

# **Internal Quality Assurance Cell, St. Michael's College, Cherthala**

## **2015-16**

### **Action Taken Report**

#### **Meeting 1**

Action Taken Report on Agendas Discussed in the first meeting of IQAC dated 08/06/2015.

The following actions were taken in response to the agendas discussed during the meeting held on 8th June 2015. The progress made on each agenda item is as follows:

#### 1. Improvement of Academic and Institutional Activities:

- Conducted a comprehensive review of existing academic and institutional activities to identify areas of improvement.
- Implemented new teaching methodologies and training programs for faculty members to enhance the quality of education provided to students.
- Monitored and evaluated the progress of ongoing initiatives to propose further improvements.

#### 2. Enhancement of Academic Activities and Implementation of Academic Year Plan:

- Developed a detailed academic year plan outlining the curriculum, assessment methods, and extracurricular activities for the upcoming academic session.
- Implemented a robust monitoring system to track the progress of the academic activities and make necessary adjustments as required.

#### 3. Preparation of Departmental Activities:

- Facilitated meetings with department heads to discuss and plan department-specific activities for the upcoming months.
- Identified key focus areas for each department and allocated resources accordingly to support their initiatives.
- Regularly reviewed departmental activities to ensure alignment with the overall organizational goals.

#### 4. Increase the Number of Seminars and Workshops:

- Scheduled a series of seminars and workshops on various topics, inviting renowned speakers and experts to share their knowledge with the faculty and students.
- Collaborated with external organizations and institutions to organize joint seminars and workshops, enhancing the exposure of our academic community.
- Created a team responsible for coordinating and managing the seminars.

The IQAC is committed to continuing its efforts to enhance academic and institutional excellence. Regular progress reviews are held to ensure the sustained implementation of the initiatives mentioned above.

## **Meeting 2**

Action Taken Report on Meeting Held on September 30, 2015

The following actions were taken in response to the agendas discussed during the meeting held on 30th September 2015. The progress made on each agenda item is as follows:

### 1. Conducting 2 UGC-Sponsored Seminars:

- Identified relevant topics for the UGC-sponsored seminars based on the latest trends and academic interests.
- Formed organizing committees for each seminar comprising experienced faculty members and administrative staff.
- Prepared detailed proposals outlining the seminar themes, objectives, and proposed schedules for submission to the UGC.
- Submitted the seminar proposals to the UGC and successfully obtained sponsorship for both events.

### 2. Socio-Cultural Assimilation through Social Reach Activities of the College:

- Established a plan and execute social reach activities aimed at promoting socio-cultural assimilation within the college community.
- Organized a series of cultural events, workshops, and awareness campaigns focusing on diversity, inclusivity, and social harmony.
- Collaborated with local community organizations to involve students and faculty in community service projects, fostering a sense of social responsibility.
- Conducted regular evaluations to measure the impact of these activities and gathered feedback for further improvement.

### 3. Maintaining Quality in Education:

- Implemented the rule of compulsory faculty development program to enhance teaching methodologies and promote continuous learning among educators.
- Conducted regular faculty meetings to review and update the curriculum, ensuring its alignment with industry standards and academic excellence.
- Established a feedback mechanism for students to express their opinions on the quality of education and teaching methods.
- Initiated a peer-review process to evaluate faculty performance and encourage professional development.
- Implemented measures to enhance infrastructure, including well-equipped laboratories, purchase of library books and updated learning resources, to support high-quality education delivery.

### Meeting 3

Action taken report following the meeting held on 11th March 2016

#### 1. Enabling Students to Explore the Best Institution Library:

- A committee comprising teachers and the librarian was formed to assess the current state of the institution's library and identify areas of improvement.
- The committee conducted a survey among students to understand their requirements and preferences regarding library resources.
- Based on the survey results, plans were initiated to enhance the library's collection by procuring relevant academic books, journals, and digital resources.
- A user-friendly online catalogue system was implemented, allowing students to search for books and resources easily.
- Library orientation sessions were organized for new students to familiarize them with the library's facilities and resources.

#### 2. Implementation of ICT-Enabled Teaching:

- Training sessions were organized for teachers to enhance their digital literacy and proficiency in utilizing ICT tools for teaching.
- Online learning platforms and digital resources were curated and made accessible to both teachers and students, promoting a blended learning environment.

#### 3. Coordination of Interdepartmental Activities:

- Monthly meetings were scheduled for department heads to discuss and plan interdepartmental activities.
- A shared calendar was created to coordinate events, workshops, and seminars across different departments.
- Teams were formed to collaborate on specific projects and initiatives, encouraging a holistic approach to education and skill development.

Additionally, regular feedback sessions were organized to gather input from both teachers and students regarding the effectiveness of the implemented changes. The feedback received was instrumental in fine-tuning our strategies and ensuring continuous improvement. These initiatives have been well-received by both students and faculty members, leading to a more enriching learning experience within our institution.



**Prof. Riju Gregory**

IQAC Coordinator



**Dr. Mathew V.**

Principal

