


**Action Taken Report 2020-2021**

<b>Date of Meeting</b>	<b>Decision Taken</b>	<b>Action Taken</b>
26-06-2020	Decided to modify the AQAR of 2018-2019. Resolved to constitute new IQAC Members.	AQAR of 2018-2019 was resubmitted. New Coordinator and members were appointed for the IQAC.
16-07-2020	Resolved to collect data for submission of AQAR 2019- 2020. Decided to encourage teachers to register for research and to apply for guideship.	Instructed teachers to apply for guideship and a few teachers began the registration process for Research.
14-08-2020	Decided to conduct more webinars. Resolved to quicken the registration for Alumni Association.	Many departments conducted webinars. Alumni meet was conducted and executive body was formed to register for Alumni.
20-08-2020	In the department coordinators meeting, it was decided to conduct add-on-courses. Decided to instruct teachers to keep record of all the club activities.	With the new intake of students, departments conducted add-on-courses. Departments were instructed to document all the activities and update faculty details in the website.
26-08-2020	Resolved to conduct workshop for teaching staff regarding the data collection for 2019-2020. Decided to distribute each criterion to respective groups.	A workshop was arranged for explaining the data collection required for AQAR. Coordinators of each criterion were asked to submit the report of the meeting.
11-09-2020	Decided to conduct the following webinars initiated by IQAC: IPR, NEP, Gender equity, Research Methodology Decided to forward the responses of the feedback for analysis	A few webinars were organized on these topics. Responses of the feedback collected from various departments were forwarded for analysis.
15-09-2020	Decided to implement fully automated software for all activities related to department and staff. Decided to register in ARIIA(Atal Ranking of Institution on Innovations and Achievements) Decided to appoint a Counselor	Steps were taken to purchase a software for office purpose. A new site was created for entering department activities and staff details. A Counsellor was appointed to meet the students during the aftermath of Covid.
25-09-2020	Decided to collect students' feedback. Decided to form IPR Cell.	Students feedback was collected and analysis has been conducted and report submitted. IPR Cell was inaugurated and a webinar was conducted on 29 <sup>th</sup> September 2020.
30-09-2020	Decided to organize webinars. Planned to conduct orientation programme for	Webinars on research methodology, gender equity, IPR and physical fitness

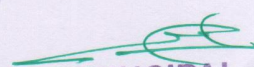
  
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	students of 2020-21 admission.	were conducted.
09-10-2020	Decided to conduct webinar on NEP. Decided to print code of conduct and ethics booklet.	Conducted webinar on 'Kanupriya' by Hindi Department. Organized webinar on NEP in collaboration with St. Xavier's College, Kothavara.
16-10-2020	Decided to conduct skill development programme for students. Decided to conduct programmes in the socially backward colonies on health and hygiene. Decided to form policies and procedures for the use of all academic and support facilities.	Due to restrictions imposed by the government on entering the colonies in the wake of Covid, no programme was conducted in the colonies. Regulations and policies for the wise use of academic and support facilities were framed and displayed in laboratory, library, corridors and in common places.
18-12-2020	Decided to complete the work on AQAR 2018-19. Decided to collect data for next AQAR.	AQAR 2018-2019 was analysed and submitted before the council for correction and approval. A few more photographs of various programmes were included in the AQAR before final submission.
12-01-2021	Decided to check the progress of the registration of Alumni Association.	Alumni executive meeting was held.
03-02-2021	Resolved to send feedback form to alumni and parents. Decided to submit the AQAR 2018-19.	Feedback forms were created and distributed among the alumni and parents. Submitted the AQAR.
08-02-2021	Decided to conduct green audit and energy audit.	Department of Botany was given the charge of conducting Green audit and Department of BCA was assigned with Energy audit.
17-02-2021	Discussed on conducting more programmes by various clubs and departments. Decided to include more members to the IQAC team.	More programmes by clubs were conducted. A few more members were added to work for the IQAC team.
25-03-2021	Resolved to instruct the departments to provide supporting photographs along with the reports. Discussed on feedback collection and analysis.	Checked the responses on various feedback forms and analysed them. Instructed the clubs and departments to provide supporting documents for all the programmes and activities conducted.

  
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