

IQAC _ Action Taken Report (2014-2015)

IQAC Recommendations and Action Taken Report presented in the IQAC meeting on 1st April, 2014 following the feedback carried out in February, 2014.

Attendees:

Rev. Fr. Benny Jacob – The Principal
 Mr. K.M. Vinay Kumar – The IQAC Coordinator
 Fr. Tony – The Manager
 Mr. Ashley Crasto - Member
 Mr Raju Kunnel - Member
 Dr. Wilson Sebastian - Member
 Mr. William Antony - Member
 Fr. Timson – Member & The Vice-Principal
 Mrs. Sailaja M. - Member
 Mrs. Kusuma R. - Member

Agenda: IQAC Recommendations and Action Taken Report for the academic year 2014-2015 based on Feedback obtained for the academic year 2013-2014

Discussion:

- The IQAC took the 360 degree feedback from all stakeholders, i.e., students, parents, alumni, and faculty.
- The structured feedback was taken meticulously.
- The IQAC team analysed the feedback obtained from various stakeholders and recommended certain important actions. These are the recommendations and actions taken:

<u>IQAC Recommendations</u>	<u>Action Taken</u>
1. The IQAC team recommended that the quality of certificate courses could be improved.	1. It was planned to introduce more certificate courses like Web Designing, Photography, E-Business, Graphic Design, Business Models, PCB Designing to enhance students' employability in the academic year 2014-2015.

<p>2. The IQAC team recommended that more value added courses could be offered.</p>	<p>2. It was planned to offer more value added courses like Microsoft Powerpoint, Critical Thinking and Problem Solving, Academic Writing, Advanced Reading Comprehension, Report Writing in the forthcoming academic year 2014-2015</p>
<p>2. The IQAC team stated that the interpersonal and technical skills of the faculty and non-academic staff must be improved. The faculty must be oriented towards NAAC Assessment.</p>	<p>2. It was decided to organize FDPs to enhance their interpersonal and technical skills like Workplace Ethics, Team Work, Tally Training Programme and Communication Skills during the academic year 2014-2015.</p>
<p>3. As the feedback analysis hinted that the teachers must work towards raising the interest quotient of students, the IQAC team suggested that the teachers could use the library effectively and contribute more to the content of their teaching. Further, the teachers could give more assignments to students to arouse their curiosity.</p>	<p>3. It was decided to create a separate space for the teachers in the library to refer and take notes. The decision was taken to procure more books so that such an effort will strengthen the students' teaching and learning. It was decided to increase the number of assignment submissions and seminars to be done by the students. Most importantly, it was planned to improve the INFLIBNET facility – a key library resource.</p>
<p>4. The IQAC team found that the alumni wanted the laboratories and common rooms to be improved.</p>	<p>4. It was planned to improve the computer and language lab facilities and intensify the maintenance of common rooms.</p>
<p>5. The IQAC team recommended the further improvement of the curriculum.</p>	<p>5. It was planned to organize more NSS, NCC, Women Cell, Industrial Visit initiatives and club activities. The Women Cell organized many initiatives like Women Leadership, Finance and Women, Women's Safety, Anti-Sexual Harassment programmes. The NSS team</p>

	organized a number of extension activities that included protest rally against the abuse of children and women. Many other programmes like Pulse Polio, Plant Sapling and Campus Cleaning were planned to be organized.
6. Based on the feedback obtained on the institution, the IQAC suggested that it could focus more on the employability of students and the academia-industry collaboration.	6. Besides offering add-on courses, it was planned to organize few industrial visits and job fair in the academic year 2014-2015.
7. The IQAC recommended that the library must have the photocopying facility within the library space. It also recommended that online resources must be made available in the library.	7. The cataloguing of books will be improved and the INFLIBNET facility will be available this academic year.
8. Based on the parents' feedback, the IQAC recommended that the more soft skill training must be provided to students.	8. It was decided to include soft skills related add on courses in the curriculum.
9. As indicated by the seminar feedback, the IQAC team stated that more focus is needed on choosing the resources persons based on their expertise. It further stated that more interactive sessions could be held and more participation could be encouraged.	9. It was planned to prepare a list of professional experts programme-wise and invite them based on the needs and expertise. It was planned to have more interactive sessions and ensure more participation.
10. The IQAC team hinted that a UG national seminar must be organized in the forthcoming year.	10. It was planned to organize a national seminar - DELVE – 2014 .
11. The IQAC team brought to the notice that the intra-collegiate and	11. It was planned to organize cultural fests like PRATHIBA and

