

Govt. Arts and Science College Kozhinjampara
Nattukal (PO), Palakkad- 678554.



Internal Quality Assurance Cell(IQAC) Report 2019-2020


- Constitution of SEC on Biochemistry and Commerce were made by the Principal
- Subject Experts and SEC members were communicated on the SEC meeting via e-mail (Biochemistry on 04-06-2019 and Commerce on 06-06-2019)
- Placement proposals of Sri. Vipin P Sivaram, Asst. Prof. of Biochemistry has been submitted to the SEC on 04-06-2019 for the due verification and recommendation of placement from AGP 6000 to AGP 7000
- Placement proposals of Ramesh K, and Dr. Seethalekshmi M P , faculty members of Commerce Department were put before the Commerce SEC on 06-06-2019 for the recommendation of teachers for their placement as noted below
 1. Ramesh K (from AGP 6000 to AGP 7000)
 2. Dr. Seethalekshmi M P (from AGP 6000 to AGP 7000 and From AGP 7000 to AGP 8000)
- Hard copy file of all teachers under the UGC pending placement (06 teachers) were despatched to the DCE and were handed over to the UGC Section of DCE
 1. Dr. Preetha R (Microbiology)
 2. Umamakshwari K (Tamil)
 3. Rajesh C (Physical Education)
 4. Dr. Vipin P Sivaram (Biochemistry)
 5. Ramesh K (Commerce)
 6. Dr. Seethalekshmi M P (Commerce)
- The IQAC of the college was reconstituted by the Principal on 20/08/2019 vide Order No A1/337/2017 dated 20-08-2019.
- The members of the reconstituted IQAC are
 1. Smt. Amala A K (Principal) – Chairperson
 2. Ramesh K (Asst. Prof. of Commerce) – Co-ordinator
 3. Dr. Vipin P Sivaram (HOD Biochemistry) – Member
 4. Dr. Seethalekshmi M P (HOD Commerce) - Ex-officio Member
 5. Dr. Vineetha Mohan (HOD Microbiology) – Ex-officio Member
 6. Chribuna Viswas (HOD English) – Ex-officio Member
 7. Umamakeswari K (HOD Tamil) – Member
 8. Rajesh C (HOD Physical Education)- Ex-officio Member
 9. Dr. Nishalekshmi (HOD Hindi) – Member
 10. Junnet K K (Office Superintendent) – Ex-officio Member
- Meeting of the IQAC members decided to expedite the process of file keeping and documentation related to NAAC works. Criterion wise files maintenance and its periodical inspection were decided.
- To review the progress of NAAC work for a particular week, a meeting of HoDs and IQAC members were planned for every weekend (Friday evening of every week)




- Staff meeting were held to brief about the intended plan of file keeping and documentation and List of Files to be Kept at the department levels were prepared and circulated to staff members and HoDs
- Printed Copies of NAAC guidelines (spiral bind) were distributed to all major departments and HoDs. Soft copy of the guidelines mailed to all staff members
- Willingness to participate in the NIRF 2020 were given
- Employer data (related to the companies undertaking campus placement) were collected and submitted to the NIRF team
- Instructions were given for the regular conduct of Tutorial Meetings in the department level for the purpose of student engagement, academic support and decentralised grievance handling.
- Format for recording the minutes of Tutorial Meeting were designed and circulated among staff members, departments and HoDs
- As a part of collecting Alumni Data from pass-out students, Google Form were prepared and shared to all departments and HoDs for circulation among alumni batches
- Instructions were given to all the Open Course teachers for the timely completion of open course syllabus and the internal evaluation
- Inspection on the progress of file maintenance in respect of Criterion 1 (1.1.1, 1.1.2, 1.1.3 on the scheduled date of 09-12-2019 were intimated via WhatsApp group to all departments and faculty members on 03-12-2019
- Students, teachers and researchers were intimated about the UGC Academic Portal (academic job portal of UGC) via WhatsApp groups of Staff Club and student groups and the registration link shared
- NIRF data were uploaded online on 05-12-2019
- List of files to be made under the Criterion 2 (2.1.1,2.1.2,2.1.3,2.2.1,2.2.2,2.2.3) were circulated to all staff members and HODs through WhatsApp group on 04-01-2020, and the scheduled date of verification by the IQAC were intimated as 10-01-2020
- A Reunion of B Com 2011-2014 batch were organised at the request of alumni on 05-01-2020 and alumni data were collected from them
- List of files to be kept ready under the criterion 2 (2.3.1,2.3.2,2.3.3,2.3.4) were circulated to all staff members and HoDs of major departments on 07-01-2020
- Revised NAAC guidelines (soft copy in pdf) circulated to staff members via staff club whatsapp group and email on 08-01-2020
- NIRF2020 data in pdf format uploaded on the college website on 16-01-2020
- Placement drive by Michel's Academy of Communicative English conducted on 23-01-2020 for the post of Facilitators in their educational institutions (Placement letter to 25 final year students handed over)
- Career Expo 2020 of Kerala Youth Welfare Commission was held in the campus on 29-02-2020 for the benefit of unemployed youth in Palakkad District. The programme was inaugurated by Smt. Chintha Jerome, Chairperson of Kerala Youth Welfare Commission. Pass –out students of previous batches and final year UG/PG students attended the programme
- As part of the Covid-19 pandemic situation and emerging issues, Govt. of Kerala suspended all regular classes wef 10-03-2020 till 31-03-2020.
- Circular from the DCE containing instructions to teachers on the ways and means of engaging students online (tutorials , meetings, conference calls, e-mails, instant

messengers such as WhatsApp, etc) communicated to all staff members through Staff Club WhatsApp Group.

- With the permission of the Principal, and within the scope of the DCE circular, Practical Examinations and Project Evaluation of final semester students were undertaken by following Covid-19 appropriate norms from 12-03-2020.
- Facility for hand wash were opened at the entrance of the college on 17-03-2020
- Sanitizer dispensers were installed on prominent place such as administrative block, academic block, microbiology block, etc) on 18-03-2020
- All university exams including practicals were postponed wef 20-03-2020 as per the direction from the Government. The matter communicated to staff members
- Nationwide lockdown declared wef 22-03-2020. Consequently, teachers were advised to complete their pending portions of all semesters online by using appropriate platforms (E-mail, WhatsApp, Social media, conference calls, LMS, etc) and provide students adequate study materials on pending portions
- Information brochure and download link of Arogya sethu App of Gol, conveyed through Whatsapp groups and staff and students were advised to install and use the application
- Online MMOC course on Environmental Studies developed as a substitute for the first semester UG Audit Course of UG Programmes were circulated to all staff members via WhatsApp group and asked them to encourage students to register and pursue the course (www.keralamoocs.org)
- Youtube video link on the usage of Google Classroom as an LMS were circulated to all staff members via staff club so as to acquaint them with the concept and skills on the usage of Google Classroom LMS
- Google form for the data collection on the accessibility of students in the online classes, connectivity and digital devices were posted to HoDs through staff Club for circulation among students and collection of data from them
- On 23-05-2020 , copy of the Minutes of conference held by the Hon Minister and VCs of universities on the matter of starting classes in the new academic year (2020-2021) were circulated to staff members to equip themselves for the online classes wef 01-06-2020 onwards
- Registration link of Online training class title "E- Teaching" circulated through Staff Club group on 25-05-2020
- Created a new WhatsApp group for the college IQAC on 27-05-2020


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PRINCIPAL 2023
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