



KMM COLLEGE OF ARTS & SCIENCE

AN ISO 9001 : 2008 CERTIFIED INSTITUTION

RUN BY JAI BHARATH EDUCATIONAL FOUNDATION

Approved by AICTE & Govt. of Kerala | Affiliated to MG University, Kottayam

EDAPPALLY TOLL GATE | PIPE LINE JUNCTION | COCHIN PUBLIC SCHOOL ROAD | THRIKKAKARA | COCHIN - 682021

☎ 0484 - 2577567, 2577667, 9037002130, 9446097707

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✉ kmmcollege.artsandscience@gmail.com

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11th July 2023

Action Taken Report of IQAC Meeting held on 12.06.2023

Subsequent to the IQAC meeting held on 12.06.2023 the following actions were taken;

- Yoga club in association with IQAC organized Yoga MAHOLSAV 2023, on 21st June 2023 at 10.am.
- Department of computer science conducted the Seminar on Data Science AI and ML association with IQAC on 7th July 2023.
- The inauguration of media Club was done by V. U Noorudin on 7th July 2023.
- An orientation event called "ARIVU OF 2K23" was held on July 10, 2023, for the new batch of 2023–2024 students.



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13th JULY 2023

Action Taken Report of IQAC Meeting held on 12.07.2023

Subsequent to the IQAC meeting held on 04.03.2023 the following actions were taken;

- The Outcome of the orientation programme was analyse.
- The orientation program report was written by IQAC Joint Coordinator Shruthi.
- Introduced a Bridge course for first-year students so they could become acquainted with their own courses.



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18TH AUGUST 2023

Action Taken Report of IQAC Meeting held on 27.07.2023

Subsequent to the IQAC meeting held on 27.07.2023 the following actions were taken;

- NAAC Orientation Program administered by the internal quality control unit
- In August, NAAC Orientation event was led by our resource person, Prof. Sajith Sir, IQAC Coordinator of Indira Gandhi College of Arts and Science, Kothamangalam.
- On August 17, 2023, the Department of English and Media Club Association in collaboration with IQAC organized a script writing workshop.
- On August 17, 2023, Mathematics department in association with Trigma conducted an Abacus Competition in honor of National Statistics Day.



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1ST September 2023

Action Taken Report of IQAC Meeting held on 10.08.2023

Subsequent to the IQAC meeting held on 10.08.2023 the following actions were taken;

- The Pg Department of English had a session on August 18, 2023, on the significance of "English in day-to-day life".
- Celebrated Onam with every member of the KMM family's teaching and non-teaching staff.
- Department of BBA held a medical camp and awareness seminar on August 30, 2023.



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23RD AUGUST 2023

Action Taken Report of IQAC Meeting held on 22.08.2023

Subsequent to the IQAC meeting held on 22.08.2023 the following actions were taken;

- Informed all department head to keep an Organised and well recorded logbook.
- Assign instructions to the BSW Head and oversee the Friday field outings.
- Purchased speakers and installed them on the college building's four floors.
- Every faculty member took part in the FDP program organized by IQAC.
- Collected feedback from teachers and instructed the department head on the teacher review.
- Department heads evaluated the teachers in their respective department.
- The college administration increased the pay of PHD holders by 10% and UGC net holders by 5%.



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25th SEPTEMBER 2023

Action Taken Report of IQAC Meeting held on 08.09.2023

Subsequent to the IQAC meeting held on 08.07.2023 the following actions were taken;

- An Suchithra Mission was initiated by the BBA Department with IQAC on September 16, 2023, at Aluva Bank Jn.
- On September 21, 2023, the BBA Department held the OOTUPURA Food Fest.
- On September 21, 2023, RJ Soumya inaugurated the KMM radio station.



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20th September 2023

Action Taken Report of IQAC Meeting held on 17.09.2023

Subsequent to the IQAC meeting held on 17.09.2023 the following actions were taken;

- All members criteria 7, of various departments were given roles and obligations according to Criteria 7, and an IQAC member checked the status of the work.
- IQAC Coordinator reviewed the list of programs and initiatives assigned to members for data collection.



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20th September 2023

Action Taken Report of IQAC Meeting held on 19.09.2023

Subsequent to the IQAC meeting held on 19.09.2023 the following actions were taken;

- Members of Criteria 4 gathered information about books, periodicals, and magazines from the library.
- Sidhin Sir gathered information about each classroom's infrastructure.
- Alphons Ma'am completed the task of gathering data for the KOHA software.



