

**Action Taken Report 2023-2024**

No.	Date	Decision	Action taken
1	19.06.2023	Proposed to organize the Student Induction Programme	A three-day Student Induction Programme was organized for all first-year students from 03.07.2023 to 05.07.2023.
		Proposed to conduct a Mini Marathon to celebrate the Golden Jubilee Year	A Mini Marathon was organized on 19.07.2023 to commemorate the Golden Jubilee Year and raise awareness on anti-drug initiatives.
		Proposed to initiate NAAC work	NAAC work was initiated with a coordinator and members appointed for each NAAC criterion. FDPs conducted: <ul style="list-style-type: none"> • "NAAC Readiness: Empowering Faculty for Accreditation" on 24.08.2023 • "NAAC Readiness: Empowering Faculty for Accreditation – Phase II" on 07.10.2023
		Proposed to conduct a Training Programme for Non-Teaching Staff	IQAC organized: <ul style="list-style-type: none"> • A five-day training program on "Digital Proficiency: Mastering Microsoft Office Tools" from 05.02.2024 to 09.02.2024. • A seminar on "Effective Office Administration" on 11.08.2023.
2	29.08.2023	Decided to conduct value-added courses beyond the curriculum	Value-added courses were conducted beyond the University curriculum.
		Decided to organize more awareness programs on Intellectual Property Rights (IPR)	Programs organized on IPR: <ul style="list-style-type: none"> • A Seminar on "Intellectual Property Rights in the Digital Age: Challenges and Opportunities" on 11.09.2023 • A Seminar on "Understanding IPR in E-Commerce: Protecting Digital Assets" on 14.12.2023 • The Workshop on "Exploring Careers in Intellectual Property: Pathways and Opportunities" on 09.02.2024
		Proposed implementing student-centric methods for advanced and slow learners	Students were categorized into advanced and slow learners. Advanced learners received special training, while remedial coaching was conducted regularly for slow learners.
3	11.12.2023	Proposed to submit AQAR for the academic years 2021-2022 and 2022-2023	<ul style="list-style-type: none"> • AQAR 2021-2022 submitted on 04.01.2024. • AQAR 2022-2023 submitted on 24.01.2024.
		Proposed to submit the NIRF 2024 report	NIRF 2024 submitted on 30.01.2024.



INTERNAL QUALITY ASSURANCE CELL CARDAMOM PLANTERS' ASSOCIATION COLLEGE

Pankajam Nagar, Bodinayakanur- 625 513.

(Re-accredited by NAAC at 'B' Grade with CGPA of 2.85)



4	01.03.2024	Proposed to revamp the college website	The college revamped website went live on 18.04.2024, featuring: <ul style="list-style-type: none"> • Website Content Management System • Academic Information System • Faculty Information System • Alumni Information System • Career Service Information System • Feedback System • E-Learning Resource Management System (ERMS)
		Proposed to conduct an FDP on ICT tools for teaching	FDP on "Digital Tools for Enhanced Classroom Engagement" was conducted on 02.04.2024.
		Proposed the establishment of solar panels on campus	Solar panel installation began on the library building's roof, executed by GPR Power Solutions Pvt. Ltd., Chennai.
		Proposed to submit the Institutional Information for Quality Assessment (IIQA)	IIQA was submitted on 29.05.2024
		Proposed to submit AISHE 2022-2023	AISHE 2022-2023 submitted on 07.03.2024.
		Proposed to conduct internal and external audits	<ul style="list-style-type: none"> • Internal Academic and Administrative Audits conducted on 17.04.2024. • External Academic and Administrative Audits conducted on 24.06.2024.
Proposed to collect feedback from stakeholders	Feedback was collected and submitted to the feedback review committee for analysis.		
Proposed to conduct Green, Energy, and Environmental Audits	Audits conducted on 18.05.2024 by Ram-Kalam Centre for Energy Consultancy and Training (RK-CECT), Coimbatore.		
Proposed to give cash awards for significant academic achievements	Cash awards were presented during the College Day function to faculty members for the following achievements: <ul style="list-style-type: none"> • Ph.D. Produced: 4 • Ph.D. Acquired: 3 • Conference/Seminar Grants Received: 1 • Books Published: 6 • Research Papers Published: 30 		

Co-ordinator, IQAC

Principal