ACTION TAKEN REPORT: 2015-16

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 05.10.2015, 11.02.2016 .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.

No.	Plan of Action	Achievements
1.	Administering various feedback and Evaluation about the functioning of the institution	Staff evaluation by Students: 23 rd September 2015 and 09 th & 10 th March 2016 Exit Poll by Alumni: 10 th March 2016 Open Forum: 04-07-2015 and 07-10-2015 Parents' Meet: for I UG & I PG – 12-12-2015 Mentor's Meet:24-07-2015, 26-09-2015 16-12-2015, 26-02-2016 Annual Academic Audit: 1–8 th March 2016 Administrative Audit:10 th Dec '15 – 31 st Jan 2016
2	To bring out better data collection and interpretation (i) through website and (ii) through faculty	On 01.02.2016 & 29.03.2016 Micro Quality Circle Meet was conducted for promoting the know-how for submission of data and preparation for AAA. Achieved to the maximum possible level. Still a long way to go for generating data on a single stroke.
3	To provide a quality enhancement uplift to faculty in the preparation of e-content in Teaching and Learning and behavioural topping	 Modest beginning has been attempted on the ICT – enabled teaching venture. (i) A 4-day Capacity Building Workshop on econtent preparation was organised by IQAC between 9th and 12th June 2016 (ii) A National Conference on Higher Education in the Knowledge Age: Techno-Pedagogical Perspectives and Innovations was organised on 24th-25th Feb 2016
4	To revise the Curriculum for PG Programmes	PG Syllabus Revision boards were held on 14-3-2016 where in reasonable digital infusion of learning was stressed through online courses(1 in every year or 1 unit in all the courses)
5	Top-up initiatives for faculty with less than 5 years of teaching experience	 Is teaching a job or a profession or a vocation? on 4th July 2015 Be efficient and effective teacher and Characteristics of Good Teacher on 11th July 2015

No.	Plan of Action	Achievements
		3. <i>Micro teaching</i> video shooting on 5th and 6 th August 2015
		4. <i>Micro teaching: Review and Assessment</i> on 2 nd
		November 2015
		5. Skill enhancement training for non-teachingstaff
		on 11 th August 2015

Dr. S. ALFRED CECIL RAJ

Dean - IQAC

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Rev. Dr. F. Andrew, S.J., Chair Person-IQAC & Principal