



**PSG College of Arts & Science
Coimbatore - 641 014**

**Internal Quality Assurance Cell (IQAC)
Action Taken Report 2019 -2020**

<i>S. No.</i>	<i>Plan of Action</i>	<i>Person / Department Responsible</i>	<i>Target Date / Time Line</i>	<i>Status</i>	<i>Remarks</i>
1	Conduct meetings of the IQAC at regular intervals	IQAC Team	One Meeting/ Month	Completed	A total of 18 meetings were conducted including one meeting with External members.
2	Organise NAAC Sponsored National Level Conference	IQAC Core Team	November 2019	Completed	<ul style="list-style-type: none"> ▪ NAAC Sponsored one day National Symposium on Revised NAAC Accreditation Process was conducted on 29/11/2019 The resource persons: <ul style="list-style-type: none"> ▪ Dr. Priya Narayanan, Assistant Adviser, NAAC, Bengaluru ▪ Dr. S.Sumaya, Principal, Thassim Beevi Abdul Kader College for Women, Keezhakarai, Ramanathapuram Dist.
3	Structured Student Induction Programme(SIP) as per UGC's Guidelines	Principal, IQAC Core Team, Heads of All Departments, Tutors, Coordinators of Clubs/ Associations/Forum and other Units	June 2019	Completed	The programme was conducted from 24/06/2019 to 03/07/2019 Renowned resource persons from various walks of life enlightened the students on a range of aspects like Character Building, Skills for Employability and Entrepreneurship, Community Engagement, Gender Equity, Environmental Consciousness, Culture & Heritage, Language orientation etc.
		Students' Induction Programme 2020 (SIP 2020)	June 2020	Completed	The programme was conducted virtually from 14/09/2020 to 19/09/2020
4	Orientation Programme for I PG Students	Principal, IQAC Core Team and Heads of All Departments	July 2019	Completed	The programme was conducted on 10/07/2019

5	Participation in NIRF Ranking	IQAC Core Team and NIRF Committee	Opening date of NIRF DCS	Completed	<ul style="list-style-type: none"> ▪ Registration in NIRF Portal: 10/09/2019 ▪ Submission of data to NIRF (2019-2020):16/12/2019 ▪ Details uploaded in the College Website: 06/01/2020. Ranked 25th
6	Participation in Swachh Campus Ranking of HEIs 2019 – Residential Colleges	IQAC Core Team and Swachh Committee	Opening date of DCS of AISHE portal		<ul style="list-style-type: none"> ▪ Applied through AISHE Portal in July 2019 ▪ Ranking Assessment: 04/09/2019 ▪ MHRD Member visited Adopted villages: 03/12/2020. Ranked 3rd
7	Training for the Internal Auditors in ISO 9001:2015	IQAC Core Team and ISO Core Committee	August 2019	Completed	Training to the Internal Auditors was conducted on 19/09/2019 and 20/09/2019 by Lead Auditor from TÜV Rheinland India Pvt. Ltd.
8	ISO Internal Audit	IQAC Core Team , ISO Core Committee and Internal Auditors	Two Audits/Year	Completed	<ul style="list-style-type: none"> ▪ Four Internal Audits were conducted (21/08/2019, 28/09/2019,12/02/2020, 30/11/2020 & 01/12/2020) ▪ ISO 9001:2015 Surveillance Audit - Follow up 1 and 2 : 22/10/2019 and 05/11/2020 (remote) ▪ Management Representative Meetings : 18/10/2019 and 28/12/2020
9	Submission of AQAR to NAAC	IQAC Core Team	As per NAAC's timeline	30/12/2019	AQAR accepted by the NAAC
10	IQAC External Peer Team visit to Review the Academic Performance of the College under the Autonomous Status (for the academic year 2018-2019)	Principal and IQAC Team	December 2019	Completed	<ul style="list-style-type: none"> ▪ External Peer Team Reviewed : 17/12/2019 ▪ Submission of Report to UGC : 18/12/2019
11	Academic and Administrative Audit (AAA) for the academic year 2018-2019)	IQAC Core Team , AAA Committee	January 2020	Completed	<ul style="list-style-type: none"> ▪ External AAA was conducted on 14/02/2020 and 15/02/2020 ▪ Sixteen Audit Experts from Reputed Academic Institutions performed the Audit
12	Green Audit, Energy Audit and Air Quality Monitoring	IQAC Core Team and Swachh Committee	One Audit/Year	Completed	The Audit was performed from 09/03/2020 to 12/03/2020 by a certified agency
13	Updating the status of trees and fauna in the Campus (Biodiversity Register)	Faculty members from the Department of Botany, Zoology and IQAC Core Team	One Survey/Year	Completed	A comprehensive compendium was prepared in August 2019

