



# **PAYYANUR COLLEGE, PAYYANUR**

**(AFFILIATED TO KANNUR UNIVERSITY, ACCREDITED BY NAAC AT B<sup>+</sup> LEVEL)**

EDAT POST, KANNUR DIST., 670327, PH: 0497 2805121, 2805521

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## **ACTION TAKEN REPORT (ATR) ON FEEDBACK FROM ALUMNI ON PROGRAMME OF STUDY & SYLLABUS (2022-'23)**

Realising the significance of the feedback from the alumni, the feedback data was discussed at various platforms of the college as well as the parent university. Payyanur College is an affiliated college and the programme and syllabus design are done by Kannur University to which the college is affiliated. The role of the college is limited to the transaction of the syllabi and measures have been taken to instil the true spirit of the syllabi in the students. The following actions were taken on the feedback data:

- The College Council which comprises the Heads of all Departments discussed the feedback generally in its meetings.
- Specific discussions were done in the department-level meetings.
- Teachers our college who are members of the syllabus restructuring bodies presented the essence of the feedback collected from students and alumni on the respective bodies and pressed for accommodating the suggestions.
- In the general meetings of the teaching staff, various feedbacks, including the alumni feedback, are usually subjected to discussion and rectification measures to be implemented are devised.
- In alumni meetings also the feedback responses were discussed, though at an informal level.

  
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## ACTION TAKEN REPORT (ATR) ON FEEDBACK ON THE ACADEMIC PERFORMANCE AND AMBIENCE OF THE INSTITUTION FROM STUDENTS (2022-'23)

The institution has seriously deliberated on the feedback data at various level and have resorted to positive action wherever necessary. Discussions and subsequent policy design and implementation were as follows:

- The College Council which comprises the Heads of all Departments discussed the feedback in its meeting on 11.7.2023 and evolved strategies to improve performance in areas where there is lower rating by the students. Measures to strengthen Career Guidance and Counselling activities were adopted, which include inviting various agencies for career related programs like job fair, campus recruitment and guidance sessions; and initiated collaborations with agencies like Bridge360 (USA) for opportunities abroad. Speeding up of redressal of grievances was given due care at the department level.
- The need to improve infrastructure and ICT facilities was presented before the management and immediate actions were taken. The new canteen building was inaugurated during 2023-24. The library was renovated and more computer systems and projectors were made available to departments.
- The feedback responses were discussed in the PTA Executive Committee meetings also and PTA involvement was ensured in improving the facilities of the Girls' Room and improving recreational facilities. Renovation and maintenance of park, gardens, pathways etc added more options for recreation.
- Support from alumni and service organisations like Rotary were also sought to improve infrastructure and academic ambience as per the general impressions of the feedback from the students.

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## ACTION TAKEN REPORT (ATR) ON THE FEEDBACK FROM THE STUDENTS ON PROGRAMME OF STUDY & SYLLABUS (2022-'23)

Feedback from the students is the most significant indicator of educational process and, hence, the feedback data was discussed at various platforms of the college as well as the affiliating university. Payyanur College is an affiliated college and the programme and syllabus design are done by the parent university. The role of the college is limited to the transaction of the syllabi and measures have been taken to uphold the true spirit of the syllabi in academic transactions. The following actions were taken on the feedback data:

- The College Council which comprises the Heads of all Departments discussed the feedback generally in its meeting on 11.7.2023.
- Specific discussions were done in the department-level meetings.
- Discussions with students were made in classrooms to understand the dimensions that could not be covered through the specific questions of the questionnaire.
- Teachers of our college who are members of the Kannur University Academic Council as well as the syllabus restructuring bodies presented the essence of the feedback before the respective bodies and pressed for accommodating the suggestions.
- In the general meetings of the teaching staff, various feedbacks, including the student feedback, were subjected to discussion and rectification measures to be implemented were devised.

