

ACTION TAKEN REPORT: 2013-14

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 17.01.2013, 26.06.2013, 06.08.2013, 18 & 19.06.2013. 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.	To conduct Workshop on Blue Print for Question Paper preparation as Test Times for Junior Staff	Took place on 17 th June 2013 for 120 staff.
2.	To conduct Orientation Programme on the Concept of School System to all faculty	Staff Orientation Programme for the academic year 2013-2014 was organized on 18 th & 19 th June 2013 with the thrust area Introducing Schools: Rejuvenation of Curriculum and Evaluation. 256 Staff members attended
3.	To review the Communicative English Course as proposed in Academic Council	Midterm review on Communicative English conducted by the department of English on 20 th & 21 st August 2013
4.	To conduct some recharge programme to Junior Staff on suitable topic	Recharge Programme for 74 faculty of all disciplines on the functional knowledge of English Language for teaching, was conducted by Deputy Principal in 2 batches between 12-17, October 2013
5.	Administering various feedback and Evaluation about the functioning of the institution	Staff evaluation by Students: 1 st October 2013 Exit Poll by Alumni: 17 - 18 March 2014 Open Forum: 30 Sep 2013 and 04 Mar 2014 Parents': by individual Meet departments and collated copy submitted. Annual Academic Audit: 17 - 20 March 2014
6	To bring out better projection of the website, info, student data base, etc.	Achieved through many collaborative faculty Members
7	To prepare some e-content as Lecture Materials	Modest beginning has been attempted on the ICT – enabled teaching venture. 38 e-content lectures have been uploaded on to the college website

8	To have more decentralised activities and more lay collaborators (para-jesuits) inclusion in administration	5 Schools established with 5 Deans to make effective functioning of the departments under each School
9	To revise the Curriculum for UG & PG Programmes	Many innovative measures are infused into the Curriculum Design and Evaluation

S. Alfred Cecil Raj

Dr. S. ALFRED CECIL RAJ
Dean - IQAC



F. Andrew

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