14	Quality enhancement Activities for Research Promotion	Principal, Research Advisory Committee, IQAC Core Team Library and IPR Cell	5 programmes /Year	Completed	<p>(i) Introduction of Research Record Book for Ph. D. Scholars</p> <p>(ii) Seed Grant for Research has been initiated in March 2020</p> <p>(iii) Orientation Programme for the Research Scholars admitted during October 2019 on 21-01-2020. Principal detailed the students on Research Culture at PSGCAS</p> <p>(iv) Two Day State Level Technical Workshop on Intellectual Property Rights (IPR) on 28/01/2020 - 29/01/2020 for Teachers, Research Scholars and Students</p> <ul style="list-style-type: none"> ▪ Chief Guest - Dr. R. Srinivasan, Member Secretary, TNSCST. <p>The resource persons:</p> <ul style="list-style-type: none"> ▪ Mr. Thiyagaraja Guptha and Mr..Varaprasad Kukatla, Assistant Controller of Patents, Patent Office, Chennai ▪ Dr. Usha Rani Nanthini, Associate Professor and HoD i/c, Department of Biotechnology, Mother Teresa Women's University, Kodaikanal ▪ Mrs. Gomati Padma Thilaga, Registered Patent Agent & IP Consultant, Women Scientist C (KIRAN-IPR, DST) ▪ Mrs. Preethi Narayanan, Patent Consultant, Chennai ▪ Mrs. Lakshmi, Senior Examiner of GI, Quasi-Judicial Officer, Office of the Controller General of Patents, Designs and Trade Marks, Intellectual Property India, Chennai ▪ Sri. Sreenivasan Lakshmikumaran, Patent consultant, Chennai <p>(v) Interactive Programme on Funding Opportunities for R&D on 05/02/2020 for teachers and research scholars</p> <p>The Special Guest for the Programme was Dr. Prasada Raju, Former Scientist, Department of Science and Technology (DST), Govt. of India</p>
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15	Quality enhancement programmes for Teachers	IQAC Core Team	4 programmes/year	Completed	<p>(i) One-day workshop on Generation and Substantiation of Multiple Choice Questions on 22/08/2019</p> <p>The resource persons:</p> <ul style="list-style-type: none"> ▪ Dr. M. Sumathy Professor and Head, Department of Commerce, Bharathiar University ▪ Dr. K Thiyagu, Assistant Professor, Central University of Kerala ▪ Dr. P.S. Sreedevi, Assistant Professor, Department of Education, The Gandhigram Rural Institute (Deemed to be University), Dindigul Dist. ▪ Dr. K.T. Tamilmani, Dean, Academic Affairs & Associate Professor of English, Nehru Memorial College (Autonomous), Puthanampatti, Tiruchirappalli Dist. <p>(ii) Special Lecture for Faculty Members on Outcome Based Education (OBE) : 20/9/2019</p> <p>Resource Person: Dr. Claire F Komives, Professor, Department of Chemical Engineering, San Jose State University, San Jose, California</p> <p>(iii) Four Days Virtual FDP on Quality Enhancement through OBE in Higher Educational Institutions :14/05/2020 – 17/05/2020</p> <p>The resource persons:</p> <ul style="list-style-type: none"> ▪ Dr V. Kovaichelvan Director, TVS Institute for Quality