inter-collegiate fests must be organized as usual to enrich the holistic development of students.	RAZZMATAZZ and the sports fiesta like INGEOUS.
12. The IQAC team recommended the award of endowments for the deserving students who demonstrate outstanding academic performance. It also suggested that the students of the financially weaker sections must be supported.	12. It was decided to award endowments to the students whose performance is outstanding: International Students' Scholarship (DISF); Marina Rose Endowment, Chenga Reddy Endowment, Pappamma Endowment, Fr. Raison Memorial Scholarship, Scholarship for SC, ST, SFS to SFS scholarship – Fee Concession, SSA scholarship.
13. The IQAC team stated that the parent teacher and alumni meeting must be held in a better way to get sufficient feedback.	13. It was planned to organize Sammilana – the parent teacher meet – in August. The Alumni meet will happen in September.
14. The IQAC recommended that DFFA must be inaugurated and the relevant initiatives must be taken.	14. It was accepted and the initiatives will be taken at the earliest.
15. The IQAC insisted that the SEED fund must be released for research activities.	15. It was decided to release Rs. 20,000 for teachers' research activities.
16. The IQAC team stated the bridge course must be more effective with the aim of orienting students towards collegiate education.	16. It was decided to improve the quality of bridge course by filling the gaps.
17. Based on the feedback, the IQAC team stated that the students' election must be conducted to address the needs and grievances of students in a democratic way.	17. It was planned to conduct the Students' Election for the academic year 2014-2015.
18. The IQAC team recommended that there is a lot of demand for B.Com. (Travel & Tourism)	18. The college has sought for the approval and it awaits the introduction of the programme.

programme.	
19. Based on the feedback, the IQAC team suggested that the internal assessment could be more transparent.	19. It was decided to make the assessment more transparent with a criterion to follow.
20. The IQAC team insisted that the infrastructure development to conduct PG programmes must speed up.	20. It was decided to finish the construction of the PG block at the earliest. The approval to offer PG programmes is sought and awaited.

Signature:

Coordinator:

Members:

Rev. Fr. Benny Jacob – The Principal
 Mr. K.M. Vinay Kumar – The IQAC Coordinator
 Mr. Ashley Crasto - Member
 Mr Raju Kunnel - Member
 Dr. Wilson Sebastian - Member
 Mr. William Antony - Member
 Fr. Timson - Member
 Mrs. Sailaja M. - Member
 Mrs. Kusuma R. - Member

Date: 1st April, 2014

IQAC_ Action Taken Report (2015-2016)

IQAC Recommendations and Action Taken Report presented in the IQAC meeting on 25th May, 2015 following the feedback carried out in February, 2015.

Attendees:

Rev. Fr. Benny Jacob – The Principal
 Fr. Timson – The Vice-Principal
 Fr. William – The Management
 Mr. K.M. Vinay Kumar - Member
 Mr. Ashley Crasto - Member
 Mr Raju Kunnel - Member
 Mr. William Antony - Member
 Mrs. Sailaja M. - Member
 Mrs. Kusuma R. - Member
 Ms. Sharanya Daisy

Agenda: IQAC Recommendations Based on Feedback for the academic year 2014-2015 and the Action Taken Report for the academic year 2015-2016

Discussion:

- The IQAC took the 360 degree feedback from all stakeholders, i.e., students, parents, alumni, and faculty.
- The feedback was taken meticulously.
- The IQAC team analysed the feedback obtained from various stakeholders and recommended certain important actions. These are the recommendations and actions taken:

<u>IQAC Recommendations</u>	<u>Action Taken</u>
1. The IQAC team recommended that the lab facilities must be improved further.	1. It was decided to improve the lab facilities specifically commerce and language labs.
2. A review of certificate courses was suggested by the IQAC team to match the requirements of the students.	2. A few courses like Technical Writing, Public Speaking, Data Interpretation, Effective Logistic Management, Report Writing,

