

PAVANATMA COLLEGE

Murickassery

Internal Quality Assurance Cell (IQAC)

Action Taken Report 2020-21

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.

(Decision No. 1 of every meeting during the academic year 2020-21)

2. The IQAC has been reconstituted for the year 2020-21.

(Decision No. 2 of the meeting dated 03/06/2020) View the Proceedings of the Principal Dtd 01/06/2020

3. Organised a Staff Awareness programme on Documentation (online) on 02/06/2020.

(Decision No. 3 of the meeting dated 03/06/2020)

4. Allotted various duties to the staff members for the year 2020-21.

(Decision No. 6 of the meeting dated 03/06/2020)

5. Suggested the use of Google Classroom and Google Meet for effective teaching-learning process.

(Decision No. 7 of the meeting dated 03/06/2020)

6. Organised interface meetings with Quality Monitoring Groups (QMGs), Associations, Clubs and Cells and reviewed the activities of concerned units.

(Decision No. 14 of the meeting dated 03/06/2020, Decision No. 4 of the meeting dated 04/07/2020, Decision No. 5 of the meeting dated 27/08/2020, Decision No. 7 of the meeting dated 05/09/2020, Decision No. 5 of the meeting dated 14/01/2021, Decision No. 5 of the meeting dated 16/03/2021, Decision No. 4 of the meeting dated 06/04/2021, Decision No. 4 of the meeting dated 28/05/2021)

7. Organised Staff Awareness Programmes on PAAMS.

(Decision No. 11 of the meeting dated 03/06/2020, Decision No. 3 of the meeting dated 30/10/2020, Decision No. 2, 4, 5 & 7 of the meeting dated 12/12/2020, Decision No. 2, & 4 of the meeting dated 14/01/2021, Decision No. 2 of the meeting dated 06/02/2021, Decision No. 3 of the meeting dated 16/03/2021, Decision No. 2

- of the meeting dated 06/04/2021, Decision No. 2 of the meeting dated 28/05/2021)*
8. Submitted AQAR for the year 2018-19.
(Decision No. 13 of the meeting dated 03/06/2020)
 9. Organised awareness session on root book maintenance and verified the root books periodically.
(Decision No. 12 of the meeting dated 03/06/2020, Decision No. 7 of the meeting dated 04/07/2020, Decision No. 3 of the meeting dated 27/08/2020, Decision No. 7 of the meeting dated 27/08/2020, Decision No. 6 of the meeting dated 12/12/2020)
 10. Organised an online training-cum-interaction session on PAAMS.
(Decision No. 10 of the meeting dated 03/06/2020, Decision No. 9 of the meeting dated 04/07/2020)
 11. Organised a Faculty Enrichment Programme on LMS.
(Decision No. 10 of the meeting dated 04/07/2020)
 12. Published the academic calendar and college directory in consultation with Curriculum Planning and Implementation Committee (CPIC).
(Decision No. 2 of the meeting dated 04/07/2020)
 13. Framed an Online Teaching Policy for the College.
(Decision No. 7 of the meeting dated 30/10/2020)
 14. Launched a module in the PAAMS to record necessary details of online classes conducted and directed the faculty members to enter the data regularly. Based on the entries in the PAAMS, IQAC regularly reviewed the the conduct of online classes during the COVID-19 lock-down period.
(Decision No. 3 of the meeting dated 04/07/2020, Decision No. 2 & 8 of the meeting dated 27/08/2020, Decision No. 4 & 5 of the meeting dated 05/09/2020, Decision No. 2 of the meeting dated 14/10/2020, Decision No. 2 of the meeting dated 30/10/2020, Decision No. 2 & 3 of the meeting dated 16/11/2020)
 15. Conducted online ICT training sessions for the staff in collaboration with Faculty Development Committee and ICT Committee .
(Decision No. 6 of the meeting dated 04/07/2020)
 16. Updated the OBE structure in PAAMS.
(Decision No. 9 of the meeting dated 27/08/2020)
 17. Encouraged the students and the staff to join the courses offered through course-era.

(Decision No. 9 of the meeting dated 05/09/2020)

18. Value education classes (online mode) for the academic year 2020-21 have been conducted. As a policy, half an hour in every fourth day is dedicated for value education classes.

(Decision No. 10 of the meeting dated 05/09/2020, Decision No. 6 of the meeting dated 30/10/2020)

19. Organised a staff awareness session on Outcome Based Education in association with FDC and OBE cell.

(Decision No. 17 of the meeting dated 05/09/2020)

20. Diploma / Certificate courses for the year 2020-21 have been conducted.

(Decision No. 7 of the meeting dated 14/10/2020)

21. Steps were taken to promote student participation in the library.

(Decision No. 9 of the meeting dated 14/10/2020)

22. Issued necessary guidelines through Pavanatma Communication Channel as well as Whats-app group in connection with PAAMS modules and related topics.

(Decision No. 8 of the meeting dated 16/11/2020)

23. Organised orientation programme on IELTS as a primary step towards IELTS training.

(Decision No. 7 of the meeting dated 16/11/2020)

24. Organised Staff Awareness Sessions for familiarising the Standard Operating Procedure (SOP) for HEIs and other allied disciplines relating to the Quality Assurance Strategies of the College .

(Decision No. 6 of the meeting dated 14/01/2021)

25. Organised an online Awareness-cum-Interaction session on the Relevance of Memorandum of Understandings (MoUs) in Quality Assurance Process.

(Decision No. 7 of the meeting dated 14/01/2021)

26. Organised a Staff Enrichment Programme on Mentoring.

(Decision No. 7 of the meeting dated 06/02/2021, Decision No. 2 of the meeting dated 16/03/2021)

27. Organised a Staff Awareness Programme on Remedial Coaching.

(Decision No. 8 of the meeting dated 06/02/2021)

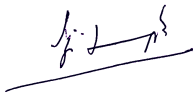
28. Conducted NAAC sponsored National Webinar on Impact of COVID-19 on the Qual-

ity Assurance of the Higher Education in Kerala: Challenges and Opportunities on 17/03/2021 and a Thanks-giving session relating to it.

(Decision No. 7 of the meeting dated 16/03/2021, Decision No. 6 of the meeting dated 06/04/2021)

29. Conducted a Regional Webinar on Publication Ethics and a thanks-giving session on it.

(Decision No. 10 of the meeting dated 06/04/2021, Decision No. 5 of the meeting dated 28/05/2021)



Dr. Saji Joseph
CO-ORDINATOR



Dr. Johnson V.
PRINCIPAL

