INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTIVITIES

2018-19

1.Seminar on UGC Fund Utilization for B.Voc Course: 20ᵗʰ May 2019

The new course of the year B.Voc funded by UGC requires too much of formalities to be fulfilled while utilising the funds received from UGC. As the institution is entirely new with this course and fund details, a one day seminar on UGC fund utilization for B.Voc Course was held on 20ᵗʰ May 2019, organized by IQAC to make the concepts clear and to make the doubts clarified regarding various matters in B.Voc course and its related academic activities. The seminar was arranged for administrative staff of the college. Main theme for the one day seminar was highlighting the ways in which UGC funds can be fruitfully utilized in starting up new courses- its benefits, matters to be taken care of etc. Sub themes were fund utilization specifically for B.Voc Course, other aspects of B.Voc course, various split ups that can be made for purchasing building and other related expenditure. Resource Person for the seminar was Prof.Reena A R, HOD, Department of Vocational Studies (B.Voc), Carmel College, Mala, Thrissur. She was able to give a crispy and elaborate view regarding the fund utilisation and other aspects of the B.Voc course and she has come up with various spilt ups which can be made for purchasing building, and other related expenditures.The seminar was very informative and was need of the day.

2. Training Programme in MOODLE software : 16th May 2019

A training programme was arranged in MOODLE software for newly appointed teaching staff on 16th May 2019. They were given an overview about MOODLE software, features of MOODLE, uploading of teaching plans, assignments, class test question papers, conducting of exam using MOODLE, installation of MOODLE app in the mobile, various features of MOODLE app etc. Mrs.Remya B Nair, Assistant Professor, Department of Computer Science, Al-Ameen College, Edathala was the trainer in the event. Twelve newly appointed teaching staff participated in the training programme.

3. Training programme in College Management Software -"Total Campus Solution" (TCS) : 15th May 2019

A one day training programme was arranged for the newly appointed teaching staff on 15th May 2019. Topic was 'College Management Software: TCS' (Total Campus Solution). The topics covered during the training programme included -College Management Software, TCS (Total Campus Solutions, installation of concerned TCS app in mobile phones, attendance marking, work adjustment , freezing of hours , internal mark entry, reporting done through TCS etc. They were also trained on how to install the app in their mobile and to mark attendance using app through mobile and desktops/laptops. Various features of app were also introduced. All the newly appointed teachers attended the session.

4. Orientation for 'Zero waste project' : 11ᵗʰ April 2019

Eliminating waste decreases pollution and also promotes reducing, reusing, and recycling. Many of the educational institutions have a significant amount of garbage to dispose of around their campuses. IQAC has taken an initiative to organise an orientation for 'Zero- waste project' on 11ᵗʰ April, 2019. The resource person for the session was Mr.Sooraj Abraham who emphasised on conservation of all resources by means of responsible production, consumption, reuse, and recovery of products, packaging, and materials without burning and with no discharges to land, water or air that threaten the environment or human health.The resource person also narrated various measures for saving and preserving energy in campus through educating and creating awareness among students, teachers and staff about conserving energy, promoting bicycle ride, walk, carpool or public transportation, using double sided printing, low brightness settings in elections products etc. The session was very informative and created an urge among the teachers to protect and conserve the nature.

5. One day Workshop on MENDELEY: The Reference Management Software: 5ᵗʰ April 2019

IQAC of the college in association with college library of Al-Ameen College conducted a one day workshop on 'MENDELEY-Reference Management Software' on 05.04.2019. Objective of the Workshop was understanding reference management in research paper writing using MENDELEY thereby eliminating plagiarism in academic research process. The target participants were teachers of Al-Ameen College. Mrs.Ambili KR (Librarian) extended a warm welcome to Mr.Jasimudeen.S, Librarian, St.Stephen's College, Uzhavoor, who served as resource person for the workshop.

The resource person covered the areas of:

- Installation of MENDELEY software

- Generating references,bibliographies and citations using MENDELEY

- Methods to avoid plagiarism

- Importing references from foreign websites etc.

Brochure

6. Training Class on 'Course Outcome – Design and Evaluation' : 23rd March 2019

Course Learning Outcomes (CLOs) are central to any course's curriculum. They articulate to students, faculty, and other stakeholders what students will achieve in each course and how their learning will be measured. The department of Vocational studies in association with IQAC of Al-Ameen College conducted a Training class on "Course Outcome – Design and Evaluation" on 23.03.19 with the objective of reassuring the teaching community on building up ladders to writethe Course Learning Outcomes for one's courses.