	Market Research Techniques and many more courses will be offered.
3. The IQAC team suggested that the teachers' skills must be improved. Further, the team insisted that many teachers must pursue research. Besides, it suggested that the teaching aids must be improved. A training to use OPTRA software was suggested.	3. Many FDPs to improve their teaching, leadership and management skills were planned. The management insisted that the teachers must apply for the Ph.D. programme and many teachers promised to study Ph.D. The extensive use of ICT is under consideration.
4. The IQAC team recommended the improvement of the curriculum.	4. It was planned to organize more NSS, NCC, Women Cell, Industrial Visit initiatives and club activities.
5. The IQAC team stated that the optimal use of the library must be improved.	5. The automation of library is under consideration. It was decided to add more resources in the library. It was planned to introduce DEL NET in the library.
6. The IQAC recommended the change in college timings to facilitate the students to take up part time jobs and study other add on courses.	6. It was finally decided to change the college timings.
7. The IQAC team recommended that bio-metric punching system must be introduced for the employees and that the HODs must be given official mail ids.	7. It was accepted and decided to introduce the biometric punching system. It was also decided to give official mail ids to the HODs.
8. The IQAC stated that seminars, departmental and otherwise, must be organized regularly.	8. It was planned to organize departmental seminars regularly. Further, it was planned to organize a national level seminar in September.
9. The IQAC hinted that DSAT exams must be held in the forthcoming year to award scholarships to the meritorious students. The IQAC stated that more scholarships could be	9. It was decided to conduct DSAT exams in the forthcoming year. It was decided to give DSAT, SSA and DISF scholarship besides other scholarships to the meritorious students and financially weak

given to the students.	students.
10. Based on the feedback obtained and looking at the need of the times, the IQAC team recommended that more programmes must be introduced to cater to the needs of students.	10. It was decided to introduce B.Com. (Travel & Tourism) programme this academic year onwards as the approval has already been obtained.
11. The IQAC stated that the differently abled students and employees must be provided the much needed facility like lift and ramp.	11. The management assured that these facilities are under consideration and the necessary steps will be taken.
12. The IQAC recommended that the IPR cell must be more active in taking initiatives.	12. A few initiatives are in consideration.
13. The IQAC team suggested that the PG programmes must be introduced as there is a lot of demand.	13. It was planned to seek approval and introduce a few PG programmes in the forthcoming academic year 2016-17.
15. The IQAC stated that the permanent affiliation must be sought for all programmes.	15. It was decided to seek permanent affiliation for all programmes.

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 Mr Raju Kunnel - Member
 Mr. William Antony - Member
 Mrs. Sailaja M. - Member
 Mrs. Kusuma R. - Member
 Ms. Sharanya Daisy

Date: 25st May, 2015

Action Taken Report (2016-2017)

IQAC Recommendations and Action Taken Report presented in the IQAC meeting on 28th April, 2016 following the feedback carried out in February, 2016.

Attendees:

Rev. Dr. Herold Christopher Crasta – The Principal
 Fr. Tony – The Management Member
 Prof. Sailaja M. – Member
 Rev. Fr. Timson - Member
 K.M. Vinay Kumar - Member
 Mrs. Kusuma R - Member
 Prof. Bipin - Member
 Mr. Bharath Bhushan – Member
 Ms. Sudha

Agenda: IQAC Recommendations Based on Feedback for the academic year 2015-2016 and the Action Taken Report for the academic year 2016-2017

Discussion:

- The IQAC took the 360 degree feedback from all stakeholders, i.e., students, parents, alumni, and faculty.
- The feedback was taken manually.
- The IQAC team analysed the feedback obtained from various stakeholders and recommended certain important actions. These are the recommendations and actions taken:

<u>IQAC Recommendations</u>	<u>Action Taken</u>
1. The IQAC team recommended that the teachers' efficiency in teaching and their knowledge base need enhancement.	1. It was decided to conduct a FDP on The Joy of Research and Journal Paper Writing will be held in July 2016 to improve their researching, writing and teaching skills. A FDP on Healthcare and Hygiene, ICT Tools as well as a workshop on

