

## **ACTION TAKEN REPORT: 2016-17**

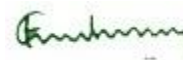
Details of the action taken by the Internal Quality Assurance Cell (IQAC) as suggested by the Dean-IQAC as well as other Administrators (Deputy Principal, Deans, Vice Principals, Heads of the Departments as the case may be) and approval / suggestions to implement the same given by the Administrators during the appropriate meetings held on 11-08-2016, 13-10-2016, 14-11-16, 28-11-16 and 22-12-16. 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.

<b>No.</b>	<b>Plan of Action</b>	<b>Achievements</b>
1.	Administering various feedback and Evaluation about the functioning of the institution	<b>Staff evaluation by Students:</b> 24 <sup>th</sup> September 2016 and 09 <sup>th</sup> & 10 <sup>th</sup> March 2017 <b>Exit Poll by Alumni:</b> 09 <sup>th</sup> & 10 <sup>th</sup> March 2017 <b>Open Forum:</b> 28.09.2016 & 28-02-2017 <b>Parents' Meet:</b> for I, II UG & I PG – 07.01.2017 <b>Mentor's Meet :</b> 05-07-2016, 16-12-2016 23-09-2016, 24-02-2017 <b>Annual Academic Audit:</b> 09 <sup>th</sup> & 10 <sup>th</sup> March 2017 <b>Administrative Audit:</b> 10 <sup>th</sup> Dec '16 – 15 <sup>th</sup> Feb 2017
2	Preparation of Self Study Report for Cycle III	A band of faculty members under the able guidance of Deans and VPs the report was prepared in Odd Semester.
3	To provide a quality enhancement uplift to faculty in the preparation of e-content in Teaching and Learning and behavioural topping	Along with IT Department IQAC has planned and conducted A National Level Seminar on Effective eLearning with cloud – based Services and LMS, 15 <sup>th</sup> & 16 <sup>th</sup> December 2016
4	To revise the Curriculum for UG and MCA Programmes	UG Syllabus Revision for 15 programmes were carried out with reasonable digital infusion. MCA syllabus was also carried out.
5	Top-up initiatives for faculty with less than 5 years of teaching experience	1. <b>Wu-Wei Methodology</b> , Rev. Fr. T. Francis, SJ, Vice Principal, General, SJC 2. <b>Emotional Intelligence</b> , Dr. S.N. Ragavendra, Prof., BIM, Trichy, 17 <sup>th</sup> September 2016 3. <b>Tools and Teaching Methods to enhance classroom delivery</b> Dr. Muthupandi, MKU, Madurai, 03 <sup>rd</sup> December 2016 4. <b>Power Point Preparation and Review &amp; Assessment</b> , 13 Senior Faculty of different Disciplines, 09 <sup>th</sup> – 23 <sup>rd</sup> January 2017 5. <b>Microteaching : Video Shooting</b> , 18.02.2017

No.	Plan of Action	Achievements
		<p><b>6. Micro Teaching : Review &amp; Assessment,</b> (10 HoDs acted as Review Members from the related disciplines), 10<sup>th</sup> – 22<sup>nd</sup> February 2017</p> <p><b>7. Pathways to Attain Objective Assessment</b> Dr. E. Ramganes, Edun. Tech., BARD, Trichy, 18<sup>th</sup> February 2016</p> <p><b>8. Analysis of the Questions prepared by 33 groups</b> Dr. E. Ramganes, Edun. Tech., BARD, Trichy, 01<sup>st</sup> – 10<sup>th</sup> March 2017</p>



Dr. S. ALFRED CECIL RAJ  
Dean - IQAC

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