

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

2016-17

Action Taken Report, 2016-17

Meeting 1

Action taken report following the meeting held on 3/06/2016

1. Maintenance of Digitalised Attendance Monitoring System:

- Conducted a thorough review of the digitalised attendance monitoring system currently in place.
- Identified issues have been addressed promptly, leading to improved system stability and accuracy.
- Regular maintenance checks have been scheduled to ensure the system continues to function optimally.
- User training session has been planned to familiarize the staff with the system's features and troubleshoot common issues effectively.

2. Orientation Programmes for Teachers and Non-Teaching Staff:

- Comprehensive orientation programmes were organized for both teachers and non-teaching staff members.
- Feedback from participants was collected, and their suggestions will be used to enhance future orientation programmes.

3. Increasing the Collection of Books in the College Library:

- Efforts have been made to augment the collection of books in the college library.
- A committee was formed to curate a diverse selection of academic, reference, and recreational books catering to different interests and disciplines.
- Procurement of new books has commenced, and a cataloging system is being implemented to organize the library resources efficiently.
- Initiatives to encourage donations from alumni, faculty, and local authors are underway to enrich the library's collection further.

Regular updates on these initiatives is being provided to ensure transparency and accountability.

Meeting 2

The following actions were taken following the meeting held on 6/9/2016

1. Effective Functioning of Clubs, Associations, and Organizations:

- Conducted regular meetings to address challenges and foster collaboration.
- Introduced performance assessments to ensure efficiency.
- Established clear guidelines for the formation and functioning of clubs.

2. Conducting Seminars to enhance the research Spirit:

- Organized research-focused seminars featuring renowned experts.
- Encouraged interdisciplinary discussions to broaden research perspectives.
- Facilitated inter-departmental collaborations to broaden research perspectives.
- Encouraged faculty involvement in guiding students towards research opportunities.

3. Organizing Skill Development Programmes:

- Implemented a diverse array of skill development workshops and training sessions.
- Collaborated with professionals to provide real-world insights.
- Conducted periodic assessments to assess the impact of skill programs.

4. Maintenance of Student Discipline:

- Strengthened the disciplinary framework through clear guidelines.
- Conducted awareness classes to emphasize the importance of discipline.
- Established a responsive system for addressing disciplinary concerns promptly.

These initiatives collectively contribute to a vibrant and disciplined academic environment, fostering holistic development and a spirit of inquiry among the students. Regular assessments and feedback mechanisms are in place to ensure effectiveness.

Meeting 3

1. Assessing the Performance of College Teachers:

- Conducted comprehensive performance evaluations through peer reviews and student feedback.
- Encouraged teachers to attend FDPs.
- Implemented a feedback mechanism to gather insights on teaching methodologies.
- Initiated professional development programs based on assessment outcomes.

2. Conducting Regular Value Education Classes and Holy Mass:

- Established a consistent schedule for value education classes and holy masses.
- Collaborated with religious authorities to ensure meaningful and inclusive sessions.

- Monitored attendance and gathered feedback to tailor content to students' needs.

3. Collecting Student Feedback:

- Instituted regular surveys to collect feedback on courses, teaching methods, and campus life.
- Utilized technology for anonymous and transparent feedback collection.
- Implemented changes based on constructive feedback to enhance the student experience.

4. Overall Evaluation of Performance & Other Activities:

- Conducted holistic evaluations of academic, extracurricular, and administrative activities.
- Analysed data from various sources to identify areas for improvement.
- Implemented strategic changes to enhance overall performance and engagement.

These initiatives aim to foster a supportive and enriching educational environment, ensuring continuous improvement based on assessments, feedback, and comprehensive evaluations.



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