**Internal Quality Assurance Cell (IQAC)**

 **NOTICE -01**

To,

IQAC Members,

 The First Online Meeting of the Internal Quality Assurance Cell (IQAC) , will be held on 2nd July 2020 through Google Meet, to discuss action plan of the academic year 2020-21. All the members of IQAC are requested to attend the meeting. The Agenda is attached.

**The Agenda of the Meeting**

* 1. Confirmation of the minutes of the previous meeting
	2. Discussion and Implementation of Action Plan of 2020-21
	3. Review of examinations held in the previous year
	4. Organization of conferences, workshops and lectures of eminent personalities
	5. Organization of various Co-curricular, Extension and Collaborative Activities
	6. Any other topics with the permission of the chairperson

Date: 1 st July 2020

Time: 11.00 a.m.

 Coordinator

IQAC

**Action Taken Report (ATR) of the first meeting held on 2nd July 2020**

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| **Agenda of the First Meeting** | **Action Taken** |
| Discussion and Implementation of Action Plan of 2020-21 | As per the discussion on Action Plan of 2020-21, supportive curricular and cocurricular activities like webinars, project reports, home assignments, library facilities, Guest Lectures etc. are implemented by IQAC for the quality enhancement of the institution. |
| Review of examinations held in the previous year | The Review of examinations held in the previous year was analyzed and evaluated to make the teaching- learning process effective, interactive and student centric. Feedback is taken from the students, parents, for the better improvement in the system |
| Organization of conferences and lectures of eminent personalities | The various departments of the college organised conferences and webinars like Webinar on Digital Marketing and Online Course Creation Techniques. A Two day online FDP on Google Classroom was organised  |
| Organization of various Co-curricular, Extension and Collaborative Activities | The College organized the several socio-cultural activities such as – Kargil Vijay Divas , Participated as Covid Frontline Volunteers etc and the several camps,and lectures on socio-cultural issues for the development of overall personality of the students. |

**Internal Quality Assurance Cell (IQAC)**

 **NOTICE -02**

To,

IQAC Members,

 The Second Online Meeting of the Internal Quality Assurance Cell (IQAC) will be held on 8th September 2020 through Google Meet. All the members of IQAC are requested to attend the meeting. The Agenda is attached.

**The Agenda of the Meeting**

1. Confirmation of the minutes of the previous meeting
2. Organization of Webinar on Mangrove conservation
3. Organization of Webinar on NEP 2020
4. Organization of Webinar on Health Issues
5. Any other topics with the permission of the chairperson

Date: 4th September 2020

Time: 2.00 p.m.

 Coordinator

IQAC

**Action Taken Report (ATR) of the Second meeting held on 8th September 2020**

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| **Agenda of the Second Meeting** | **Action Taken** |
| Confirmation of the minutes of the previous meeting | The minutes of the previous meeting were read out by the coordinator of IQAC and the same were confirmed by all the members |
|  Organization of Webinar on Mangrove conservation  | Department of Zoology organized a webinar on Mangrove Conservation in association with Kerala Forest Department on 01-10-2020 |
| Organization of Webinar on NEP 2020 |  Two webinars were organized regarding NEP 2020Intercollegiate Webinar on New Education Policy 2020 Pros and Cons on 03-10-2020A two day National Webinar on NEP 2020: Implications on Higher Education in association with St. Mary's College , Sulthanbathery from 20-10-2020 to 21-10-2020 |
| Organization of Webinar on Health Issues | Organised a webinar series in association with Health Infonet from 28-11-2020 |

**Internal Quality Assurance Cell (IQAC)**

 **NOTICE -03**

To,

IQAC Members,

 The Third Online Meeting of the Internal Quality Assurance Cell (IQAC) will be held on 9th December 2020 through Google Meet . All the members of IQAC are requested to attend the meeting. The Agenda is attached.

**The Agenda of the Meeting**

1. Confirmation of the minutes of the previous meeting
2. Organization of International Conference for celebrating 100 years of Polymer Science
3. Organization online Orientation Programme for First Year students
4. Organization of Virtual Alumni Meet
5. Organization of webinar on Cyber Crimes
6. Organization of Intercollegiate Lifescience Quiz Competition
7. Organization of Odonate Survey along Meenachil River
8. Organization of Internship and Project at CIPET , Kochi
9. Any other topics with the permission of the chairperson

Date: 2nd December 2020

Time: 11.00 a.m.

