Brahmasree Swamy Sivayogi S.L. Trichur's College
Alathur
Palakkad - 678 541

ACTION TAKEN REPORT (ATR)

1. IQAC Meeting Minutes Record

IQAC meeting minutes record and other documents submitted to the new IQAC co-ordinator Sri. Charles F, Assistant Professor in Mathematics.

2. NAAC IIQA and SSR Submission

All the NAAC committee members are instructed to complete their respective pending works before the end of September, 2022.

3. Outreach Activity

Smt. Meera T N and Ms. Salabha B are given the role to organize an outreach activity.

4. School Initiatory Programme

Sl.No	School Name	Teacher-educators in-charge	sign
1	GVGHSS, Nenmara	Smt. Rasmi V M	
2	GVGHSS, Chittur	Sri. Charles F	F.Charles
3	GHSS, Pazhayannur	Sri. Prijith E P	Prijith
4	GHSS, Kumarapuram	Smt. Meera T N	
5	GTGHSS, Alathur	Smt. Neema Sreendran	Neema
6	GHSS, Erimayur	Smt. Neema Sreendran	Neema

Teacher-educators are expected to inform their respective school HMs/Principals in person and report the same to the Principal mam.

5. School Internship

All the optional teachers are expected to give an orientation class regarding the school internship.

Brahmananda Swamy Sivayogi B.Ed Training College
Alathur
Palakkad - 678 541

6. Model Examination

All the teachers are expected to prepare question paper and submit to the exam cell co-ordinator as for the direction by the Examination Cell.

7. University Result Analysis

IQAC co-ordinator has given the in-charge.

8. Convocation 2020-2022 Batch

Sl.No	Teacher-educator	Convocation Duty	Sign
1	Smt. Rasmi V M	Overall in-charge	
2	Smt. Neema Surendran	Overall in-charge	
3	Smt. Meera T N	Mess and Hall Arrangement	
4	Sri. Charles F	Convocation Gown in-charge	F Charles
5	Sri. Santhosh T	Technical in-charge	
6	Ms. Salabha B	Technical in-charge	
7	Smt. Jini M George	Certificate in-charge	
8	Sri. Prijith E P	e-magazine	

9. College Magazine

Smt. Jini M George, Assistant Professor in General Education has given the in-charge.

10. Admission 2022-2024 Batch

Smt. Rasmi VM and Smt. Neema Surendran are given the in-charge.

11. Academic Calendar for 2022-2023 year

Smt. Rasmi V M and Sri. Charles F are given the in-charge.

12. Roles and Responsibilities of staff (2022-2023)

Sl.No.	Duty	In-charge/Co-ordinator(s)	Signature
1	Academic Development Committee (ADC)	Sri Charles F	F. Charles
2	Admission Cell	Smt. Neema Surendran Smt. Rasmi V M	
3	Alumni Association	Smt Meera T N Sri Prijith E P	
4	Anti-ragging Cell	Smt Meera T N	
5	College Development Council (CDC)	Principal	
6	Discipline Committee	Smt. Rasmi V M Sri. Charles F	F. Charles
7	Examination Cell	Smt. Neema Surendran	
8	Examination Grievance Redressal Cell	Smt Jini M George	
9	Health and Yoga Club	Sri Santhosh V	
10	Library Committee	Smt. Jini M George	
11	Parent Teacher Association (PTA)	Smt. Rasmi V M	
12	Placement Cell	Smt Meera T N	
13	Staff Welfare Committee	Sri. Santhosh T	
14	Student Development Committee (SDC)	Sri. Santhosh T	
15	Students' Council	Principal	
16	Women Empowerment Committee	Smt. Jini M George	
17	NAAC Committee	Smt. Rasmi V M Sri. Santhosh T	
18	Internal Quality Assurance Cell (IQAC)	Sri Charles F Smt. Neema Surendran	F. Charles
19	Commerce Club	Smt Rasmi V M	
20	Language Club	Smt Neema Surendren	
21	Mathematics Club	Sri Charles F	F. Charles
22	Science Club	Sri Prijith E P	
23	Social Science Club	Smt Meera T N	

Swamy Sivayogi B.Ed. Training College
Alathur
Palakkad - 678 541

24	Health & Yoga Club	Sri Santhosh V	
25	Arts Club	Sri Sagardas	
26	Morning Assembly and Attendance	Smt Jini M George	
27	Orientation and Induction Programme	Smt Rasmi V M	
28	Talents' Day	Smt Meera T N	
29	Students' Uniform	Smt Neema Surendran	
30	Students' E-grants	Smt Rasmi V M	
31	Community Living Camp	Sri Prijith E P Sri Charles F	
32	Sports Day	Sri Prijith E P Sri Santhosh V	
33	Annual Day Celebration	Smt Neema Surendran	
34	Convocation	Smt Rasmi V M Smt Neema Surendran	
35	Arts Day	Smt Jini M George	
36	Annual Report	Sri Charles F	
37	College Magazine	Smt Neema Surendran Sri Charles F	
38	Workshop (Teaching Learning Materials)	Smt Rasmi V M	
39	School Initiatory and Internship	Smt Rasmi V M Smt Meera T N	
40	Seminar/workshop/conference	Smt Jini M George Sri Charles F	
41	Article about Programmes	Smt Meera T N (Malayalam version) Sri Charles F (English version)	
42	Diary	Sri Charles F	
43	Suggestion Box	Smt Neema Surendran	
44	Website/Blog	Sri Santhosh T Sri Charles F Ms Salabha B	
45	Monthly Celebration (PRAYANA)	Optional Teachers	
46	SUPW	Smt Jini M George	
47	University Correspondence	Smt Neema Surendran	
48	University Notifications	Smt Rasmi V M	
49	NCTE Notifications / PAR	Sri Santhosh T Sri Charles F	
50	E-mail	Ms Salabha B	
51	Time-table	Smt Rasmi V M	
52	First Aid & Rest Room	Smt Meera T N	
53	IGL (Collaboration)	Sri Charles F	
54	ID Card	Ms Salabha B	

Brahmananda Swamy Sivayogi B.Ed. Training College
Alathur
Palakkad - 678 541

PRINCIPAL,
B. S. S. B.Ed. Training College,
Alathur (PO), Palakkad-Dt.
Kerala - 678 541.