



#### **IQAC - Action Taken Report (2023-24)**

##### **Meeting 1**

**Revision of IQAC Action Plan:** The IQAC Action Plan underwent meticulous revision to ensure its alignment with the institution's overarching goals. This involved incorporating valuable insights gleaned from the comprehensive analysis of the Annual Quality Assurance Report (AQAR) and stakeholders' feedback.

**Synthesis Report Preparation:** A detailed synthesis report, encapsulating the analysis of AQAR findings and stakeholders' perspectives, has been diligently prepared. This report serves as a robust blueprint for future actions aimed at enhancing the quality assurance mechanisms within the college.

**Enhanced Collaboration:** The meeting fostered enhanced collaboration among stakeholders, including the Principal, Dr. Sindhu S. Nair, IQAC Coordinator, Dr. Manoj Parameswaran, and other participants. This collaborative effort ensures a holistic approach towards quality enhancement initiatives.

**Strategic Planning:** Through insightful discussions, strategic planning initiatives have been initiated to address any identified shortcomings and capitalize on opportunities for improvement. This proactive approach underscores the commitment to continuous enhancement.

##### **Meeting 2**

**Initiation of SSR and DVV Preparations:** Preparations for the upcoming Self-Study Report (SSR) and DVV were initiated promptly, signifying a significant step towards achieving accreditation objectives and enhancing institutional quality. Efforts will be directed towards ensuring the timely completion of SSR preparations, including data collection, analysis, and documentation, to meet the stipulated timeline for accreditation requirements.

**Discussion on Academic and Administrative Audit:** A comprehensive discussion took place regarding the plan for conducting Academic and Administrative Audit, outlining the scope, methodology, and objectives for assessing organizational efficiency and academic standards.

##### **Meeting 3**

**IIQA Opening for SSR Submission:** Initiated the SSR submission proceedings through reminding the faculty of the limited span of 45 days once the IIQA is open. This is expected to be done towards the end of November and the importance of time-bound completion and teamwork was intimated through the general staff meetings and criterion-wise meetings that followed

**Ongoing Feedback Surveys and Data Compilation:** Initiated the sorting of data obtained through feedback surveys and expedited data analysis process for the final uploading

**IQAC Newsletter:** Scheduled the release of the latest edition of the IQAC Newsletter by the end of the month. Departmental Activity Reports were collected and the compilation process was followed by final printing and release.

##### **Meeting 4**

**SSR Data Collection Oversight:** Continuous monitoring and oversight will be maintained to ensure the timely and accurate collection of data for the SSR, with periodic reviews to address any challenges and ensure progress towards completion.

**Green Audit Execution:** Implementation of the planned Green Audit will proceed, with detailed assessments conducted to identify areas for improvement and develop actionable recommendations for enhancing environmental sustainability practices within the college.

**Strategic Plan Implementation:** Efforts will be directed towards the implementation of the updated Strategic Plan, with clear action plans and timelines established to achieve the identified goals and objectives, thereby fostering organizational development and excellence.

### Meeting 5

**IIQA data collection:** Action points were assigned to ensure timely completion. Submission deadline is set for November 15th, 2023.

**Add-on Course:** Proposals for add-on courses were collected and reviewed by the cell. A detailed brochure was published on the notice board while soft copies of the brochure were sent to student WhatsApp groups. Steps were taken to establish procedures for maintaining the class schedule and monitoring attendance.

**Implementation of Value education:** Steps were taken to make changes in the syllabi of the value education class. A timetable was scheduled for the value education class for the academic year 2023-2024. Attendance registers were provided to mark attendance.

**Mentoring:** Regular mentoring programmes will be conducted, with periodic reviews to assess impacts. Mrs. Liya Jose, Assistant Professor in Chemistry appointed as the in-charge of conducting Mentoring sessions.

### Meeting 6

The IQAC meeting held on 13.11.2023 positively led to implementing several actions in line with the decisions made. Departments have initiated systematic documentation processes to ensure all supporting data and files required for the accreditation process are meticulously recorded. Under the leadership of Mr. Binil K. P., the Students Quality Assurance Cell (SQAC) was successfully constituted. Student representatives from each class have been selected, and regular meetings with these representatives are being scheduled to foster effective communication and collaboration. Feedback from students regarding academic and administrative functions was initiated to be actively collected and analyzed. Additionally, the final draft of the IIQA was reviewed, and the necessary modifications were made as per the suggestions received during the meeting. The criterion leads were directed to expedite the filing process as preparatory to the SSR submission which is expected to be initiated within 45 days after the IIQA submission.

