

**Government Arts College Thiruvananthapuram**  
**Internal Quality Assurance Cell**

**Action Taken Report**

**2021 – 22**

**Approved in the Meeting Held on 04-06-2021**

<u>Item</u>	<u>Action taken</u>
(a) Covid protocol	: Utmost care in taken by all in the campus to abide with the instructions of the respected agencies. Sanitisers were kept in all rooms.
(b) Report of online classes	: Council has recommended to continuing collecting reports of online classes
(c) Training to staff on G-suite	: Dr. Vikas L. S. gave the training and encouraged all members to use the same
(d) Faculty participation in Webinars and skilling programmes	: Faculties are attending such programmes. Certificates to be collected.
(e) MoU – Mazhavillu	: MoU signed. Dr. Ragaseema V M selected as the Coordinator of the Mazhavilu Programme of KDISC, Govt, of Kerala.

**Approved in the Meeting Held on 18-08-2021**

<u>Item</u>	<u>Action taken</u>
(a) Covid protocol	: Covid protocols are observed in the campus.
(b) Report of online classes	: Council meeting on 10-08-2021 asked IQAC to collect data. Entrusted Dr. Satheesh Babu to collect data from commerce.
(c) NAAC	: IQAC coordinator briefed in the council meeting regarding the upcoming NAAC visit and the preparations to be done. Teachers are requested to prepare the Teachers Profile and Departments to prepare the Department profile.
(d) ICC and Gender Justice Forum	: Committees have been constituted. The matter was reported in the college council
(e) Data Collection of new students	: IQAC member Dr. Vikas L. S. is also in charge of the admission committee. Vikas will fetch data as decided.
(f) Research Policy	: Council Entrusted Dr. Ragaseema V.M. (Convenor Res. Cmte.) to convene a meeting to frame the Research Policy. Research Committee entrusted with the task of drafting the guidelines for research in consultation with the research department of Commerce.

- (g) MoU – Mazhavillu : MoU signed. Dr. Ragaseema V M selected as the Coordinator of the Mazhavillu Programme of K-DISC, Govt, of Kerala.
- (h) Club activities : Council has entrusted HODs and class tutors ask students to participate in programmes of Clubs and Committees
- (i) Online class - Electronic gadgets available for students for : HODS have been instructed to give the IQAC details of students lacking devices to attend online classes and report of corrective measures adopted by the department

### **Approved in the Meeting Held on 01-11-2021**

- | <u>Item</u>                  | <u>Action taken</u>   |
|------------------------------|---|
| (a) IQAC Reconstitution      | : Council decision dated 01-09-2021 - Done as per NAAC guidelines – Dr. Vishnu V. S. to continue as IQAC Coordinator.                                 |
| (b) Covid protocol           | : Offline classes have started. Covid protocols are observed in the campus.   |
| (c) Report of online classes | : Departments to keep track of online classes   |
| (d) NAAC                     | : Documents to be collected and kept in the department. IQAC copies will be collected later from the departments.                                     |
| (e) KSHEC LMS Training       | : Council approved the recommendation given by the IQAC. Staff participated in the online programme   |
| (f) Clubs and Committees     | : College council held on 1 <sup>st</sup> Sept. 2021 entrusted IQAC to reconstitute clubs and committees for 2021-22. The task was completed by IQAC. |
| (g) IPR seminar              | : College council held on 1 <sup>st</sup> Sept. 2021 entrusted IQAC to organise a seminar on IPR and Ethics   |

### **Approved in the Meeting Held on 12-01-2022**

- | <u>Item</u>              | <u>Action taken</u>  |
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| (a) IPR Seminar          | : Decided to conduct seminar in Online mode – collaboration with NIPAM on 21-01-2022   |
| (b) AQAR Data Collection | : Format sent to Departments. Data collection started  |
| (c) Earn While You Learn | : College Council held on 23-11-2021 decided to ask proposals from departments. Dr. Abin T. Mathews was appointed as the coordinator of the programme. |
| (d) IDP                  | : College Council held on 23-11-2021 entrusted the college Planning Committee to coordinate  |

this work. Reiterated in the College Council held on 22-12-2021 that IDP proposals to be submitted by the departments on or before 31<sup>st</sup> December 2021.

- (e) Orientation for PG students : Completed in 2 sessions (Science and Rest) in online mode.
- (f) Anti-ragging and Gender sensitisation : College Council held on 10-01-2022 decided to entrust Women cell to conduct Gender Awareness Training sponsored by Women and Child Welfare, GoK. IQAC to support Anti-ragging committee for awareness programme on anti-ragging.
- (g) Teacher profile Collection : College Council held on 22-12-2021 has inform teachers to submit the same before 1<sup>st</sup> January 2022.
- (h) Extracurricular activities of students : College Council held on 22-12-2021 decided to collect and file copies of certificates of achievements won by meritorious students. HOD Malayalam entrusted with the duty. The same has to be submitted to IQAC.
- (i) Website updation : College Council held on 22-12-2021 entrusted Dr. Vikas L.S. to update Website
- (j) Student enrolment to clubs : Hima S Madhu, Asst. Prof. of English has been entrusted with the enrolment process as per decisions of the College Council held on 10-01-2022.

### **Approved in the Meeting Held on 17-03-2022**

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| (a) IPR Seminar          | : Conducted seminar in Online mode – on 21 <sup>st</sup> January 2022 on Intellectual Property Rights in collaboration with the NIPAM programme of Govt. of India. |
| (b) AQAR Data Collection | : Data collection ongoing.   |
| (c) NIRF                 | : Submitted  |
| (d) AISHE                | : Data collected by IQAC   |

Dr. Vishnu V S  
(Coordinator, IQAC)

Dr. Sheela K. L.  
(Principal-in-Charge)