



# NEHRU ARTS AND SCIENCE COLLEGE KANHANGAD

(Govt. Aided Private Institution Affiliated to Kannur University)

P.O. Padnekat, Kasaragod, Kerala - 671314

NAAC Re-Accredited with 'A' Grade (3<sup>rd</sup> Cycle)

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27.06.2025

## Internal Quality Assurance Cell (IQAC)

**IQAC meeting held on: 10.06.2025**

### Action Taken Report

#### Agenda 1: Duty Division / Allotment of Criteria Managers

- The appointment duty assigned list was provided to all concerned. Criterion-based responsibilities were communicated.
- Sri. Mithun A V and Dr. Vinesh Kumar K V have commenced work on their assigned responsibilities.

#### Agenda 2: Village Adoption under Unnat Bharat Abhiyan (UBA 2.0)

- The college successfully applied through the UBA portal and received approval.
- Five villages from different Panchayats have been adopted for extension activities.
- Dr. Vinesh Kumar K V was appointed Nodal Officer and has initiated coordination efforts.
- Sri. Biju N C began work as Coordinator for village-level activity monitoring.

#### Agenda 3: Scheduling of Next IQAC Meeting

- The next IQAC meeting is scheduled for 15 July 2025 at 2:00 PM, as resolved.

#### Agenda 4: Standard Operating Procedure (SoP) for Programme Reporting to IQAC

- The Department of Computer Science, led by Sri. Mithun A V, has commenced development of the software for digital programme reporting.
- Initial framework planning is underway to standardize documentation and facilitate training.

#### Agenda 5: Annual Master Plan Preparation

- The Annual Master Plan Committee has been constituted under the chairmanship of Dr. V Vijayakumar, IQAC Coordinator.
- Drafting work has started with departmental input collection in progress.
- Target set for release of the final plan by 15 July 2025.

#### Agenda 6: Administrative Staff Training

- A full-day training programme is being planned.
  - Forenoon Session: Focus on administrative procedures and FYUGP implementation.
  - Afternoon Session: Sessions on soft skills and communication enhancement.
- Logistics and resource persons are being finalized.

IQAC Coordinator.

Principal, Chairman IQAC

**Dr. DINESH T.**

Associate Professor in charge of Principle  
& D.D.O.

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