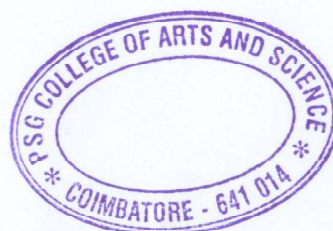
					<p>and Leadership at TVS Motor Company, Bengaluru</p> <ul style="list-style-type: none"> ▪ Dr Jyothi Kumar, Dean, School of Business Studies & Social Sciences, Christ University, Bengaluru ▪ Dr. P. Muthupandi, Assistant Professor, Department of Education, Madurai Kamaraj University, Madurai ▪ Dr. S. Senthilnathan, Director (FAC), UGC-HRDC, Bharathidasan University, Tiruchirappalli <p>(iv) Five Days Virtual FDP on Outcome Based Education - An Insight into PEOs, POs, PSOs and COs: 18/06/2020 - 22/06/2020</p> <p>The Resource Person: Dr Aloysius Edward J, Dean, Faculty of Commerce and Management & Director of IQAC, Kristu Jayanti College, Bengaluru</p> <p>(v) Online Lecture Series on National Education Policy (NEP) – 2020 from 27/10/2020 to 29/10/2020.</p> <p>The special lectures delivered by:</p> <ul style="list-style-type: none"> ▪ Prof. S P Thyagarajan, Professor of Eminence & Dean (Research), Sri Ramachandra Institute of Higher Education & Research, Porur ▪ Dr Pankaj Mittal, Secretary General, Association of Indian Universities ▪ Dr. Y. M. Jayaraj, Vice Chancellor, Pravara Institute of Medical Sciences (Deemed to be University), Maharashtra
16	Programmes for non-teaching staff members	IQAC Core Team	2 programmes/year	Completed	<p>(i) Awareness Generation Programme on Campus Swachatha on 30/08/2019</p> <p>(ii) Hands on Training on Laboratory Safety, First aid and Firefighting Techniques on 06/03/2020</p>
17	Leadership Training Programme for Students	IQAC Core Team and Faculty Coordinator and Student Coordinators of Synectics Leadership	2 programmes/year	One programme was completed	<ul style="list-style-type: none"> ▪ An activity bound workshop for students on the theme Leadership Skills and Personality Development in the Digitalization Era was conducted from 26/09/2019 and 29/09/2019

		Program			<ul style="list-style-type: none"> Resource persons from diversified fields motivated the students during the sessions 	
18	Career Guidance Programme for Students	IQAC Core Team , ISO Core Team and Placement Centre	1 programme/ year	Completed	Career Guidance Programme for UG students (Virtual) was conducted from 22/06/2020 to 25/06/2020. Speakers were from different domains of expertise	
19	Initiatives to be taken to address the needs of students with Learning Difficulties	IQAC Core Team, Tutors and Department of Psychology	NA	Completed	03/01/2020	Orientation Programme for the I UG and II UG Class Tutors Addressing the needs of the students with Learning Difficulties by Dr. Rupa Selvaraj, HoD, Department of Psychology (SF), PSGCAS
					06/01/2020 – 09/01/2020	Assessment of students with Learning Difficulties through IQ test
					23/01/2020	Interactive Programme for the I UG and II UG Class Tutors Ways and Means to address the needs of Slow Learners by Dr. Lalitha Ramakrishnan, Adviser, IQAC, PSGCAS
20	Feedback from students	IQAC Core Team and PSG Software Technologies	Once a year from the outgoing Final year students	Completed	Feedback (IQAC-SSS) collected and analyzed Commenced on 22/02/2020 through LAUDEA Students Mobile App.	
					Feedback on Online Mode of Teaching-Learning Process and Online Tests was collected from the Students during pandemic from 08/12/2020 through Google Forms	
21	Communication Skill Training for the required students	IQAC and Communication Skill Centre	Throughout the year	Completed	A total of 318 students were trained in Communication Skills	
22	Mapping of Course Outcomes for the Courses implemented under OBE during the academic year 2018-19	Curriculum Development Cell (CDC), IQAC and all teachers	December 2020	Completed	-	

23	Separate wing/Infrastructural facilities for Placement activities	Administrators	October 2019	Completed	New Placement Centre was inaugurated on 16/09/2019
24	Enhancing teachers' and students' participation in NPTEL courses	Librarian and Class Tutors	Throughout the year	Completed	<ul style="list-style-type: none"> ▪ MOOCs courses were made mandatory in the curriculum for the students admitted from 2018-2019 ▪ Ranked 10th based on performance in NPTEL Online Certification Courses during July 2019 – December 2019 ▪ Recognised as a Valuable Local Chapter with a rating of AAA category ▪ Ranked 7th at All India Level based on performance in NPTEL Online Certification Courses during January 2020– December 2020

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