Prof.M.B.Sasidharan, Principal of our college extended a genial welcome to Dr.Binu Thomas, Associate Professor of Computer Applications and the IQAC Co-ordinator of Marian College, Kuttikanam, (Autonomous) who served as the Resource person and demonstrated on how to generate learning outcomes using Bloom's Taxonomy. The speaker stated in specific terms that a well-written learning outcomes involve the following parts: Action verb, Subject content, Level of achievement, Condition of performance (if applicable). After the completion of the design part, he was able to shift to the Evaluation part of the Course outcomes which was assessed through formative and summative evaluation techniques. The resource person succeeded in familiarizing the Matrix Mapping Method which proved to be an effective evaluation technique. The forenoon session was concluded by Prof. Nisha Joseph by paraphrasing that all Course Outcomes should be SMART outcomes.
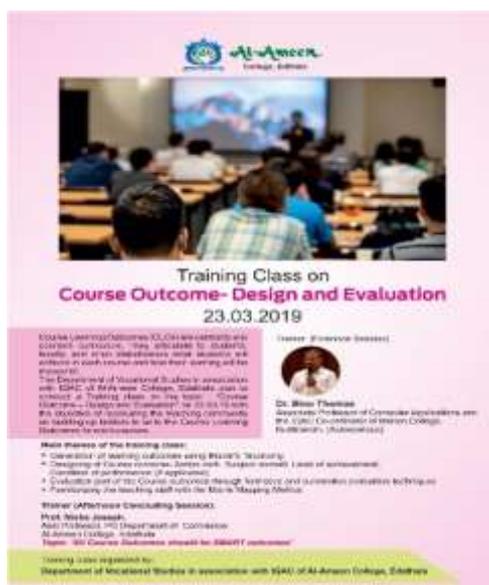
7. Orientation on NAAC-New Framework: 20th March 2019

There was a structural paradigm shift of assessment procedure of NAAC towards higher educational institutions recently. Hence it was found in great need to orient the teaching and non- teaching staff about the new structural frame work of NAAC assessment. The resource person of the day was Dr.Sabukutty (IQAC Co-ordinator, St. Josephs College, Moolamattom). The session started with a brief introduction about NAAC and its new assessment techniques. Thereafter a detailed explanation was provided to both the teaching staff about the seven criteria and valuable guidance was given to the respective criteria co-ordinators about their criteria presentations and SSR writing. The second session was an interaction with the non-teaching staff of the institution which helped them to know more about the methods and techniques to be adopted while filing and points to be kept in mind while handling various funds received from agencies like UGC, RUSA and UBA. A sample audit of files maintained by the office staff was verified by the resource person and came up with valuable suggestions regarding the same. The platform was opened for numerous doubts which were effectively resolved by the resource person. The session was a very interactive and interesting one.

*8.	Training for non-teaching staff on 'Professional Etiquette'*

*9.	Training for non-teaching staff on "Role of ICT in effective communication'*

: 2nd March 2019

A training programme comprising of two technical sessions for Non – Teaching staff was organized on 2nd March, 2019. The first technical session was in the area of "Professional Etiquette" which was handled by Mr.Krishnaraj (Master Of ICT Academy of Kerala, Executive Trainer, Synergy to Success, Author & Columnist – MalayalaManorama) and the second session dealt with "ICT in Effective Communication" where hands on training on computers were given to the participants in the computer lab, the resource person or the second session was Prof.Sudheer P.A. (Principal, Malik Deenar Arts & Science College for Women, Pallarimangalam). Professional etiquette is an unwritten code of conduct regarding the interactions among the members in an organizational setting.

When proper professional etiquette is used, all involved are able to feel more comfortable, and things tend to flow more smoothly. The first session has enabled the participants to know about the various ethics/ manners to be abided by them while handling the different stakeholders, the session was very interactive and highly inspiring one.

The participants commented that various applications including Google drives, applications in MS. Excel were covered under the second sessions were very informative and its application will surely reduce the work burden of the staff in their routine activities. Both the sessions were handled by equally competent professional persons who helped in generating a valuable outcome to the participants from the training.

10. One day workshop on Scientific Computing Packages : 18ᵗʰ February 2019

A "One Day Workshop on Scientific Computing Packages" was conducted on 18th February 2019 on behalf of the Department of Mathematics in association with IQAC, Al-Ameen College, Edathala, Aluva. Prof.Saju K.S, Associate Professor, Department of Mathematics, SAINTGITS College of Engineering supervised the workshop. The day was divided into two sessions. In the morning session the topics covered were 'How to typeset an article in Latex'. It included making titles, dividing sections, subsections, setting an equation array, etc. Evening session was about 'How to typeset a report in Latex'- Division into chapters, creation of table of contents, list of tables, list of figures, table creation and image insertion were discussed. PG students and interested faculty of various streams took part in the workshop.