  
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## ACTION TAKEN REPORT (ATR) ON FEEDBACK FROM TEACHERS ON PROGRAMME OF STUDY & SYLLABUS (2022-'23)

- Realising the significance of the feedback from the teachers, the feedback data was discussed at various platforms of the college as well as the parent university. Payyanur College is an affiliated college and the programme and syllabus design are done by Kannur University to which the college is affiliated. The role of the college is limited to the transaction of the syllabi and measures have been taken to instil the true spirit of the syllabi in the students. The following actions were taken on the feedback data:
- Teachers of our college who are members of the curriculum restructuring and decision taking bodies including Board of Studies, Academic Council and Senate presented the essence of the feedback collected from teachers on the respective bodies and pressed for accommodating the suggestions.
- ICT facilities of the college was improved by purchasing more projectors and computer systems
- To improve interdisciplinarity in Teaching Learning Process more certificate courses of interdisciplinary nature were introduced
- More programmes on skill enhancement and career counselling were conducted by concerned cells and committees.
- The College Council which comprises the Heads of all Departments discussed the feedback generally in its meetings.
- Specific discussions were done in the department-level meetings.
- In the general meetings of the teaching staff, various feedbacks, are usually subjected to discussion and rectification measures to be implemented are devised.

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## MINUTES OF THE COLLEGE COUNCIL MEETING HELD ON 11.07.2023


A meeting of the College Council was held in the Principal's Chamber from 2.30 p.m. on Tuesday, 11<sup>th</sup> July 2023. The notice for the meeting was circulated to individual members through WhatsApp on 10.7.23. The following members attended the meeting and the following discussions and decisions were made:

### Members Present


1. Dr Santhosh V. M. 

2. Shabna C. T. 

3. Dr Prakash V. 

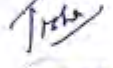
4. Manju R. Nath 

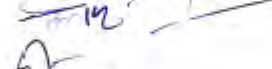
5. Dr Swaran P. R.

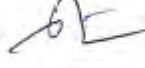
6. Dr Ratheesh Narayanan 

7. Nisanth A. 


8. Binila Mathews

9. Dr Jisha D. Nair 

10. Dr Ajith Kumar P. 


11. Dr A. C. Sreehari 


12. Dr Prajitha P.


13. Dr Sindhu A. 

14. Dr Lakshmi C. 

15. Dr Nisamudheen T.

16. Dr Vigi V. Nair 

17. Dr Prasanth P. 

18. Dr Dhanya P. 

19. Sreekanth K. V. 





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## Major Discussions & Decisions

1. The Principal informed that 1<sup>st</sup> year UG and PG classes will commence on July 24<sup>th</sup> and August 1<sup>st</sup> respectively, as per the communication from the university. It was decided to convene a meeting of all the 1<sup>st</sup> year UG students and their parents in the college auditorium from 9.30 a.m. on July 24<sup>th</sup> as part of the induction programme.
2. The meeting discussed the conduct of the induction programme and bridge course for the 1<sup>st</sup> year UG students. The IQAC is entrusted to finalise the details.
3. The meeting discussed the probability of making July 15<sup>th</sup> a working day instead of lost working days due to leave declared by the District Collector. It was decided to defer it and take appropriate decisions also taking into consideration the university directives in this regard.
4. The Principal suggested all departments to enter internal marks also on the TCS software.
5. The Principal directed all departments to prepare department-level academic calendar in tune with the college-level academic calendar prepared by the IQAC.
6. The Principal briefed about the meeting convened by Kannur University to discuss the implementation of the four-year degree programme.
7. It was decided to start the supply of food under the mid-day meals scheme of the PTA during this week itself.
8. It was decided to conduct the generic elective courses in full swing from next week onwards as students will be having examination during this Wednesday.
9. The Principal informed that willingness has been communicated to the government for being the beneficiary of the 'Jeevani' scheme for the psychological well being of the students.
10. The Principal and IQAC Co-ordinator briefed about the plan to go for KIRF ranking this year itself.
11. The IQAC Co-ordinator briefed about the following:
  - A) Departments have to ensure that the systems are in practice like mentoring, certificate course, remedial coaching, internal exams meetings (staff, PTA, students etc.), grievance redressal etc. Update pending documents, if any, for the last five years (2018-'19 to 2022-'23).



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- B) Bridge course for new admission students is to be conducted systematically. Details will be provided by CBCSS Co-ordinator.
- C) Feedbacks from different stake holders, viz. students, staff, alumni and employers for the year 2022-'23 are analysed and appropriate actions are initiated.
12. The meeting approved the AQAR 2021-2022 prepared by the IQAC for submission to NAAC.

The meeting concluded at 3.45 p.m.

