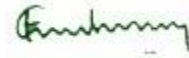# ACTION TAKEN REPORT : 2017-18

Details of the action taken by the Internal Quality Assurance Cell (IQAC) as suggested by the Dean-IQAC as well as other Administrators (Deputy Principal, Deans, Vice Principals, Heads of the Departments as the case may be)and approval / suggestions to implement the same given by the Administrators during the appropriate meetings held on 28.07.2017, 29.07.17, 03.8.17, 16.08.17, 18.09.17, 23.09.2017, 05.12.17, 22.01.2018 & 01.03.2018.With the approval of the Principal (The Chair Person-IQAC) and the Secretary of the HEI, the following are achieved to sustain / to improve the quality of the institution by IQAC.

PlanofAction	Achievements/Outcomes		
• Administrating various feedback and evaluation for greater support of the stakeholders • To undertake the Performance Appraisal System for Teaching and Non-teaching Staff • To conduct Annual Academic Audit of the Departments	Sl. No.	Survey on	Period
	1	Self Evaluation by Teaching Faculty	01.01.2018 to 10.03.2018
	2	Performance Indicator of the Heads & Coordinators by the department colleagues	01.01.2018 to 10.03.2018
	3	Competency of the Professors by Heads / Coordinators	01.01.2018 to 10.03.2018
	4	Academic Support of Young Faculty by Head / Coordinators	15.03.2018 to 25.03.2018
	5	Students' Appraisal on Faculty Teaching : Odd Semester	27.09.2017
	6	Students' Appraisal on Faculty Teaching : Even Semester	6, 7.03.2018
	7	Exit Poll (Outgoing students)	06.03.2018
	8	Soft Skill Course (I PG)	06.07.2018
	9	Performance of School System	06.07.2018
	10	Students Satisfaction Survey (SSS) for all classes	15 to 24 .02.2018
	11	Performance Appraisal for Teaching Staff	10 to 20 .02.2018
	12	Performance Appraisal for Non-Teaching Staff	01 to 07 .03.2018
	13	Administrative Audit	01.12.2017 to 31.01.2018
	14	Annual Academic Audit	05, 06.03.2018
• To revise the syllabi for PG and MPhil Programmes to implement the same from 2018-19	Revisions of PG and MPhil Programmes of 18 and 13 departments respectively through their Board of Study during this period. It was passed duly in the Academic Council Meeting.		
• FDP : Top-up Initiatives for Quality Enhancements	Activity		Date(s)
	Staff Orientation about Shifting Grounds in Higher Education Today & Future, New Vistas in NAAC Accreditation		14,15.06.2017
	Top-up Skill Programme – I (Title:Effective Mentoring)		08.07.2017
	Orientation Programme – Preparation of Research Project Proposal and Writing Scientific / Research Articles		25.07.2017
	Orientation Programme – Formulation of POs, PSOs, CSOs, Correlation and attainment for the syllabi of UG and PG Programmes		21.09.2017
	Top-up Skill Programme – II (Title: Competence Enhancement for Realizing Vision & Mission and Achieving Excellence)		18.11.2017
	Top-up Skill Programme – III (Title: Research Methodology)		10.02.2018
	Top-up Skill Programme – IV (Title: Managing Stress)		03.03.2018
• To conduct Inventory Audit of various domains	The Inventory Audit of all the departments, Library, Computer Centers, Instrumentation Center, *etc*. where carried out during March – April 2018.		
• To apply for ranking : NIRF 2018 • To apply for India Today for Best Colleges 2018	Applied and secured 28th position in All India Level. Applied for five streams: Ranked in all within 50/100 colleges.		

• To conduct meeting with Micro Quality Circle Members, HoDs and Deans	Dean-IQAC convened a meeting on 09.10.2017 for Deans, MQC members, Head & Coordinators.A demo on **'Self Study Report – Entry Window'**was given to familiarize them with the NAAC New Manual-2017 as well as to get the data from the departments as the new manual demands student-centric and department-specific inputs. He also spoke on the importance of **Programme Education Objectives** and the steps to be followed in developing POs, PSOs & COs and Attainment Study.
• To hold conferences and endowments of various departments	*Annexure - 0*

Dr. S. ALFRED CECIL RAJ

Dean - IQAC

Rev. Dr. F. Andrew, S.J.,

Chair Person-IQAC & Principal