	Creative Teaching for Global Competence will held in March, 2017.
2. The IQAC team recommended that the counselling aspects must be strengthened. and the pursuit of internship projects must be given more importance.	2. It was decided to conduct more counselling sessions for students. An Hour with the Principal will contribute in this regard.
3. The IQAC team advised the management to offer more U.G. programmes which are in demand	2. The management has plans to offer B.Sc. (Physics, Chemistry, Mathematics) and a few PG programmes for the academic year 2016-2017. The approval has already been sought.
4. The IQAC team suggested that more resources must be made available to pursue add on courses.	4. It was decided to offer more add on courses like Group Discussion, Digital Marketing and Cooperative Management. It was planned to get more books and place them in the library to support the pursuit of these courses.
5. The IQAC team recommended that the grievance cell must be strengthened.	5. It was planned to have a Grievance Box where the students can drop their complaints and the management will address the complaints at the earliest. During the session, “An Hour with Principal”, the students can share their grievances with the Principal so that he could take necessary corrective measures.
6. The team suggested that the placement drives must be organized and the students must attend pre-placement sessions.	6. The add- on courses are tuned towards enhancing the employability of students. Further, it was planned to organize a job fair in April, 2017.
7. The IQAC team recommended that the deserving students must be	7. It was decided to conduct DSAT exam for the students to award

awarded scholarships to support their education.	scholarships. Besides, more scholarships like DISF, Centum Scholarships will be awarded this academic year.
8. The IQAC recommended that the student council election must be conducted in a democratic way.	8. The management accepted to conduct the election by adopting the democratic process.
9. The IQAC recommended that many seminars, conferences and workshops must be held.	9. Many national seminars, workshops and conference spreading across the academic year was planned to be organized in September, January and February.
10. Based on the feedback, the IQAC team stated that the lab facilities and toilet facilities must be improved.	10. The management agreed upon the issues of facility and accepted to do the needful. The management has plans to develop the overall infrastructure keeping in view the growing students' strength.
11. The IQAC team analysed the need for introducing new PG courses and stated that they must be introduced as there are demands for PG courses.	11. The management announced that the new PG courses like M.Com and M. Sc. Psychology will be introduced for the academic year 2016-17.
12. The IQAC reiterated that the ICT developments must happen in the college to support the teaching-learning process.	12. Based on the IQAC recommendations, the management has already started installing the projectors in few classrooms of every department.
13. The IQAC reiterated that the college must obtain the permanent affiliation to the university.	13. The management stated that the process has been going on to get permanent affiliation for every programme.

Signature:

Coordinator:

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Rev. Dr. Herold Christopher Crasta – The Principal
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Prof. Sailaja M. – Member
Rev. Fr. Timson - Member
K.M. Vinay Kumar - Member
Mrs. Kusuma R - Member
Prof. Bipin - Member
Mr. Bharath Bhushan – Member
Ms. Sudha

Date: 28th May, 2016

Action Taken Report (2017-2018)

IQAC Recommendations and Action Taken Report presented in the IQAC meeting on 10th April, 2017, following the feedback carried out in February, 2017.

Attendees:

Rev. Dr. Herold Christopher Crasta - The Principal
 Rev. Jijo Jose – The Vice-Principal
 Prof. Sailaja – The IQAC Coordinator
 Prof. Margaret – Member
 Prof. Johnson - Member
 Dr. Shantharaju – Member
 Mrs. Kusuma R - Member
 Prof. Bipin – Member
 Dr. Tharini

Agenda: IQAC Recommendations Based on Feedback for the academic year 2016-2017 and the Action Taken Report for the academic year 2017-2018

Discussion:

- The IQAC took the 360 degree feedback from all stakeholders, i.e., students, parents, alumni, and faculty.
- The feedback was taken systematically.
- The IQAC team analysed the feedback obtained from various stakeholders and recommended certain important actions. These are the recommendations and actions taken:

<u>IQAC Recommendations</u>	<u>Action Taken</u>
1. The IQAC team recommended that a FDP must be organized to enhance the knowledge and skills of the faculty.	1. It was decided to conduct a FDP to enhance the faculty's knowledge and skills.
2. The IQAC team suggested that the job fair must be conducted to facilitate the recruitment of the outgoing	2. The management decided to arrange for the same.

