

# **NSS COLLEGE, PANDALAM**

**Pathanamthitta**

**Kerala**

[www.nsscollegepandalam.ac.in](http://www.nsscollegepandalam.ac.in)



**Internal Quality Assurance Cell**



**Action Taken Report**

**2023-2024**

## **Action Taken Report of the meeting held on 02/06/2023**

### **Agenda Items and Actions Taken:**

#### **1. Preparation of Academic Calendar (2023-24):**

- **Action Taken:** The Heads of Departments (HODs) were directed to submit their Action Plans for the academic year 2023-24 before June 15, 2023. The academic calendar for 2023-24 was finalised based on the university's Academic Calendar and departmental action plans. It has been distributed to all departments and made available on the college website for easy access.

#### **2. Collection of Data for AQAR 2022-23:**

- **Action Taken:** Department-level criteria holders were appointed as per the decision to facilitate smooth data collection for the Annual Quality Assurance Report (AQAR) 2022-23. The data collection process has been initiated to meet the submission deadline in December 2023.

#### **3. E-learning Resource Access via QR Code in the Library:**

- **Action Taken:** QR codes have been displayed in the college digital library, providing students and faculty with immediate access to e-learning resources.

#### **4. Environment Day Celebration:**

- **Action Taken:** A series of activities were organised by NCC, NSS, Nature Club and many other departments for Environment Day, including tree planting, theme-based competitions, and guest lectures on environmental issues.

#### **5. Yoga Day Celebration:**

- **Action Taken:** A Yoga session was jointly organised by NCC and NSS for students and staff, led by a certified Yoga instructor (Smt. K. Sreekumari, Certified Yoga Trainer & The Art of Living Teacher) promoting physical and mental well-being.

#### **6. PG Dissertation Presentation**

- **Action Taken:** The program was successfully conducted on the specified dates. Prizes were distributed to the students based on their presentations.

#### **7. Bridge Course for I Year UG Students:**

- **Action Taken:** All Heads of Departments have organised bridge courses for first-year undergraduate students to facilitate their academic transition.

8. **Orientation Programme on Open Course for Semester 5 UG Students:**

- **Action Taken:** An orientation program was conducted detailing the available open courses. Presentations from each department were uploaded to the IQAC's YouTube channel for student reference.

9. **Electoral Literacy Club:**

- **Action Taken:** The IQAC arranged a meeting with the convenors and members of the Electoral Literacy Club, during which the action plan was enriched with additional activities aimed at promoting voter education and encouraging democratic participation.

10. **Seminar on Research Methodology & IPR:**

- **Action Taken:** The Heads of the departments were directed to include activities related to intellectual property rights (IPR) and research methodology in their action plans. Consequently, every department planned to conduct two sessions as part of their action plans: one focusing on research methodology (RM) and another focusing on intellectual property rights (IPR). These sessions were organised to enhance research skills and raise awareness about intellectual property among students and faculty members.

## **Action Taken Report of the Meeting held on September 4, 2023**

The decisions taken in the IQAC meeting held on September 4 have been successfully executed, aiming to enhance various aspects of academic and extracurricular activities. The following actions have been taken:

### **1. Digitalization of University Question Papers and Distribution of QR**

#### **Codes to Students:**

- **Action Taken:** QR codes linked to the digitalised university question papers were created and distributed to students. The codes were made available in the college library for easy access.

### **2. Purchase of New ERP Software:**

- **Action Taken:** A sub-committee was formed to evaluate and recommend suitable ERP software options. Discussions were held with the firm "EMBASE" about installing the software. A proposal detailing the necessity of purchasing the software was also prepared and submitted to the management for approval. These steps were taken to explore and secure an ERP solution aimed at enhancing administrative efficiency and data management.

### **3. Student Induction Programme:**

- **Action Taken:** The Student Induction Programme for first-year undergraduate students, titled "Insight 2023," was organised on October 30 and 31. Safna Nazarudeen, the Honourable Sub Collector of Thiruvalla, inaugurated the event. The program featured two expert-led sessions: one on youth and drug abuse and another on road safety and the responsibilities of youth.

### **4. Organization of Merit Day:**

- **Action Taken:** The PTA committee organised an event on October 28 to honour the rank holders, winners of university arts and sports events, and achievers from NCC and

NSS. Their academic and extracurricular achievements were recognised with certificates and mementoes.

#### 5. **Peer Teaching Initiatives:**

- **Action Taken:** The peer teaching programme for this year was initiated on September 5, coinciding with Teachers' Day, continuing the tradition of encouraging senior students to assist and mentor their juniors. This initiative aims to foster collaborative learning, enhance teaching skills among students, facilitate knowledge sharing, and enrich the learning experience for both groups.

#### 6. **Celebration of World Space Week:**

- **Action Taken:** The Physics Department successfully organised World Space Week events, collaborating with VSSC, in October. Activities included guest lectures, exhibitions, and competitions to inspire students and raise awareness about space science and technology.

#### 7. **Constitution Day Celebrations:**

- **Action Taken:** The Department of Political Science organised a series of activities to celebrate Constitution Day. These included seminars, debates, and quizzes to enhance students' understanding of the Constitution and promote constitutional values.