11. Seminar on 'Skills for effective mentoring': 17ᵗʰ January 2019

Mentoring is when someone with more knowledge in an area helps a less experienced person. It is a learning partnership. It is all about helping students to make their own informed decisions and it has big benefits for both the parties. Aim of the seminar was to support and provide information about self-development opportunities for individuals to help them reach their potential, motivate and encourage members to overcome possible frustration and understand their longer term career track.

The resource person for the session was Mr.Shibu Damodar (Personality Development Trainer). He narrated in a simple and lucid manner; the purpose of mentoring and skills required for becoming a good mentor. He concluded with the remarks that a mentor can help to shorten one's learning curve, open one's mind to new ideas and possibilities, identify opportunities and advise on how to promote oneself. On a whole, the seminar was a very informative and interactive. It has provided new insights regarding mentoring in the minds of teachers.

12. *Workshop on Research Methodology (Arts stream faculty)*
13. *Workshop on Research Methodology (Science stream faculty)*
14. *Workshop on Plagiarism*

: 5ᵗʰ January 2019

Research committee in association with IQAC of Al-Ameen college, Edathala conducts a one day workshop on Research Methodology and Plagiarism on 05.01.2019 for all teaching staff .The workshop started by 10.00a.m. with a silent prayer. Principal Prof.M.B.Sasidharan, presided over the function.

First session (particularly meant for Arts faculty) was handled by Dr.SanthoshKumar.S, Professor, School of Management studies, CUSAT and second session (Particularly meant for Science faculty) was handled by Dr.A.A.Muhamed Hatha, Professor, Dept. of Marine Technology, CUSAT.

Both of them explained all the necessary details to be considered while writing research article, thesis etc. Afternoon session was on Plagairism and it was handled by Mr.Jesimudeen S, Librarian, St.Stephen's college, Uzhavoor. Almost 45 faculties from various streams attended the workshop.

15.   Training on E-Governance for Administrative Staff : 27th December 2018

E-government can be viewed as a subset of e-governance, and its focus is largely on improving administrative efficiency and reducing administrative corruption. With a view to bring about transparency in dealing with the major stakeholders of the institution like students, parents and teachers software has been introduced. To familiarize the usage and application of this software among non-teaching staff training is organized by IQAC on 27/12/2018.

The resource person of the session Mr.Vaishak .P (M/s. Meshilogic Software Consultants, KINFRA Technopark, Kozhikode). The training equipped the skills of using software in various office and administrative works in an effective, transparent and speedy manner. The major highlights of the training was it was very much helpful during admission time to handle the hefty work of entering student details and was also used for intimating urgent messages to the parents, thus fulfilling the duties towards all stakeholders in an excellent manner.

16.   One day Seminar on Faculty Empowerment : 26ᵗʰ October 2018

'Empowering Teachers is the Key to Enhancing Education'. Teachers are our greatest assets in the society. They have the ability to inspire, empower, and foster environments of self-confidence, passion, and nurture the lives of students.Empowering teachers to take on leadership roles gives educators a true stake in their institutions.

When teachers have a role in making important decisions, feel their voices are heard, and can actively participate in building school culture, efficacy is raised. The department of Vocational studies in association with IQAC of Al-Ameen College arranged a seminar to empower the teaching staff so as to build a collaborative environment in order to construct collective andindividual teacher efficacy.

The resource person of the day was Rev. Fr. Joy James (Loyola College, Trivandrum). The session was highly informative and the resource person succeeded in inducing the concept of empowerment in the minds of the participants. The resource person narrated concepts in a very simple manner to create interest among the teaching staff.

17.   One day Workshop on 'LATEX': 8th June 2018

Department of Computer Science in association with IQAC of Al-Ameen College, Edathala organized hands on workshop on LATEX for the PG students and faculties of the college. The programme supported by college IQAC was conducted on 08/06/2018 at the computer Lab. The resource person was Mr.Sreejith M M, Research Scholar,KeralaSchool of Mathematics.

After the session, the participants got an idea about how to   code a basic LaTeX document using provided templates including creation of a title page, creation of an abstract, creation of a table of contents, creation of mathematical equations etc.Teachers and students who attended the workshop found it very useful and relevant.