

VTM NSS COLLEGE, DHANUVACHA
IQAC ACTION PLAN
2019 - 2020

Plan of action	Month and year	Executor
Review of academic and research performance 2018-19	Jun-19	College Principal
Fine tuning of staff information	Jun-19	College Principal
Risk management	Jun-19	College Principal
Preparation and dispatch of AQAR 2018_19	Jul-19	IQAC
Planner for conference/workshops /guest lecturer	Jul-19	IQAC/Academic committee convener/College Principal/Heads of Departments
Schedule for execution of Odd student feedback	Jul-19	IQAC/Principal/Heads of Departments
Submission of consolidated feedback response from odd students, parents/Alumni/Employer	Jul-19	IQAC
Industrial -Department collaboration	Aug-19	Heads of Departments
Series of alumni interaction (Odd semester)	August/October2019	Heads of Departments

Meeting with placement cell	Aug-19	Placement coordinator/outstanding students-PG/UG
Concept level test for new comers (Semester one UG Students)	Aug-19	Heads of Departments/Placement Coordinator
Seminar for the best students who is aspirant for higher studies o-“Higher education opportunities abroad and scholarship offered”	Aug-19 Mar-20	IQAC
Seminar for PG/UG students –crossing the civil service hurdle	Sep-19	Civil service club
Orientation program for first year PG/UG students. Bridge course for slow learners	Aug-19	Heads of Departments
Seminar- How to use Library for better Higher Education.	Aug-19	Library committee convener
Workshop/seminars/ Training programme/Guest lectures on their core subject	Sep-19	Heads of Departments
Awareness programme on Food wastage and green campus	Sep-19	NSS/class leaders
Odd semester special class for Slow learners	Sep-19	Heads of Departments
Conduct seminar/workshops by departments.	Oct-19	Departments
DLMC Evaluation of students and settlements of complaints if any(CE)	Oct-19	Academic committee& DLMC

Academic audit with PPT presentation on academic and research Odd semester programme.	Oct-19	Heads of Departments, CLMC
Preparation and Academic audit evaluation Report by IQAC	Nov-19	IQAC/College College Principal
Even semester special classes for slow learners	Dec-19	Heads of Departments
Schedule for execution of Even semester student feedback	Dec-19	Heads of Departments
Submission of consolidated feedback response from even students, parents/Alumni/Employer	Dec-19	IQAC
Green energy, Sustainable /renewable energy.	Jan-20	Physics department
Environmental audit	Jan-20	Botany department
Social responsibility – Manmade disaster	Jan-20	Economics department
Newsletter Odd semester	Jan-20	IQAC
Talk on Quality measures substance and enhancement in Higher education Institution - Staff Improvement Programme (SIP)	Feb-20	IQAC

Series of alumni interaction (Even semester)	January/April 2020	Heads of Departments
DLMC Evaluation of students and settlements of complaints if any(CE)	Mar-20	Academic committee& DLMC
Academic audit with PPT presentation on academic and research Odd semester programme.	Mar-20	Heads of Departments/Academic Committee/CLMC
Preparation and Academic audit evaluation Report by IQAC	May-20	IQAC/College Principal
Newsletter even semester	May-20	IQAC

PURAM

Outcome
Minutes of the meeting maintained.
Teaching and non-teaching information in the software and books -updated
Anticipating potential risk factor and preventive measures in quality management. Decided to communicate with college management for compound wall strengthening, and adding fencing over the walls, CCTV system up gradation and rearranging security system. Manager agreed and started compound wall work and directed college for inviting quotations for other works.
Minutes of purchase committee
Minutes maintained
Notice maintained
Circular has been sent all departments for collecting online or offline feedback from all odd semester PG and UG students. Also directed to collect online feedback from 2018-19 final year students.
Analyzed and prepared suggestions and recommendation
Collaboration with private or government organization. New startups. Soft skill development organized/ attended.
Minutes maintained in departments
Interaction of eminent alumni with students. documented

Measure taken from employer feed back

To segregate advanced and slow learners-
question papers, schedule and evaluation,
identifying existing skill set of students-follow
up by councilors.

Documented , feedback report

Documented, feedback report

Documented, Schedule and evaluation- find
difference

New comers, documented

Scheduled by department and included in
department calendar. Documented

a) Students were sensitised on how to reduce
food waste in campus and at home b) were
sensitised on the importance of their role in
ensuring Green Campus and reduce the usage
of plastic

Special cases, Digital class, Online tutoring,
Documented

Documented by academic and DLMC

Pre and post-performance audit report

Submission of report to Management.

Special cases, Digital class, Online tutoring,
Documented

Circular has been sent all departments for collecting online feedback from all even semester PG and UG students. Also directed to collect online feedback from 2018-19 final year students. Documented ,Report submitted

Analyzed and prepared suggestions and recommendation

Students were sensitised on the issue of energy conservation, sustainable energy and social development and significance of green energy. Documented ,Report submitted

Learners were able to gain first hand experience and awareness in the natural milieu of the campus and its surroundings. Documented ,Report submitted

Leaners were sensitised on manmade disasters as a social responsibility and their role in preventing/tackling such disasters and effective disaster management strategies Student activity report

documented

The entire academic and on-academic fraternity were given a thorough idea regarding the course of work to be done to ensure qualitative and quantitative output

Interaction of eminent alumni with students.
Documented

Documented by academic committee and
DLMC

Pre and post-performance audit report

Submission of report to Management.

documented




Principal
V.T.M.N.S.S. College
Dhanuvachapuram