students in corporate companies.	
3. The IQAC suggested that some efforts must be taken to conserve environment.	3. It was decided to grow more trees in the campus and the concept of SFS Woods was created.
4. The IQAC suggested that the students must be introduced to civil service exam requirements.	4. It was decided to conduct a crash course on Civil Service Examinations.
5. The IQAC team suggested that the college needs more lab facilities and a media room.	5. As suggested, it was decided to have a separate wing for Science where physics and chemistry labs will be reworked.
6. The IQAC suggested that few more programmes must be introduced as the demands are growing.	6. It was decided to introduce M.A. English, M.A. Journalism and Mass Communication, M. Com. (Finance & Analysis) and B. Sc (Physics, Chemistry, Mathematics) in the academic year 2017-18.
7. The IQAC team hinted that the college logo must be registered.	7. It was reported that the process has started and the register will happen soon.
8. The IQAC team suggested that a separate PG section must be created in the library as the strength of PG students is growing. It also suggested that the subscription for more journals and the purchase of books for reference must improve.	8. It was decided to have a separate space for the PG reference work in the library. The management accepted the suggestion and promised to do the same.
9. The IQAC recommended that more scholarships must be awarded for the students.	9. It was decided to award scholarships for OBC students, the Best Culturals, Sports, NCC, NSS students and an award for the Best Outgoing student.
10. The IQAC team recommended that more add on courses must be introduced.	10. It was decided to introduce more courses like Travel Blog Writing, Embedded Systems and GST.

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Rev. Dr. Herold Christopher Crasta - The Principal
Rev. Jijo Jose – The Vice-Principal
Prof. Sailaja – The IQAC Coordinator
Prof. Margaret – Member
Prof. Johnson - Member
Dr. Shantharaju – Member
Mrs. Kusuma R - Member
Prof. Bipin – Member
Dr. Tharini

Date: 10th April, 2017

Action Taken Report (2018-2019)

IQAC Recommendations and Action Taken Report presented in the IQAC meeting on 1st June, 2018 following the feedback carried out in February, 2018.

Attendees:

Rev. Dr. Herold Christopher Crasta - The Principal
 Rev. Jijo Jose – The Vice-Principal
 Prof. Sailaja – The IQAC Coordinator
 Prof. Margaret – Member
 Prof. Johnson - Member
 Dr. Shantharaju – Member
 Mrs. Kusuma R - Member
 Prof. Bipin – Member
 Dr. Tharini - Member

Agenda: : IQAC Recommendations and Action Taken Report for the academic year 2018-2019 based on Feedback obtained for the academic year 2017-2018

Discussion:

- The IQAC took the 360 degree feedback from all stakeholders, i.e., students, parents, alumni, and faculty.
- The feedback was taken systematically.
- The IQAC team analysed the feedback obtained from various stakeholders and recommended certain important actions. These are the recommendations and actions taken:

<u>IQAC Recommendations</u>	<u>Action Taken</u>
1. The IQAC team recommended that more workshops and training sessions must be conducted.	1. It was decided to conduct more practical-oriented courses like Creating Documentary Videos, Advanced Tally, Mobile Applications, Marketing and Internet, Critical Thinking and Problem

	Solving, Pre-Placement Training.
2. The IQAC team recommended that many industrial visits must be planned to initiate more industry-academia collaborations.	2. It was planned to arrange for industrial visits that will enable the students to gain real life experience of what they learn inside in the class room.
3. The IQAC team decided to continue with the slab system for internal assessment.	3. It was decided to continue with the slab system for internal assessment to demonstrate transparency.
4. The IQAC team suggested that the automation of library must be done at the earliest. It was suggested that the photocopying machine must be available there.	4. It was planned to automate the library by December, 2019. It was planned to improve the photocopying facility in the library.
5. The IQAC team insisted that the college must apply for the recognition under 2(f) and 12(b) of the UGC Act to receive financial assistance.	5. This UGC recognition is expected to happen in 2018-2019 as the college has sought recognition.
6. The IQAC team stated that national seminars, symposium and conferences must be organized for the forthcoming academic year.	6. It was planned to organize a national seminar in September. An international conference was planned to be organized in January. The PG symposium was planned to be organized in May.
7. The IQAC team suggested that a more rigorous online feedback could be obtained.	7. It was decided to improve upon the feedback system digitally.
8. The team recommended that more FDPs could be organized to enhance the skills and knowledge of students. The IQAC team insisted that a workshop on the academic and administrative audit must be organized.	8. It was planned to organize FDPS on Communication Skills, Soft Skills, Information Technology and Self-Defence. A Workshop on the Academic and Administrative Audit was planned in March, 2019.
9. To facilitate the recruitment of the	9. It was decided to organize a job

students, the IQAC team suggested that a job campus drive could be organized.	drive in April.
10. The IQAC brought to notice that the Desalite Scholarship exam must be held to award scholarships to the deserving students.	10. It was decided to conduct the exam as usual in 2018-2019.
11. The IQAC team stated that more CCTV cameras must be installed for the security of the campus community. It added that more projectors are needed.	11. The management agreed and installed many CCTV cameras to ensure security. It agreed to install more projectors in the class rooms.

