

# INTERNAL QUALITY ASSURANCE CELL

## **ACTION TAKEN REPORT**

**2020-21**

1. The Internal Quality Assurance Cell (IQAC) made efforts to upgrade postgraduate departments to research departments and apply for new programs to be launched in the next academic year. The departments of Economics, History and Commerce have been upgraded to research centers as a result of the ceaseless efforts of IQAC. IQAC also guided various departments in applying for new programs and courses.
2. IQAC led the college's relief activities by providing proper direction to the GASC relief cell. Online classes were closely monitored to ensure the inclusion of all students from diverse social and economic backgrounds.
3. To expedite the construction of the sporting complex.
4. The land survey for the college has been completed.
5. To ensure access to education for every student during the pandemic, class tutors regularly collected feedback from students on their progress and the necessary help they needed to access online resources. Students facing financial difficulties should be assisted by providing mobile recharge facilities. It was decided to upload as many recorded classes on YouTube to facilitate the learning process of students who have difficulty accessing live sessions.
6. A new initiative 'Focus' was launched in collaboration with Perambra Career Centre to boost the career and guidance activities.
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. Supervised the preparation and distribution of the academic calendar and timetables for the college.
9. Conducted a workshop on L M S.
10. Conducted an online workshop for teaching and non-teaching staff on 'An introduction to G-suit account'.
11. Conducted an online workshop on 'Online Teaching' for faculty members.

12. Conducted an online orientation program for first-year students
13. Conducted an orientation program for teachers on the NAAC accreditation process.
14. Class-wise online PTA meeting of all classes were conducted and the parents were apprised of the steps taken by the university to assist students affected by Covid.
15. Internal exams were conducted in the proper format and internal marks were submitted to the university.
16. IQAC took the initiative to monitor the academic activities of the college during the pandemic period.
17. IQAC conducted two certificate courses for students.
18. An online general staff meeting was held on 1 June, during which new faculty members were introduced, main targets for the year were discussed, staff members were informed about their administrative responsibilities, and the code of conduct to be followed. In addition, the principal presented the academic calendar and clarified the responsibilities of different positions.
19. Despite the COVID pandemic scenario, the admission committee oversaw a smooth and transparent admission process for undergraduate programs. In collaboration with the admission committee, the IQAC organized an online induction program for first-year undergraduate and postgraduate students to familiarize them with the college's rules, regulations, functioning culture, and best practices.
20. An action plan for the entire academic year was devised and distributed to departments, forums, and clubs to facilitate the early planning of various programs. The IQAC sought input from all departments, clubs, and forums to effectively implement the action plan.
21. Promoted faculty members to participate in faculty enrichment programs and training for remote teaching and student wellness counseling.
22. Departmental webinars, online debates, quiz competitions, online certificate courses, and interdisciplinary talks were organized to foster academic leadership and initiative and ensure active student participation in curricular activities.
23. Collected online institutional feedback from final-year students, analyzed the feedback, and reported the findings to the College Council.