

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

2021-22

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. IQAC guided various departments to apply for new programs and courses. As a result of the ceaseless efforts of IQAC, 'M.A. English in Language and Literature' course was sanctioned under the Department of English.
2. 'College Development Seminar' was organized to gather input from all stakeholders, including government representatives and the public. It was decided to develop a master plan for the overall development of the college, including academic and infrastructure improvements.
3. IQAC led the college's relief activities by providing proper direction to the GASC relief cell. Online classes were strictly monitored to ensure the inclusion of all students from different social and economic backgrounds.
4. Conducted a workshop on L M S and took the initiative to install an LMS. Due to the financial crisis of government due to COVID pandemic, funds have not been released.
5. Conducted a workshop on 'Research & professional ethics'
6. Conducted an orientation program for teachers on 'NAAC accreditation process'.
7. The college research journal with the ISSN number 2277-4246 which is peer-reviewed and multidisciplinary in nature, was published timely under the strict supervision of IQAC.
8. Under the auspices of the principal, convened an online general staff meeting to introduce new faculty members, brief the main targets of the year, and make staff aware of their administrative responsibilities and the code of conduct to be followed. The academic calendar was prepared by the calendar and Timetable Committee under the supervision of IQAC.
9. 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. The IQAC invited input from all departments, clubs, and forums to help realize the action plan.

10. The IQAC and College Council consistently uphold institutional best practices. NSS, Pain and Palliative, other clubs and committees, and different departments carried out extension activities to sensitize students to social issues.
11. IQAC conducted two certificate courses for students.
12. 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.
13. Most departments organized webinars and seminars.
14. The admission committee supervised the smooth and transparent admissions process for UG programs. In collaboration with the admission committee, the IQAC organized a one-day Induction Programme for first-year UG and PG students to familiarize them with the rules, regulations, functioning culture, and best practices of the college. IQAC updated the guidelines for preparing the college prospectus with the help of the admission committee.
15. All departments, committees, and clubs of the college have submitted reports on their activities.
16. IQAC 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.
17. The college website has been updated with teacher profiles, which now include information on new teachers.
18. The IQAC organized the academic audit. A team consisting of the principal, IQAC coordinator, and an associate professor conducted the academic audit.