

S. Kula Women's College, Nambol

Internal Quality Assurance Report

ACTION TAKEN REPORT 2018-19

(Based on Minutes of IQAC Meetings)

Sl. No.	IQAC Meeting No./Date	Agenda/Topic Discussed	Action Taken
1	20th June 2018	Review of activities conducted in the college during 2017-18 academic session	A brief report of the activities undertaken in the last academic session 2017-18 was presented before the IQAC members by the Coordinator
		Academic Calendar for academic year 2018-19	Academic Calendar for 2018-19 session was approved by the Principal after consultation with the HoDs. Classes for all odd semesters commenced from 2 nd July 2018.
		Opening of B. Voc. programmes in Information Technology (B. Voc. IT) and Catering Hotel Management (B. Voc. HM)	B. Voc. programmes in Information Technology (B. Voc. IT) and Catering Hotel Management (B. Voc. HM) will be introduced once approval from Manipur university is obtained.
		Starting of Fashion Technology and Food Processing and Engineering under Community College Scheme.	As the UGC has approved the extension of Community College Scheme and B. Voc. Programme the college has decided to continue the (a) Food Processing and Engineering & (b) Fashion Technology courses in both B. Voc. programmes and Community College.
		NAAC Accreditation (2 nd Cycle):	Discussed the new revised NAAC format with members and the documentation required for fulfilling the metrics in each criterion. Committees are assigned with responsibilities pertaining to their area regarding SSR preparation. However, not much progress could be achieved owing to weak coordination among the committees and the IQAC.
		Workshops/Co-curricular Activities	The following activities/training programmes/workshops were successfully conducted: i. A 5-Day free Summer Training Programme on "Food Processing & Preservation" organised by Dept of Food Technology from 26 th to 30 th June 2018. ii. A 2 Week Workshop on Mushroom Cultivation Techniques organised by Biotech Hub from 2 nd to 14 th July 2018)

			iii. Observance of International Yoga Day on 21 st June 2018 organised by NSS units at the Multipurpose Hall; a Yoga session was successfully conducted wherein students and teachers participated actively.
		ICT Tools in Teaching-Learning	Teachers used smart boards for their lectures; most teachers incorporated PowerPoint slides while delivering lectures, and other audio-visual aids. Students are also encouraged prepare PPT slides for delivering their classroom seminars.
2	25 th September 2018	Workshops/Co-curricular Activities	DBT-Advanced Level Institutional Biotech Hub of the college organised a one-week workshop on the theme Biotechnology: Tools and applications from 22 nd to 26 th Oct, 2018. Staff and students of the science departments benefitted from the workshop.
		Upgradation of BA programmes in Human Rights Education and Hindi to Honours	Upgradation of BA programmes in Human Rights Education and Hindi to Honours was approved by CDC, Manipur University vide even letter no. MU/2-4/2000/CDC(Pt)/168 dated 29 th November 2018.
		Swachch Bharat mission	Swachchta Hi Sewa Campaign (under Swachch Bharat Mission) was organised by NSS Units of the college jointly with ECO CLUB Bishnupur District on the 30 th September 2018. NSS programme officers and volunteers carried out Social Service activities and cleanliness drives inside the campus and the surrounding areas of the college jointly with member participants of the ECO club.
3	12 th January 2019	Preparation of SSR for 2 nd Cycle of NAAC Assessment and Accreditation	In preparation of NAAC 2 nd Cycle, campus development and cleanliness activities were initiated. <ul style="list-style-type: none"> • Construction and renovation work under RUSA Scheme were inspected by the Governing Body; contractors were appraised to maintain quality, timelines and estimates of the construction works. • Completion of Fitness Centre • Construction of retaining wall of the pond which serves as a water reservoir inside the campus • Construction of a students disabled friendly washroom • Green Campus initiatives- Installation of rooftop solar panels, use of LED bulbs, planting of tree-saplings
		Workshops/Seminars/Observances to be conducted	The following activities have been conducted successfully: <ul style="list-style-type: none"> i. A 6-Day workshop on Molecular works for Animal Science was organised by Biotech Hub, SKWC on 14th-19th Jan 2019

			<p>ii. National Science Day 2019 was celebrated on 28th February 2019; the programme was organised by DBT Bioinformatics Centre, SKWC in collaboration with Royal Global University, Guwahati</p> <p>iii. On March 8th 2019, Observance of the International Women’s Day was organised by the Women’s Studies Centre, SKWC, on the theme “Balance For Better”.</p>
		Issue of Irregular attendance by staff members	Both teaching and non-teaching staff members who were found to be frequently irregular in attendance or punctuality were issued explanation letters and appropriate measures by taken up by the Principal.
4	18 th April 2019	Opening of B. Voc. programmes In Information Technology and Hotel Management.	B. Voc. programmes In Information Technology and Hotel Management have started upon receiving approval from the University (vide letter no MU/2-4/200-CDC/Pt/379 dated 19 th March 2019); construction works for laboratory facility have been initiated on site earmarked for B. Voc. Programmes.
		Biometric attendance of staff	For better governance, the biometrics equipment for recording attendance of staff members has been updated; attendance of both incoming and outgoing timing of the staff members were monitored strictly and necessary disciplinary actions were taken up against staff members who failed to comply.
		Freeships for students for next academic session	<p>It was discussed and decided that the following measures may be taken up in the next academic session:</p> <p>i. Free ship will be provided to the position holders upto 20 Positions at the Higher Secondary Examinations.</p>

			<ul style="list-style-type: none"> ii. Free ship will be provided to the Sport Persons who bagged 1st to 3rd Positions or medals at the National or International Level. iii. Free ship will be provided to the disabled persons who have more than 70% and above. iv. Tuition Fee will be exempted to the students who have scored 80% and above. v. Half Tuition Fee will be provided to the students who have scored 70% and above but below 80%.
			End Semester exams were conducted successfully.



Coordinator
IQAC, SKWC



Principal/Chairman
IQAC, SKWC

Principal
S. Kula Women's College
Nambol, Manipur.