 Coordinator

IQAC

**Action Taken Report (ATR) of the Third meeting held on 9th December 2020**

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| **Agenda of the Third Meeting** | **Action Taken** |
| Confirmation of the minutes of the previous meeting | The minutes of the previous meeting were read out by the coordinator of IQAC and the same were confirmed by all the members |
|  Organization of International Conference for celebrating 100 years of Polymer Science | Department of Chemistry organized a two day International Polymer Scientist’s Meet (IPSM -2021 in association with School of Energy Materials, and IICNN , Mahatma Gandhi University kottayam from 08-01-2021 to 09-01-2021 |
| Organization online Orientation Programme for First Year students |  Organized an online Orientation Programme for First Year students on 16-01-2021 through Zoom |
| Organization of Virtual Alumni Meet | Department of Chemistry organised a Virtual Alumni Meet on 30-01-2021 |
| Organization of webinar on Cyber Crimes | Women Cell of the college organized a webinar on “Cyberspace: be conscious, be safe” on 01-02-2021 |
| Organization of Intercollegiate Lifescience Quiz Competition | Department of Zoology organized onliine Intercollegiate Lifescience Quiz Competition- “Mycellium 2021” on 17-02-2021 |
| Organization of Odonate Survey along Meenachil River | Department of Zoology organized Odonate Survey along Meenachil River in association with Tropical Institute of Ecological science from 20-02-2021 to 21-02-2021 |
| Organization of Internship and Project at CIPET , Kochi | Department of Chemistry organized Internship and Project at CIPET , Kochi from 23-02-2021 to 26-03-2021 |

**Internal Quality Assurance Cell (IQAC)**

 **NOTICE -04**

To,

IQAC Members,

 The Fourth Online Meeting of the Internal Quality Assurance Cell (IQAC) will be held on 11th February 2021 through Google Meet. All the members of IQAC are requested to attend the meeting. The Agenda is attached.

**The Agenda of the Meeting**

1. Confirmation of the minutes of the previous meeting
2. Organization of National Science Day Celebration
3. Organization of Online training programme on Multimedia learning
4. Organization of Online Training programme on Carrier Guidance
5. Organization of Antiplastic Campaign
6. Organization of Celebration of International Yoga day
7. Organization of Celebration of World Environment Day
8. Organization of webinar on Health Issues
9. Organisation of Online Reading Week Celebrations
10. Organization of webinar on Posco Act 2012 and Gender Equality
11. Preparation of the IQAC Report
12. Any other topics with the permission of the chairperson

Date: 9th February 2021

Time: 2.00 p.m.

 Coordinator

IQAC

**Action Taken Report (ATR) of the Fourth meeting held on 11th February 2021**

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| **Agenda of the Fourth Meeting** | **Action Taken** |
| Confirmation of the minutes of the previous meeting | The minutes of the previous meeting were read out by the coordinator of IQAC and the same were confirmed by all the members |
|  Organization of National Science Day Celebration | Virtual celebration of National Science Day was conducted by releasing Digital Library of Science Books on 06-03-2021 |
| Organization of Online training programme on Multimedia learning  |  Department of Political Science organized Online training programme on Multimedia learning- “Mediascape” in association with Eduframes on 07-04-2021 |
| Organization of Online Training programme on Carrier Guidance | Department of Political Science and Journalism organized online Training programme on Carrier Guidance on 10-04-2021 |
| Organization of Antiplastic Campaign | NCC organized Antiplastic Campaign on 13-04-2021 |
| Organization of Celebration of International Yoga day | NCC and NSS celebrated International Yoga day |
| Organization of Celebration of World Environment Day | NSS celebrated World Environment Day on 05-06-2021 |
| Organization of webinar on Health issues  | Webinar on Fight Against Anaemia in association with ICDS Vaikom and Department of Women and Child Development, Govt. of Kerala on 12-06-2021 |
| Organisation of Online Reading Week Celebrations | Library organized Online Reading Week Celebrations from 19-06-2021 to 26-06-2021 |
| Organization of Webinar on Posco Act 2012 and Gender Equality | Organized a Webinar on Posco Act 2012 and Gender Equality on 22-06-2021 |
| Preparation of the IQAC Report | All the faculty members and heads of the committees of the seven criterions submitted the reports of their respective department/ committee and criterion to the coordinator of IQAC and with the help of these documents the AQAR was prepared and it was decided to submit the same in the due course of time. |