## **Action Taken Report of the Meeting held on December 4, 2023**

The decisions taken in the IQAC meeting held on December 4 have been successfully executed, aiming to enhance various aspects of academic and extracurricular activities. The following actions have been taken:

### **Faculty Development Programme on ERP Software**

The ERP software committee successfully conducted an online training session for faculty on December 12, 2023. This session aimed to introduce faculty members to the functionalities and features of the ERP software.

Separate offline training sessions were organised on December 14, 2023, for teaching and non-teaching staff. These sessions focused on providing hands-on training to ensure all staff members could effectively utilise the ERP software.

These training initiatives were aimed at equipping faculty and staff with the necessary skills to enhance administrative efficiency and data management across the college.

### **Training Session on NIRF Ranking**

On December 22, 2023, Dr Shaji E., the Joint Director of IQAC at the University of Kerala, conducted a training session on NIRF data submission. The session was aimed at equipping faculty members with the necessary skills and knowledge to ensure timely and accurate submission of NIRF data.

The training session was highly beneficial, providing participants with valuable insights and practical guidance on navigating the NIRF data submission procedures effectively.

This initiative was undertaken to enhance the college's preparation and submission process for the NIRF ranking, ensuring compliance with guidelines and improving overall ranking outcomes.

### **Five-Day FDP on Modern Teaching Tools**

The Human Resource Development Centre (HRDC), an IQAC initiative of the college, organized a Five-Day Faculty Development Programme (FDP) titled "Tech Teach: Elevating Teaching with Digital Proficiency" from February 19, 2024, to February 23, 2024. The programme was conducted via online mode and covered a range of topics including Online Examination tools, Google tools for education, Textual document Editors/portfolio creation,

video content creation, AI for education, among others. The FDP aimed to enhance teaching effectiveness by equipping faculty with modern teaching tools as per the National Education Policy (NEP). The programme was highly successful with full participation from all faculty members.

The FDP was highly successful, providing faculty members with practical skills and knowledge essential for integrating modern teaching tools into their teaching practices. Participants expressed satisfaction with the content and delivery of the sessions, highlighting the relevance and applicability of the tools discussed.

This initiative aimed to enhance teaching effectiveness and align teaching practices with the evolving educational landscape outlined in the National Education Policy (NEP), ensuring continuous professional development among faculty members.

### **Job Drive by the Career Guidance and Placement Cell**

The Career Guidance and Placement Cell organized a job fair on February 10, following approval from the IQAC meeting. This program, coordinated with the District Kudumbasree Mission, aimed to provide employment opportunities under the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDUGKY). The event saw active participation from students, alumni, and youth, with approximately 350 attendees. As a result, about 90 individuals were successfully selected during the job drive.

### **Skill Enhancement Program for Advanced Learners**

The HRD Cell of the college initiated the "Skills for Communication" program via online mode, as decided during the IQAC meeting. This program focused on improving English, Malayalam, and Hindi communication skills for advanced learners across various departments. The initiative successfully engaged final-year advanced learners, providing them with targeted training to enhance their language proficiency, which is crucial for their academic and professional development.

### **Orientation and Sensitization Program for Divyangjan**

The orientation and sensitisation program for Divyangjans was successfully conducted on February 14, 2024. Organised by 'The Naturals', the dedicated cell for Divyangjans, in

collaboration with the Social Justice Department, the program aimed to enhance awareness among participants about their legal rights and protections under the Disability Rights Act of 2016. During the program, an awareness session on transgender rights was also conducted by the Social Justice Department, further enriching the educational experience and support for the Divyangjan community within the college.

### **National Science Day Celebration**

The Physics Department, Chemistry Department, and the College's Science Club organised several programs in observance of Science Day. These events successfully promoted scientific awareness and fostered a spirit of innovation among students and faculty members.

In conclusion, the decisions taken in the IQAC meeting have been effectively implemented, ranging from enhancing faculty development through modern teaching tools and ERP software training to fostering awareness and support for diverse student needs, including job readiness and rights awareness among Divyangjans



## **Action Taken Report of the Meeting held on February 27, 2024**

### **1. The Mega Job Fair**

The Mega Job Fair was successfully conducted on March 2, 2024, organized by the College Placement Cell. The event saw participation from numerous companies and organizations, providing a significant number of employment opportunities to students and alumni. The fair was well-received, and its execution has been positively acknowledged by participants and employers alike.

### **2. The Training Programme on FYUGP**

The Training Programme on FYUGP was successfully conducted on March 4, 2024. The event featured two sessions:

1. Curriculum Framework and Regulations of the Four-Year Undergraduate Programme, handled by Dr Rajeev S.R.
2. Outcome-Based Education (OBE), handled by Dr Manoj T.R.

All faculty members from our college and Mar Chrysostom College, Paranthal-Adoor, participated in the programme. The sessions were informative and well-received by the participants. The programme was deemed a success, contributing to a deeper understanding of the FYUGP curriculum framework and OBE among the faculty members.

