



## **Govt. Arts and Science College Kozhinjampara**

**Nattukal (PO), Palakkad- 678554.**

### **Internal Quality Assurance Cell(IQAC) Report 2020-2021**

- Academic Calendar of the college (Provisional) prepared and circulated to the staff members via e -mail. Time schedule for the online classes fixed as 8:30 am to 01:30 pm . Various student engagement activities and celebration of important days through online mode were proposed (01-06-2020).
- NIRF 2020 ranking released on 10-06-2020
- 26-06-2020 – Uploaded the AISHE 2019-2020 data online
- 29-06-2020 – Score card of NIRF 2020 available in the institutional portal for download
- NIRF Score Sheet made available to all the staff members via Staff Club Group
  - TLM: 58.42 (out of 100)
  - RPC:0 (out of 100)
  - GO: 69.98 (out of 100)
  - OI: 41.92 (out of 100)
  - Perception: 1.02 (Out of 100)
- 12-07-2020 – All the faculty members were asked to update their teacher profile and relevant academic data in the Centralised College Portal of the University
- Instructions and Guidelines on the Online admissions and commencement of classes of first semester UG and PG were communicated to all departments and HoDs.
- As part of NAAC work, Criterion wise key indicators and files and documents required in respect of Criterion 3 to Criterion 7 were circulated on 14-10-2020
- Induction Programmes for fresh students through online mode were conducted on 02-11-2021 and HoDs were asked to conduct online meetings of the newly admitted students (Programme wise) and familiarise them on the academic matters and CUCBCSS regulations .
- YouTube link of recorded videos on CUCBCSS regulation were circulated through staff club WhatsApp group for sharing in the first semester student groups of all Programmes
- In tune with the Govt. policy of reopening offline regular classes to final year students, a Google Meet session of parents were organised, for all programmes, and briefed the parents and students on the COVID-19 appropriate behaviour inside the classes and the need of observing social distancing.
- As suggested by the Principal and PTA Executive Members, a draft copy of the consent letter from parents were prepared and circulated among students to be submitted to the Principal on the return of students for offline classes
- Posters on the Covid-19 appropriate behaviour of students and teachers in connection with the reopening of educational institutions were printed and displayed in prominent places for spreading awareness among students



- A draft copy of the Dos and Don'ts to be observed by students and faculty members were prepared as per the guidelines issued by the UGC and circulated among students and teachers
- DCE circular and guidelines on the placement / promotion of teachers under the UGC Regulation 2018 (Seventh Pay) were circulated to all faculty members through mail and message in Whats App group of the staff club on 04-02-2021
- NIRF 2021 data submission was made online on 17-02-2021
- Placement/ Promotion proposals of Dr. Srividya S, Dept. of English ( AL 12 to AL 13A) has been received on 22-02-2021
- Placement/ Promotion proposals of Dr. Seethalekshmi M P, Dept. of Commerce ( AL 12 to AL 13A) has been received on 25-02-2021
- Placement Proposal of Ramesh K, Dept. of Commerce ( AL 11 to AL12) has been received
- Request for the nomination of subject experts for certain subjects in respect of teachers whose placement are due were sent to the VC of University of Calicut through the Principal
- Meeting of the IQAC convened on 27-02-2021 evening and the placement / promotion proposals of the following teachers were verified and approved for further necessary actions
  - Dr. Srividya S, Asst. Prof. of English ( from AL 12 to AL13A)
  - Dr. Seethalekshmi M P, Asst. Prof. of Commerce (AL 12 to AL 13A)
  - Ramesh K, Asst. Prof. of Commerce ( AL 11 to AL 12)
- Proposal forms and application for the promotion to Associate Professor ( AL 12 to AL13A) in respect of Srividya S, and Seethalekshmi M P were submitted to the DCE online through DDFS vide DDFS No9528/2021/DCE dated 01-03-2021 and the hard copy of the placement/ promotion documents ( two files ) despatched to the DCE for further actions
- Placement proposal of Hemalatha C, Dept. of Commerce, for the placement to AL 11 has been received on 01-03-2021
- Meeting of the IQAC were convened on 02-03-2021 to verify the placement application of Hemalatha C , Asst. Prof. of Commerce and the committee verified and approved the placement propos af Hemalatha C, Asst. Prof. of Commerce from AL 10 to AL 11 for further necessary action in this regard
- Approved list of subject experts in respect of Commerce and Microbiology were received from the VC, University of Calicut vide letter No 36120/GAIL- F3/2021/Admn dated 05-03-2021
- Request for the constitution of SEC(Screening-cum Evaluation Committees for the subject of Commerce and Microbiology submitted to the Principal
- SEC of Commerce constituted vide order number A1/167/2021/UGC Placement Kozhinjamapara date 06-03-2021
- SEC of Microbiology constituted vide order number A1/167/2021/UGC Placement Kozhinjamapara date 08-03-2021
- SEC members were given invitation letter for the Screening-cum Evaluation meeting of Commerce and Microbiology along with the proceedings of constitution of SEC with the following schedule of dates ( Commerce on 10-03-2021 and Microbiology on 12-03-2021)
- Placement proposals of Ramesh K, and Hemealtha C , were placed before the SEC meeting of Commerce on 10-03-2021 and minutes of SEC approval for the placement of Ramesh K in to AL 12 and Hemalatha C to AL 11 were prepared and certification of SEC members were obtained
- NIRF 2021 submitted college data in pdf form uploaded in the college website on 10-03-2021

- Placement proposal of Dr. Vineetha Mohan, Asst. Prof. of Microbiology was placed before the Microbiology SEC on 12-03-2021 and minutes SEC approval for the placement of Dr. Vinnetha Mohan to AL 11 was prepared and certification of SCE members were obtained
- Placement proposal and relevant documents were scanned and the soft copy of application and documents in respect of Ramesh K, Hemalatha C, Dr. Vineetha Mohan, send to the DCE through DDFS on 12-03-2021 vide DDFS No 11669/2021/DCE, 11673/2021/DCE, 11676/2021/DCE all dated 12-03-2021.
- 30-04-2021 – Online workshop on Entrepreneurship, Swatchhatha, and Rural Engagement Cell under the Faculty Development Centre of (Pandit Madhan Mohan Malavya National Mission on Teacher and Teaching ) Mahatma Gandhi National Council of Rural Education (MGNCRE) was held on 30-04-2021 through Google Meet platform. Principal Smt. Amala A K made the Inaugural address and Resource Person Dr, Deepu Varghese lead the class in the webinar. Dr. Srividya S made a presentation on the institutional readiness on the Swatchhatha and Green Initiatives in the campus.

*Dr. Srividya S*  
NAAC  
CO-ordinator

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CO-ordinator

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