Signature:

Coordinator:

Members:

Rev. Dr. Herold Christopher Crasta - The Principal
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 Prof. Sailaja – The IQAC Coordinator
 Prof. Margaret – Member
 Prof. Johnson - Member
 Dr. Shantharaju – Member
 Mrs. Kusuma R - Member
 Prof. Bipin – Member
 Dr. Tharini - Member

Date: 1st June, 2018

Action Taken Report (2019-2020)

IQAC Recommendations and Action Taken Report presented in the IQAC meeting on 1st April, 2019 following the feedback carried out in February, 2019.

Attendees:

Rev. Fr. Roy – The Principal
 Rev. Fr. Jijo Jose – The Vice-Principal
 Rev. Fr. Tony - The Management
 Maya Matthew – IQAC Coordinator
 Dr. Tharini – Member
 Prof. Chitra – Member
 Prof. Geetha PS – Member
 Prof. Gnanajyothi – Member
 Prof. Nebula – Member
 Prof. Shantaraju – Member
 Prof. Lakshmi – Member
 Prof. Roshini – Member

Agenda: : IQAC Recommendations and Action Taken Report for the academic year 2019-2020 based on Feedback obtained for the academic year 2018-2019

Discussion:

- The IQAC took the 360 degree feedback from all stakeholders, i.e., students, parents, alumni and faculty.
- The feedback was taken systematically.
- The IQAC team analysed the feedback obtained from various stakeholders and recommended certain important actions. These are the recommendations and actions taken:

<u>IQAC Recommendations</u>	<u>Action Taken</u>
1. The IQAC team suggested that new certificate and value added courses	1. It was planned to offer more certificate and value added courses.

could be introduced keeping in view the students' needs.	Besides, it was decided to provide internship opportunities for more students.
2. The IQAC team suggested that the college must have the extensive ICT facility to enhance the teaching-learning process.	2. It was decided to work towards transforming the campus into a complete ICT enabled environment.
3. The IQAC recommended that new PG programmes and diploma courses must be introduced.	3. The approval to start new PG programmes and diploma courses has already been sought and it was decided to start M.Sc. Mathematics, M.A. Economics, PG Diploma in Human Resource Development and PG Diploma in Psychological Counselling this academic year.
4. The IQAC team suggested that the national and international events must be celebrated more elaborately.	5. It was planned to observe International Women's Day, World Mental Health Day, Human Rights Day and other such days in an extensive manner to draw attention of the students to these social concerns.
5. The IQAC suggested that a few skill development courses could be an addition in the curriculum.	5. It was decided to add few skill development courses in the curriculum.
6. The IQAC team suggested that many FDPs and workshops must be conducted to enhance the skills of the teaching and non-teaching staff.	6. It was planned to organize a workshop on SPSS usage in November and another FDP for the non-teaching staff.
7. The IQAC initiated DSRM – Daily Staff Review Meeting – to focus on the overall development of the college.	7. It was planned to have DSRM meetings daily at the end of the class session from 1 st July, 2019 onwards.
8. The IQAC recommended that Lift and Ramp facilities must be provided for the differently abled students and staff.	8. It was planned to construct them in the areas allotted to them earlier.
9. The IQAC team suggested that the	9. It was decided to help the faculty

faculty must offer online courses to facilitate the students' holistic development.	create online courses.
10. The IQAC team hinted that DFFA initiatives must be expanded.	10. It was planned to organize more activities to support farming.
11. The IQAC team suggested that the student enhancement programmes must be intensified.	11. It was planned to help students take up mini projects and the departments were advised to focus on this aspect.
12. The IQAC team stated that many guest lectures must be organized.	12. It was planned to organize a series of guest lectures in the academic year 2019-2020.

Signature:

Coordinator:

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 Prof. Lakshmi – Member
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Date: 1st April, 2019