PAVANATMA COLLEGE

Murickassery

Internal Quality Assurance Cell (IQAC)

Action Taken Report 2019-20

1. The IQAC periodically reviewed that the decisions taken in the IQAC meetings have been implemented and that the functioning of IQAC is effective in ensuring the overall institutional quality.

2. The IQAC has been reconstituted for the year 2019-20.
   (Decision No. 2 of the meeting dated 03/06/2019)

3. Formed Outcome Based Education (OBE) cell and appointed a faculty member as co-ordinator.
   (Decision No. 4 of the meeting dated 03/06/2019)

4. Introduced Root Books for all units such as departments, cells, clubs, committees, etc. The purpose of root book is to get abridged data of the functioning of the concerned unit and details of co-ordintaors of different period.
   (Decision No. 7 of the meeting dated 03/06/2019)

5. Formed Quality Monitoring Groups (QMGs) for better co-ordination of IQAC activities.
   (Decision No. 8 of the meeting dated 03/06/2019)

6. Organised a regional seminar on digital signature and office automation.
   (Decision No. 6 of the meeting dated 12/07/2019)

7. Allotted mentors in consultation with Mentoring Cell.
   (Decision No. 8 of the meeting dated 12/07/2019)

8. Encouraged staff and students to contribute towards CMDRF.
   (Decision No. 6 of the meeting dated 02/08/2019)

9. Conducted a refresher seminar on Graduate Attributes for the faculty.
   (Decision No. 7 of the meeting dated 02/08/2019)

10. Taken initiative for the formation of action groups for the efficient organisation of National Power Lifting Championship 2019.
    (Decision No. 9 of the meeting dated 02/08/2019)

11. Histo-museum renovated.
    (Decision No. 7 of the meeting dated 16/09/2019)
12. Conducted interface meetings with QMGs.
    (Decision No. 7 of the meeting dated 10/10/2019)
13. Efficiently conducted internal examinations.
    (Decision No. 2 of the meeting dated 10/10/2019)
14. Organised an international workshop on Environmental Protection and Ecological Sustainability in collaboration with James Cook University, Australia in December 6, 2019.
    (Decision No. 4 of the meeting dated 15/11/2019)
15. Collected teacher feedback from students in December 2019.
    (Decision No. 5 of the meeting dated 15/11/2019)
16. Conducted a hands-on training on ICT enabled teaching using Google Classroom.
    (Decision No. 8 of the meeting dated 15/11/2019)
17. Organised state level seminars on 12/11/2019.
    (Decision No. 6 of the meeting dated 15/11/2019)
18. PAAMS upgraded to include more modules.
    (Decision No. 4 of the meeting dated 12/12/2019)
19. Organised a training session to QMGs.
    (Decision No. 2 of the meeting dated 23/01/2020)
20. Conducted an ICT workshop.
    (Decision No. 3 of the meeting dated 23/01/2020)
21. Conducted institutional seminar on mentoring on 17/01/2020.
    (Decision No. 4 of the meeting dated 23/01/2020)
22. College day celebration cancelled in the context of lock down due to COVID-19.
    (Decision No. 2 of the meeting dated 19/03/2020)
23. CPIC collected the feedback from faculty and departments on curriculum implementation.
    (Decision No. 7(2) of the meeting dated 19/02/2020)
24. Conducted one day regional seminar on Quality assurance in higher education institutions in the context of new NAAC accreditation process at 10 am on 07/03/2020.
    (Decision No. 8 of the meeting dated 19/03/2020)

25. Organised a hands-on session on google meet.

   (Decision No. 4 of the meeting dated 09/04/2020)

26. Advised faculty members to complete the pending classes using on-line mode.

   (Decision No. 2 of the meeting dated 25/05/2020)

27. Issued detailed tutorials regarding the new features of PAAMS for easy feeding of data to the software.

   (Decision No. 3 of the meeting dated 25/05/2020)

Dr. Saji Joseph
CO-ORDINATOR

Dr. Johnson V.
PRINCIPAL