

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

2019-20

1. The Internal Quality Assurance Cell (IQAC) made efforts to upgrade PG departments to research departments and apply for new programs to launch in the next academic year. An institutional SWOC analysis was conducted in separate sessions for faculty, students, and non-teaching staff. IQAC guided various departments to apply for new programs and courses.
2. The IQAC and College Council consistently hold up the institutional best practices. Extension activities were carried out by NSS, Pain and Palliative, other clubs and committees, and different departments sensitized students to social issues.
3. IQAC coordinated the various relief activities of the college, especially during the flood that affected Kerala so badly, by giving proper directions to GASC relief cell.
4. IQAC conducted two certificate courses for students.
5. 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.
6. All clubs and committees were constituted and functioned under the supervision of IQAC. The clubs and committees led all curricular and co-curricular activities of the college. Annual reports were collected from various departments, clubs, and committees.
7. IQAC in collaboration with the department of Zoology coordinated a Science Exhibition “Quest 2019” as part of the Golden Jubilee Celebrations of the department, engaging other departments of the college as well.
8. In collaboration with the Admission Committee, the IQAC organized a one-day induction program for the first-year UG and PG students to familiarize them with the curriculum, college rules, regulations, and culture.
9. The IQAC monitored the feedback management system. With the help of a printed proforma, student feedback was collected from the outgoing batches, evaluated, and a consolidated report was handed over to the principal, along with suggestions.
10. Internal academic audits were conducted. The IQAC, along with the Research Advisory Committee, assessed adherence to the guidelines given and reviewed the maintenance of

records. An academic audit report was submitted to the principal. The team met the staff members in person and motivated them to apply for research projects and seminars.

11. Placement proposals were received from teachers and submitted to the Directorate of collegiate education. A two-day CAS training program was conducted for teachers to familiarize them with the rules of the Career Advancement Scheme.
12. IQAC monitored curricular transactions regularly and monitored the quality of education. Internal exams were conducted in a centralized manner. Remedial classes were conducted for academically weaker students. PTA meetings for all undergraduate classes were successfully conducted. The teacher's diary was prepared, distributed to teachers, and monitored regularly. Conduct separate SWOC analyses among students, teachers, and non-teaching staff.
13. Screening of students for participation in B-zone and inter-zone festivals
14. Fund proposals were collected and compiled from various departments and the library, and submit them to the Directorate of Collegiate Education for fund sanctioning.