct webinar series before the end of December.

Dr. JAYAMOL KV

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Santhosh T. Varghese

SANTHOSH. T. VARGHESE
CO-ORDINATOR, IQAC
MAHARAJAS COLLEGE
ERNAKULAM



Minutes of the IQAC Meeting

Date & Time: 19/10/2020, 4:30 pm
Venue: Online Mode

Agenda:-

- (1) Webinar Series
- (2) Digitalisation / Archiving - Com
- (3) Official Email Id / NList

Members Present:-

Dr. Matthew George

Dr. K. Jayakumar

Dr. M.P. Sukumaran Nair

Dr. Poornima Narayana

Sri. T. Jayachandran

George Thomas

Santhosh T Varghese

Sabarnus

Bonny Mel Mathew

Dr. Anitha R

Dr. Smith K S

Webinar Series:-

The evaluation report of various platform were made by the IQAC Coordinator.

Decided to evaluate streaming applications also, given the facility of video uploads to YouTube & FB.

Digitalisation

Decided to digitise the rare book collection to the D-Space & archive.org

Official Email ID / NLIST

The Librarian reported that the IV-LIST site is not accessible many a times due to some security issues & hence, it is better to wait till the reply from INFIBNET is received.

Dr. MATTHEW GEORGE

SPECIAL GRADE PRINCIPAL
MAHARAJA'S COLLEGE
ERNAKULAM



SANTHOSH. T. VARGHESE
CO-ORDINATOR, IQAC
MAHARAJAS COLLEGE
ERNAKULAM

Minutes of the IQAC Meeting

Date & Time:- 23/02/2021
 Venue : IQAC Room

Agenda:-

- (1) NAAC PTV
- (2) Review of quality initiatives

Members Present:-

Dr. Mathew George
 Dr. K. Jayakumar

Principal
 Deputy Director
 of Collegiate Education
 Annular

Dr. M. P. Sankaranarayanan

T. Jayachandran

A. P. SABAREesan

Bennyamol Mathew

Dr. Sneha Bani (IQAC Member)

Dr. Anitha P. (IQAC member)

Reena Nair (IQAC MEMBER)

Dr. Suga N.

Dr. Suresh K. S.

Dr. Sathesh Chandra Bose

Chandru K. S.

Anakha Kurujmon

Poonima Narayanan

Santhosh T. Varghese

Banu

Anitha

Reena

Suga

Suresh

Sathesh

Chandru

Anakha

Poonima

Santhosh

NAAC Peer Team visit

Reviewed the arrangements for the PTV. The Coordinator presented the tentative schedule of the visit.

The meeting reviewed the session wise presentation.

The IQAC Coordinator made the presentation of the IQAC & explained the present initiatives of digitalisation of rare books.

The meeting expressed satisfaction over the arrangements.

The meeting gave the final approval of the presentation of IQAC also.

Review of Various Quality Initiatives

The Coordinator made a brief presentation of all the initiatives undertaken so far such as helpline, LMS, Moodle LMS, SWAXAM, digitalisation, INLIST, Email, enrolling, stream yard, live stream studio.

the CSR initiatives & the proposals submitted to Cochin Shipyard & Kerala State Financial Enterprises before the meeting.

The industry representatives Mr. M. Sukumaran Nair promised a digitalisation drive with the CSR support of Cochin Industries & few Nationalised banks.

The meeting decided to prepare proposals in this regard & entrusted the IQAC Coordinator for the same.

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SANTHOSH. T. VARGHESE
CO-ORDINATOR, IQAC
MAHARAJA'S COLLEGE
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Minutes of the IQAC Meeting

Date & Time: 04/03/2021 at 1:45 pm

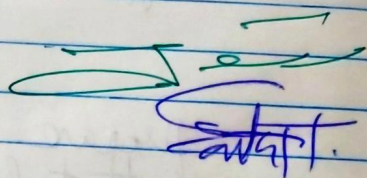
Venue: IQAC Room

Agenda:

- (1) Quick Review of NAAC Result.
- (2) Placement & Promotion.

Members Present:

- (1) Dr. Matthew George
- (2) Santhosh T Varghese
- (3) Dr. Joty Varghese
- (4) Dr. Suresh KJ
- (5) Dr. Sujia TV
- (6) Dr. Saesha Saji
- (7) Hameed KA
- (8) AD Sabareesan
- (9) Dr. Anitha PL
- (10) Reena Nair


Santhosh T.

Discussion/ Decision

The Coordinator of IQAC made a brief presentation of the result of NAAC peer team visit. The points scored by the college on various criteria have been explained. The points scored in the peer team

Visit have also been ~~analyzed~~ explained & analysed.

For the peer team visit the College scored a CGPA of 3.61 (90.15%) which is eligible for A double plus. Out of the maximum ~~points~~ ^{points} for the peer team ~~team~~ visit (1208), the College scored 1089 ~~marks~~ points having a weightage of 302.

However, for the qualitative matrices, that have a maximum of 2792 points, we could earn only 1870 (66.98%) having a weightage of 649.

It is in this manner, our total/combined CGPA came to 3.11 with a grade.

Placement / Promotion

Resolved to process & sent all the proposals received from the teachers by 12th of March 2021 & hence issue necessary templates & instructions for the ~~exp~~ speedy processing.

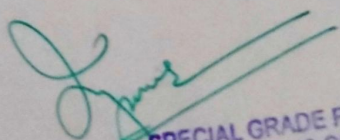
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