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26th September 2023

Action Taken Report of IQAC Meeting held on 25.09.2023

Subsequent to the IQAC meeting held on 25.09.2023 the following actions were taken;

- Instructed all Criteria 6 Members to analyse needs and requirements.
- Criteria head submitted a report to IQAC on current developments and findings.
- Informed all department representatives to take steps to collect SOP's and policies of each club and committees.



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27th September 2023

Action Taken Report of IQAC Meeting held on 26.09.2023

Subsequent to the IQAC meeting held on 26.09.2023 the following actions were taken;

- Departments and various clubs organized more skill development programs student centric programs like extension and out-reach, career development programmes, capacity building workshops and also, they conducted different programs related to various commemorative days.
- HODs deputed faculties to collect placement details of passed out students.
- Departments and cells/club conducted different programs and events related to various commemorative days as per their plans and submitted the report to IQAC.



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28th September 2023

Action Taken Report of IQAC Meeting held on 27.09.2023

Subsequent to the IQAC meeting held on 27.09.2023 the following actions were taken;

- IQAC conducted a meeting of head of each department, conveners of various committees/clubs/cells and evaluated the presentations on activities of the departments and cells.
- Women cell conducted a campaign on gender, justice and equality awareness class and a self-defence training programme.



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30th September 2023

Action Taken Report of IQAC Meeting held on 29.09.2023

Subsequent to the IQAC meeting held on 29.09.2023 the following actions were taken;

- Instructed all Criteria 3 Members to analyse needs and requirements.
- Criteria head submitted a report to IQAC on current developments and findings.
- Informed all departments to take steps to collect extension activities.
- All departments submitted file of extension activities and updates were done by IQAC members.



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5th October 2023

Action Taken Report of IQAC Meeting held on 03.10.2023

Subsequent to the IQAC meeting held on 03.10.2023 the following actions were taken;

- Criteria 2 Members submitted their needs and requirements.
- Criteria head submitted a report to IQAC on current developments and findings.
- To improve the teaching and learning process in the campus, all the HODs directed the faculties to conduct peer teaching session of their students and submit it to IQAC.
- Head of Department submitted faculty profile report to IQAC.
- HoDs made an evaluation of department-wise performance of students at university level examinations and initiated measures for supporting the weak students.
- IQAC conducted Student Mentorship Awareness Program for all Faculties.
- The Head of the Department submitted the list of Mentor and Mentees to the IQAC and directed the IQAC faculties to provide emotional and instrumental support, guidance, encouragement and better environment to the students of the college.
- Mentor-Mentee system had been carried out to evaluate and identify students of different levels to provide necessary assistance to their respective learning levels.



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11th October 2023

Action Taken Report of IQAC Meeting held on 06.10.2023

Subsequent to the IQAC meeting held on 06.10.2023 the following actions were taken;

- Instructed all Criteria 1 Members to analyse needs and requirements.
- Criteria head submitted a report to IQAC on current developments and findings.
- Informed all department representatives to take steps to collect A form and B form of each department.
- Course plans for all subjects from all departments are submitted by the Head of Department and examined by IQAC members.



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18th October 2023

Action Taken Report of IQAC Meeting held on 13.10.2023

Subsequent to the IQAC meeting held on 13.10.2023 the following actions were taken;

- Organized an orientation class for faculty on guidelines and procedures for various criteria.
- Criteria 1 and criteria 2 heads submitted a report to IQAC on current developments and findings.
- The IQAC Coordinator directed HOD to collect the hard copies of the respective norms.



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30th October 2023

Action Taken Report of IQAC Meeting held on 28.10.2023

Subsequent to the IQAC meeting held on 28.10.2023 the following actions were taken;

- IQAC coordinator directed all criteria heads to submit all the supporting documents of criteria 1 and criteria 2.
- Resource person Prof. Sajid Sir along with IQAC members visited each department and checked all related documents of criteria 1 and criteria 2.
- Heads of criteria directed the faculties to make corrections in the documents and submitted the revised documents to IQAC.