### Meeting 7

**Mock Visit:** Steps were taken to ensure the participation and sincere involvement of staff members and students in all the accreditation-related activities initiated and implemented by the IQAC. Realizing the dire necessity, action plan was taken to ensure student participation and involvement in the extension, outreach programmes. Feedback from staff, students, parents and alumni was collected.

**Formation of SQAC:** SQAC was constituted under the leadership of Mr. Binil K P. Department-level coordinators were selected. Student representatives were selected from each class. Regular meetings were conducted to discuss the academic and administrative aspects with the students.

**Final Draft of IIQA:** The final draft of IIQA was reviewed and uploaded on 15<sup>th</sup> November 2023.

### Meeting 8

**SSR Document Preparation:** IIQA accepted by NAAC and the portal for SSR submission is open from 20 December 2023. Criterion heads updated the status of SSR document preparation. Deadlines were given to complete DVV and upload the supporting documents in website.

**Documentation of Supporting Documents:** Supporting documents were collected in hardcopy and softcopy form. Soft copies were uploaded to Google Drive whereas hard copies in files.

**Technical Support:** Jose Febin K.F and Sebastian T V assigned to provide additional technical support for data upload.

### Meeting 9

**Criterion Heads Review and Revision:** Criterion heads thoroughly reviewed and revised their assigned sections of the SSR to ensure accuracy and completeness. Feedback and suggestions were provided to enhance the quality of each section.

**Direction to Staff Members:** Staff members were directed to provide supporting documents promptly upon request by criterion heads. Clear communication channels were established to facilitate document submission.

**Final Compilation and Review:** A designated team compiled all revised sections of the SSR into a cohesive document. The compiled SSR underwent a final review to ensure adherence to guidelines and timelines. Any identified discrepancies were promptly addressed before finalizing the document.

### Meeting 10

**Criterion Heads Coordination:** Criterion heads coordinated with their respective teams to complete the compilation and organization of supporting documents for the SSR. Clear instructions and guidelines were provided to ensure consistency and accuracy in document compilation. Teams worked collaboratively to gather all necessary materials and organize them according to the requirements of each criterion.

**Staff Members Document Filing:** Staff members diligently ensured that all relevant documents were accurately filed according to the specified guidelines. Emphasis was placed on proper categorization and labeling to facilitate easy retrieval and reference during the SSR review process. Quality checks were conducted to verify the completeness and correctness of document filing procedures.

**Progress Updates to IQAC Coordinator:** Regular progress updates were provided to the Institutional Quality Assurance Cell (IQAC) coordinator to monitor the status of SSR document filing. These updates included details on the completion of document compilation, organization efforts, and any challenges encountered during the process. The IQAC coordinator remained informed about the project's progress to ensure timely intervention and support, if necessary.

### Meeting 11

**Criterion Heads Clarification of DVV:** Criterion heads promptly clarified DVV (Data Verification and Validation) as per the query raised by NAAC (National Assessment and Accreditation Council). Necessary changes were made in letterheads and DVV to address the NAAC query effectively. Criterion heads ensured that the clarification provided was comprehensive and addressed all aspects of the DVV process relevant to the query.

**DVV Data Presentation:** Staff members diligently ensured accuracy and consistency in letterhead formats and DVV data presentation. Clear guidelines were provided to staff members regarding the proper formatting of letterheads and the presentation of DVV data. Quality checks were conducted to verify adherence to the established standards and to rectify any discrepancies in formats or data presentation.

**Regular Communication and Coordination:** Departments maintained regular communication and coordination to streamline the process of addressing NAAC queries. Open channels of communication were established to facilitate the exchange of information and updates on query resolution progress. Departmental collaboration ensured timely responses to NAAC queries and the efficient resolution of any issues or concerns raised during the accreditation process.

## Meeting 12

**Department Heads Preparation for NAAC Peer Team Visit:** Department heads assumed responsibility for overseeing the preparation for the NAAC Peer Team Visit. They ensured that all required documents and presentations were meticulously prepared and ready for review. Department heads conducted thorough reviews to verify the completeness and accuracy of the materials to be presented to the NAAC Peer Team.

**Department Heads Coordination of File Reorganization:** Department heads coordinated the reorganization of department files according to the agreed-upon system. Clear guidelines were provided to staff members regarding the new filing system, ensuring consistency and efficiency. Department heads monitored the progress of file reorganization and provided support as needed to ensure timely completion.

**Staff Members Filing Responsibilities in IQAC:** Staff members assigned to filing duties in the Institutional Quality Assurance Cell (IQAC) diligently ensured accurate and timely filing of all necessary documentation. They adhered to established procedures and timelines to maintain the integrity and accessibility of institutional records. Regular checks were conducted to confirm the completeness and correctness of filed documents, with any discrepancies promptly addressed.

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