

# INTERNAL QUALITY ASSURANCE CELL

## **ACTION TAKEN REPORT**

**2018-19**

1. The college research journal with ISSN number 2277-4246 which is peer-reviewed and multidisciplinary in nature, was published timely under the strict supervision of IQAC.
2. Under the guidance and monitoring of IQAC, the college has organized one international seminar and eight national seminars.
3. IQAC conducted two certificate courses for students.
4. Motivated postgraduate departments to upgrade to research departments and apply for new programs.
5. The Hindi and History departments of the college coordinated a refresher course for high school teachers under the Social Outreach Programme in collaboration with SCERT, the government. Of Kerala.
6. A general staff meeting was convened on 1 June to introduce new faculty members, brief on the main targets for the year, make the staff aware of their administrative responsibilities, and the code of conduct to be followed. Furthermore, the principal presented the academic calendar and explained the duties of various positions. IQAC, along with the Research Advisory Committee, met with staff members in person and motivated them to apply for research projects and seminars. An action plan for the college for the entire academic year was prepared and distributed to departments, forums, and clubs so that they could plan different programs early at the beginning of the academic year. IQAC invited input from all departments, clubs, and forums to help realize the action plan.
7. Teacher profiles were collected from staff members to update teacher profiles.
8. The admission committee supervised a smooth and transparent admission process for undergraduate programs. In collaboration with the admission committee, the IQAC organized a one-day induction program for first-year undergraduate and postgraduate students to familiarize them with the rules, regulations, functioning culture, and best practices of the college. With the help of the admission committee, IQAC updated the

guidelines for preparing the college prospectus. Students were selected from first-year batches for various Student Support Programmes.

9. IQAC modified the tutorial record book. distributed to tutors, and meetings were conducted with them. Supervised the preparation and distribution of academic calendars and timetables to second and third-year degree students, as well as second-year postgraduate students. IQAC regularly monitors teachers' diaries.
10. Remedial classes have been started for academically weak students.
11. IQAC has monitored a feedback management system. With the help of a printed proforma, student feedback was collected from the outgoing batch and evaluated. A consolidated report with suggestions has been prepared and submitted to the principal.
12. The monthly meeting of the IQAC core committee reviewed the activities of IQAC and took steps to complete projects on time with the help of department coordinators.
13. An institutional SWOC analysis was conducted in separate sessions for faculty, students and non teaching staff.
14. IQAC requested infrastructural requirements from the departments, clubs, forums, and the library. We reviewed and compiled the received proposals and took the necessary steps for effective implementation.
15. Collected reports from departments, clubs, and committees to finalize the AQAR.
16. IQAC organized the Academic Audit for the year 2018-19. An academic audit was conducted by a team consisting of the principal, IQAC coordinator, dean, and an associate professor.
17. IQAC monitored curricular transactions regularly and monitored the quality of education. Internal exams are conducted in a centralized manner. Remedial classes were conducted for the academically weaker students. PTA meetings for all undergraduate classes were conducted successfully The teacher's diary is prepared, distributed to teachers, and monitored regularly. Conducted separate SWOC analysis among students, teachers, and non-teaching staff.
18. Screening of students for participation in B-zone and inter-zone festivals.
19. IQAC, with the ragging prevention committee arranged visits to departments and hostels to raise awareness among senior students regarding anti-ragging rules.
20. IQAC scrutinized the academic calendar and ensured its timely distribution to the students.
21. The teaching plans of the course teachers were collected.

22. The college conducted elections for the college union, followed by its inauguration, a student fine arts festival, sports day, and the release of the student magazine.