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14th November 2023

Action Taken Report of IQAC Meeting held on 10.11.2023

Subsequent to the IQAC meeting held on 10.11.2023 the following actions were taken;

- Departments and cells/club conducted different programs and events related to various commemorative days as per their plans and submitted the report to IQAC.
- IQAC prepared a report in tabular form dividing the entire faculty of the college into various groups.
- IQAC distributed the print material regarding the provisions/ criteria for NAAC Accreditation to all teachers.



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21st November 2023

Action Taken Report of IQAC Meeting held on 14.11.2023

Subsequent to the IQAC meeting held on 14.11.2023 the following actions were taken:

- IQAC decided to host an Orientation session for faculty on Student Mentorship Programme.
- The orientation Programme on student mentorship held on 17.11.2023 chaired by the Academic

Director of MBA/MCA Department, Mr. Muhammed Sajjad.



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29th November 2023

Action Taken Report of IQAC Meeting held on 22.11.2023

Subsequent to the IQAC meeting held on 22.11.2023 the following actions were taken:

- Decided to organize a NAAC orientation session under the guidance of Prof. Sajid A M. And it has got scheduled on 30.11.2023.
- Instructed the IQAC Joint coordinators to prepare the attendance sheets and checklist for the session.
- Instructed all the criteria 1 and 2 members, Head of the Departments, Management representatives and IQAC members to attend the session.



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18th December 2023

Action Taken Report of IQAC Meeting held on 01.12.2023

Subsequent to the IQAC meeting held on 22.11.2023 the following actions were taken:

- The common excel sheet for mentor-mentee allocation was prepared by IQAC is shared to all department heads to add their mentor-mentee list.
- Instruction was given to make sure that each faculty should have a minimum of 18 mentees.
- Informed all the departments to collect student profile from their students in the common format prescribed by the IQAC.



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18th January 2024

Action Taken Report of IQAC Meeting held on 03.01.2024

Subsequent to the IQAC meeting held on 03.01.2024 the following actions were taken:

- IQAC has decided to organize a 5 Day Faculty Development Programme on Research Methodology and Data Analysis. The it has been scheduled from 15th January 2024 to 19th January 2024.
- Finalized the matter of the Programme poster and instructed the IQAC joint coordinators to make the poster.
- Instructed criteria 6 members to gather the data and details regarding the academic audit.



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08th February 2024

Action Taken Report of IQAC Meeting held on 19.01.2024

Subsequent to the IQAC meeting held on 19.01.2024 the following actions were taken:

- Instructed all the criteria 6 members to collect the required supporting documents and arrange it accordingly.
- Instructed the criteria members to rectify the errors found in the strategic plans.
- Informed criteria members to introduce more long-term innovative plans into the curriculum.



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15th February 2024

Action Taken Report of IQAC Meeting held on 09.02.2024

Subsequent to the IQAC meeting held on 09.02.2024 the following actions were taken:

- In the meeting, IQAC coordinator summed up and presented the findings of all 7 criteria to the principal.
- A faculty development programme on FYUGP got decided and scheduled to March 2024.
- The inauguration of the Research Cell got scheduled to March 2024.



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26th February 2024

Action Taken Report of IQAC Meeting held on 16.02.2024

Subsequent to the IQAC meeting held on 16.02.2024 the following actions were taken:

- Instructed the criteria 6 members to collect the department wise vision and mission.
- Instructed to prepare NEP oriented strategic policies.
- Instructed to perform audits of the institution.



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26th February 2024

Action Taken Report of IQAC Meeting held on 16.02.2024

Subsequent to the IQAC meeting held on 16.02.2024 the following actions were taken:

- Instructed all the departments to put efforts to collect MoU's from different platforms.
- Advised the members to contact local waste disposal platforms to make a contract with their service.
- Instructed the criteria members to display the line diagram of water supply in the institution.



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04th March 2024

Action Taken Report of IQAC Meeting held on 27.02.2024

Subsequent to the IQAC meeting held on 27.02.2024 the following actions were taken:

- Instructed the criteria members to collect and arrange the documents accordingly.
- Instructed the members to collect the profile of the resource persons of every activity.
- Instructed the members to keep all the documents sealed and signed.



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04th March 2024

Action Taken Report of IQAC Meeting held on 27.02.2024

Subsequent to the IQAC meeting held on 27.02.2024 the following actions were taken:

- Instructed the criteria members to collect the supporting files required.
- Informed the criteria members to categorize extension activities in different heads.
- Instructed the criteria members to provide links for the supporting documents of NSS/NCC activities.