

NSS COLLEGE, PANDALAM

Pathanamthitta

Kerala

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Internal Quality Assurance Cell



Action Taken Report

2022-2023

**INTERNAL QUALITY ASSURANCE CELL, NSS COLLEGE
PANDALAM**

Action taken Report of the meeting held on 23.06.2022

1. Preparation of AQAR including Queries Related to NEP 2020

The IQAC team has started incorporating queries related to NEP 2020 into the data for AQAR 2020-2021.

Status: In Progress

2. Preparation of Action Plan for 2022-23

Notice was issued to all the departments. Departments are directed to submit their action plans by July 15, 2022, for review and consolidation.

Status: In Progress

3. Reconstitution of IQAC

- A notice has been issued regarding the reconstitution of the IQAC.
- Nominations for the new office bearers were accepted until July 10, 2022.
- The election of new office-bearers was scheduled to take place in the next council meeting.
- The IQAC was newly constituted at the College Council meeting held on July 14, 2022.

Status: Executed

Dr Jyolsna S.
Coordinator, IQAC

Dr Anjana J.
Principal-in charge.

Action Taken Report of the meeting held on 29/07/2022

- ***Brainstorming Session Initiated:***

The Brainstorming session was conducted by Dr J. Anjana, the Principal in charge, with IQAC members on 08/08/2022 to develop the 2022-23 action plan to enhance college performance.

- ***Submission of Academic Calendars:***

Heads of Departments submitted their Academic Calendars for the 2022-23 session before the deadline of August 15, 2022.

- ***Guidelines for Action Plans:***

- IQAC drafted and distributed guidelines for creating detailed action plans for departments and clubs, ensuring alignment with NAAC metrics.

- ***AQAR 2021-22 Data Collection:***

- Initiated timely data collection from all departments.
- Appointed department-level NAAC coordinators as directed.

- ***Independence Day Celebrations:***

- Successfully organized by NSS and NCC units to commemorate the 75th Independence Day.

- ***Orientation Program for Junior Faculty:***

- Conducted an orientation for teachers with less than 5 years of service, focusing on the valuation of answer scripts in collaboration with the University of Kerala on 17/09/2022.

- ***Orientation for 5th Semester Students:***

- Held a session on the selection of open courses on 19/09/22, guiding students in making informed choices.

- ***Implementation of New Add-On Courses:***

- All HODs have initiated the process of introducing new add-on courses in their respective departments.

- ***PTA Funds Review and Allocation:***

- Dr Ranjith Krishnan K.R. reviewed fund availability and generation for 2022-2023.
- IQAC's proposal to use PTA funds for constructing a new girls' toilet complex was approved and funds were allocated following permissions from the Management.

- ***Analysis of University Exam Results:***

- Completed a thorough analysis of the latest university exam results.
- Implemented remedial and peer teaching strategies for students identified with below-par performance.

This Action Taken Report encapsulates the swift and effective actions taken by various bodies within the college post the last IQAC meeting to enhance academic and administrative functions.

Action Taken Report of the meeting held on 28/08/2022

- **Reconstitution of the Office Bearers of Various Clubs/Cells and Committees:**
 - **Action Taken:** Willingness forms were distributed to faculty members within the stipulated timeframe. Responses were collected and analyzed, and the reconstitution process was completed successfully, with new office bearers appointed in all clubs, cells, and committees.
- **Conduct of the Student Induction Programme:**
 - **Action Taken:** The Student Induction Programme was conducted as scheduled. The program included sessions on college culture, academic expectations, and student support services, effectively integrating new students into the college environment.
- **Training Programmes for Teaching and Non-Teaching Staff:**
 - **Action Taken:** The Human Resource Development Cell coordinated and implemented the training programmes for both teaching and non-teaching staff within the planned timeframe. These training sessions focused on skill enhancement relevant to their roles.
- **Collection of Data for NIRF AISHE:**
 - **Action Taken:** Data collection for NIRF and AISHE was completed by the assigned department heads. A preliminary review was conducted to ensure accuracy and completeness before the final submission, adhering to the established deadline.
- **IPR Awareness Programs:**
 - **Action Taken:** Successfully conducted IPR awareness programs as decided. The sessions covered key topics such as copyright laws, patent filings, and the ethical use of copyrighted material. These programs significantly enhanced the understanding of IPR among the college community.
- **More Career Orientation Programs:**
 - **Action Taken:** Additional career orientation programs were organized by the Career Guidance and Placement Cell. These programs included workshops,

seminars, and guest lectures aimed at providing students with valuable insights into various career paths and enhancing their employability skills.

- **Constitution Awareness Programs:**

- **Action Taken:** Increased constitution awareness programs were conducted. These programs, featuring interactive sessions with experts and educators, Quiz competitions and Debate competitions, successfully raised students' awareness and understanding of constitutional rights and responsibilities.

Action Taken Report of the meeting held on 18/12/2022

- **AQAR Submission 2021-22:**
 - Department-level coordinators were appointed for data collection, and the AQAR data collection was initiated in all the departments.
- **Result Analysis:**
 - Remedial teaching programs and peer-assisted learning initiatives were implemented to address student performance concerns.
- **Conduct of the Workshop on NEP:**
 - A Two-Day National Workshop on the National Education Policy (NEP) was successfully organized in collaboration with the UGC HRDC University of Kerala, to familiarize faculty members with its key provisions.
- **Conduct of Antinarcotic Programs:**
 - Anti-narcotic programs were conducted in collaboration with relevant authorities to raise awareness among students about substance abuse.
- **Conduct of Seminars/Workshops on Research Methodology, IPR, and Entrepreneurship Development:**
 - Several departments have conducted seminars and workshops focusing on research methodology and intellectual property rights (IPR). The remaining departments are in the process of planning similar programs during the academic year. Additionally, the Entrepreneurship Development (ED) Club of the college successfully organized a one-day workshop on paper bag making. This initiative aimed to encourage innovation and creativity among students..
- **Participation in UBA and IIC:**
 - A committee was constituted for Unnat Bharat Abhiyan (UBA) and the Institution's Innovation Council (IIC), and our college established the IIC.

INTERNAL QUALITY ASSURANCE CELL, NSS COLLEGE PANDALAM

Action Taken Report of the meeting held on 16/02/2023

Agenda Items and Actions Taken:

1. Conduct of Medical Camp:

- **Action Taken:** Collaborated with Karunya Eye Clinic in Pandalm and The Mannam Ayurveda Medical College to organize both an Eye Testing Camp and a general medical camp. The dates and logistics for these camps have been finalized, and promotional materials have been distributed to ensure maximum participation.

2. Feedback Analysis:

- **Action Taken:** Students, faculty, and staff feedback was collected and thoroughly analyzed. The results were compiled into a comprehensive report highlighting key areas for improvement. Action plans have been developed and initiated to address the identified issues.

3. Renewal of INFLIBNET:

- **Action Taken:** The renewal process for the Information and Library Network (INFLIBNET) membership has been successfully completed. This ensures that the college continues to have access to valuable digital resources and services.

4. Purchase of Books and Journals:

- **Action Taken:** The library committee prepared and submitted a list of recommended books and journals. Funds were allocated accordingly, and the procurement process is underway to update the college library's collection.

Dr Jyolsna S.
Coordinator, IQAC
charge.

Dr Anjana J.
Principal-in