The successful conduct of the Training Programme on FYUGP has enhanced the faculty's knowledge and preparedness for implementing the Four-Year Undergraduate Programme and Outcome-Based Education. The collaborative effort with the University of Kerala and participation from Mar Chrysostom College added to the programme's success.

### **3. Formation of Multilingual Discourse Forum**

The Multilingual Discourse Forum was successfully inaugurated by Dr. V.P. Joy, IAS, Chairperson of KPESRB and Hon. Professor at IIT Palakkad, who is also a poet, author, and academic leader. The inauguration ceremony featured an engaging program that included "Bhashamalika" and "Aksharaslokam" exercises in Hindi and English, expanding beyond the traditional practices in Sanskrit and Malayalam.

Dr Lekshmi Das, Assistant Professor in Malayalam at HHMSPB NSS College, Neeramankara, conducted the exercises. The event saw enthusiastic participation from students and faculty from the language departments, fostering a vibrant multilingual atmosphere and encouraging cross-linguistic interactions.

The successful inauguration of the Multilingual Discourse Forum marks a significant step towards promoting multilingualism and linguistic discourse within the college. The participation of distinguished guests and active engagement from students and faculty have set a strong foundation for the forum's future activities.

#### **4. Five-Day FDP on IKS**

The national FDP titled "Introduction to Indian Knowledge Systems (IKS) incorporating Traditional Knowledge (TK) and Intellectual Property Rights (IPR)" was successfully organized online from March 11 to March 15, 2024. The programme was jointly conducted by IGNCA, Bharat Vidya Prayojana (BVP), NSS College Pandalam, and Chinmaya Viswa Vidyapeeth, Ernakulam. The participation was enormous, with attendees from various states joining the sessions, making it a highly successful and impactful programme.

#### **5. Two-Day National Seminar in Collaboration with Bharatheeya Bhasha Samithi**

The Two-Day National Seminar on "Sri Sankaracharya and the Oneness of India" was successfully conducted on March 14 and 15, 2024. The event featured numerous paper presentations, coordinated by the Multilingual Discourse Forum. Many participants from within and outside the college presented their papers, contributing to the seminar's success and enriching the discussions on the contributions of Sri Sankaracharya to Indian philosophy and cultural unity.

#### **6. Election Awareness Programme by Electoral Literacy Club**

The Election Awareness Programme was conducted on April 11, 2024, at the Kaithakkara tribal settlement in V-Kottayam village, Konni Taluk. The event, organized by the Electoral Literacy Club in collaboration with NCC, NSS, and the SWEEP wing of the collectorate, successfully raised awareness about the importance of voting among the tribal community. The programme

was well-received by the participants, contributing to the overall goal of promoting electoral participation.

### **7. INFLIBNET Renewal**

The renewal process for INFLIBNET has been successfully completed, ensuring continuous access to its resources for the college's academic and research needs.

### **8. UBA Registration**

The UBA registration process was completed in May. Five villages were adopted as part of the program, laying the foundation for future community engagement initiatives.

### **9. Medical Camp**

The medical camp was successfully conducted on March 19, 2024. All decisions made during the meeting were fully implemented, including the collaboration with Mannam Ayurveda Cooperative Medical College and the organization of the awareness session on healthy eyesight. The event was well-received, benefiting both students and faculty.

### **10. Establishment of Standard Club**

The Standard Club was successfully established, and on April 25, 2024, the club organized a one-day orientation program on the topic "Consumer Awareness & Quality Building" for its members. The event was well-received and marked the beginning of the club's activities, aligning with the goals discussed and decided upon during the IQAC meeting.

### **11. Expansion of Vidyanidhi Scholarship Scheme**

The decisions made during the IQAC meeting regarding the expansion of the Vidyanidhi Scholarship scheme were implemented successfully. The scholarship was awarded to one male and one female student from each of the first, second, and third-year UG classes, as well as from the first and second-year PG classes. The expanded scholarship scheme has been well-received by the college community, providing much-needed financial support to a greater number of deserving students. This expansion has further reinforced the college's commitment to fostering an inclusive educational environment where academic excellence is recognized and supported, particularly for students from economically disadvantaged backgrounds. The

successful implementation of this decision has contributed to the overall goal of promoting educational equity within the college.

## **12. Allocation of PD Funds**

The decisions made regarding the allocation of PD funds were successfully implemented.

- **Books and Journals:** The required books and journals were procured and added to the college library's collection based on the lists submitted by the departments.
- **Science Lab Equipment:** The necessary equipment for the science laboratories was purchased and distributed to the respective departments.
- **Common-Use Projector:** A movable projector was purchased, allowing it to be utilized in various locations throughout the college according to specific needs.

## **13. RUSA Fund Utilisation**

All decisions related to the renovation of the Zoology Museum were implemented as follows:

- **Renovation Planning:** The renovation project was planned and executed, focusing on repairing and updating the museum's infrastructure, exhibits, and displays.
- **Execution:** Restoration work was carried out according to the established plans, ensuring that the museum was modernized while retaining its historical significance.
- **Completion:** The renovation was completed, and the Zoology Museum now stands improved, providing an enhanced educational experience for students and visitors.