

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

2017-18

Action Taken Report

Meeting 1:

1. Orientation Programme:

- Scheduled and initiated an orientation program for students, teachers, and staff.
- Assigned specific tasks to ensure smooth execution of the program.

2. Preparation of AQAR:

- Formed a dedicated team to compile data for the Annual Quality Assurance Report (AQAR).
- Established timelines for data collection and analysis.

3. Value Education and Liturgy Committee:

- Successfully formed the Value Education and Liturgy Committee.
- Outlined the committee's responsibilities and identified key focus areas.

4. Extension Activities Strengthening:

- Implemented strategic steps to enhance extension activities.
- Collaborated with relevant organisations to broaden the impact of extension programs.

5. Improvement of Overall Performance:

- Conducted performance assessments across departments.
- Identified areas for improvement and devised action plans for enhancement.

Meeting 2

1. Conduction of Seminars and Conferences:

- A subcommittee was formed to identify relevant topics and potential speakers for upcoming seminars and conferences.
- The schedule for the next six months was drafted, considering academic calendars and user preferences.
- A promotional plan was outlined for effective reach.

2. Providing INFLIBNET Facility to the Library Fully Automated:

- The current library automation status was assessed, and resources were allocated for the integration of the INFLIBNET facility.

- Staff training sessions were scheduled to ensure competence in utilizing the new system.
- A timeline for implementation was established, with regular check-ins to address any challenges.

3. Increase Number of Books in the Library:

- Assessment survey was conducted among users to identify specific areas for book acquisition.
- A budget was allocated for purchasing books based on identified needs and preferences.
- Collaboration with subject experts was initiated to curate a list of relevant books for acquisition.
- Executed book acquisition plan, ensuring timely additions to the library collection.

4. Cyber Cafe and Network Resource Centre:

- A dedicated space for the cyber cafe and resource center was identified within the library premises.
- Infrastructure requirements, including computers and network equipment, were assessed and necessary arrangements were made.
- Staff training programs were initiated to equip personnel with the skills required to manage and support the cyber cafe.

Meeting 3

1. Evaluation of Overall Performance of the College:

- A cross-functional team was formed to assess various aspects, including academic achievements, faculty performance, and infrastructure.
- A comprehensive report on the college's overall performance was generated and shared with relevant stakeholders.

2. Career Awareness Program among Students:

- Organized a series of career awareness programs, including workshops, seminars, and guest lectures.
- Information on various career paths, industries, and skill development opportunities was disseminated to students.
- Collaboration with industry professionals and alumni was fostered to provide real-world insights.

3. Placement Opportunities for Talented Students:

- A placement cell was formed to actively seek and promote opportunities for talented students.
- Workshops on resume building, interview skills, and networking were conducted to prepare students for placements.

- Networking events with potential employers and industry partners were organized to enhance placement prospects.

4. Collection of Feedback from Students:

- Implemented a structured feedback system to gather comprehensive student opinions.
- Feedback forms were designed to cover academic experiences, support services, and overall satisfaction.
- The feedback collection process was communicated clearly, emphasizing the importance of constructive feedback.



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IQAC Coordinator



Dr. Mathew V.

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