

**Internal quality assurance cell
NSS COLLEGE MANJERI
ACTION TAKEN REPORT- 2015-16**

2016 March 31st

- Self appraisal format given in the group and annual reports of previous years verified
- Charges given to IQAC Members for collecting data for each head
- IQAC Co-ordinator has been appointed as ex officio member in various committees
- Conducted orientation class on the topic enhancement of quality in higher education on June 2016

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ACTION TAKEN REPORT- 2016-17**

2016 July 1st

- Conducted meeting of Department co- ordinators for preparation AQAR
- Promotion UO collected from University
- Entrusted to conduct Internal examination on centralized basis to the committee
- Formed PG forum including all PG students
- Printed IQAC Merits certificates
- Plan of Action Prepared
- Published exam duty reports
- Collected reports from various committee convenors
- Constituted various committees for the year 2016-17

2016 August 25th

- Co- ordinator presented a brief report of college performance

2016 September 6th

- Meeting convened to prepare AQAR preparation
- Previous year Committees report collected
- Review meeting of sub committees conducted
- Internal examinations were postponed due to revised University examination

2016 September 29th

- Students feedback form finalized and distributed to HODs
- Academic calander prepared
- Internal examination schedule finalized
- Action plan format finalized
- Appreciated food fest conducted by ED Club
- Directions given to conduct Lecture series
- Formed a subcommittee to monitor filing system by Departments
- Cultural festival conducted in association with spicmac
- Umbrella making workshop conducted
- Conducted felicitation meeting in connection with victory of college football team and outstanding performance of the teachers.
- Keralapiravi celebrated with various programmes

25th January 2017

- College website updation committee constituted
- Staff meeting conducted for preparation of AQAR
- Committee was formed to study and recommend measures based on previous peer team report.
- Soft copy of annual report and club activities collected
- Conducted meeting for congratulating faculties who were awarded Ph.D

13th March 2017

- Subcommittees formed for preparation of AQAR

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ACTION TAKEN REPORT- 2017-18

13th July 2017

- Separate files were kept in IQAC for all activities
- Issued academic audit reports to all HODs

17th November 2017

- Decisions taken by Various NAAC working committees were approved.
- SWOT Analysis form approved
- Files and registers were distributed

22nd March 2018

- Open course admission done by online
- Students forum formed
- Website updated
- Feedback collected from Parents
- Collected data for SSS

23rd May 2018

- Action plan prepared and approved
- Departmental visit conducted
- Students forum meeting conducted
- NAAC plan prepared
- Teaching plan and work diary distributed

29th June 2018

- Departmental visit summery presented
- Collected files from NCC, NSS, WWS, SSP, Women's cell, college union and Library.
- Decided to register NIRF

19th September 2018

- IQAC expanded; two members were added from faculty.
- Common internal examination for first and second year students scheduled
- Direction given for lecture series.
- AQAR Consolidated
- Maneesh .P and Asma Sherin M.P were nominated to IQAC

17th December 2018

- AQAR for five years verified and approved (2013 -14 to 2017-18)
- Uploaded AQARs at college website and also to NAAC
- Conducted HODs meeting

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ACTION TAKEN REPORT- 2018-19

4th January 2019

- Proposal prepared to improve Infrastructure facilities
- Approved common format for department profile
- Given charges for monitoring departments
- Conducted workshop for teachers on each NAAC criteria

29th January 2019

- Preparations were monitored for becoming Research Centre by Department of History
- One day workshop conducted on qualitative evaluation
- Department visit conducted

5th February 2019

- Schedule finalized for Data compilation
- Feedback committee submitted report

11th March 2019

- QNM Collected from Departments
- RUSA fund utilization status and plan discussed
- Departmental data compiled
- Budget prepared
- QLMS prepared
- Noticed issued for preparation current year departmental reports
- Promotion applications of teaching staff are to be routed through IQAC

29th March 2019

- SSR documents verified by departments
- Document scanning initiated
- Reminder issued to departments
- Conducted Merit day awarding toppers

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ACTION TAKEN REPORT- 2019-20**

7th June 2019

- Dr. Raveendran T.P has been nominated to IQAC
- Draft SSR has been approved
- Presented SSR at Staff meeting
- Visited Departments
- Work dairy and teaching plan format finalized
- Reminders issued to departments for SSS filing
- Action plan 2019-20 approved
- PG forum reconstituted
- CLMC constituted

17th June 2019

- Conducted Departmental visit for evaluation
- Plan of maintenance and modification works finalized
- Academic and administrative audit by NSS College central committee scheduled 26th June
- Conducted IQAC workshop on NAAC Accreditation for entire staff
- Structure of department grievance cell finalized
- Informed to conduct Alumni meetings by departments

1st July 2019

- Reviewed Academic and administrative audit report by NSS College central committee scheduled 26th June
- Decided to include 2018-19 as part of accreditation cycle and steps were taken to prepare AQAR

20th August 2019

- Website committee reported the progress of website up gradation. IQAC requested to fasten the task
- Reviewed the progress of AQAR 2018-19 and entrusted this work to NAAC Coordinator and attachment of scanned documents to Mrs Priya Lakshmi and Dr. Yamuna.
- Intimated all department to submit DVV and PO,CO etc on or before August 29

- Finalized the proposal for infrastructure augmentation of the college

3rd September 2019

- Approved AQAR 2018-19 to be submitted to the College Council.
- Steps taken to modify SSR
- Accepted PO.PSO, CO and DVV received from departments