

**INTERNAL QUALITY ASSURANCE CELL
ST. JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI**

**ACTION TAKEN REPORT OF THE MEETING OF THE MEMBERS OF THE
IQAC HELD ON 21.08.2019**

- Feedback from stake holders, parents, alumni and employer were collected, analysed and follow-up measures were taken.
- Evaluation of teaching staff by students was conducted during both odd semester (September 2019) and even semester (March 2020). The analysis reports were given to The Principal and individual staff members for further action.
- Performance Appraisal System for Teaching staff was conducted through online mode during 20.08.2019- 07.09.2019. Based on the report Fr Principal and Fr Secretary asked the staff to concentrate on areas where they can fare well.
- Annual Academic Audit of the Departments was conducted during March 2020 and best performing departments were awarded.
- Three Micro Quality Circle Members' Meet was conducted to familiarize the process of AQAR, methodology for collecting required data for AQAR, NIRF and India Today Best College Rankings.
- The required data for NIRF 2020 was submitted and the college was ranked at 31st in College Category, and placed within 80 places in India Today Best Colleges 2020 Ranking.
- Seven FDP and Top-up skill programme for staff members were conducted on Soft Skill, Research, LOCF Syllabus, The Challenge of Higher Education in the 21st Century and Training on objectivised teaching methodology on various dates.
- Input sessions were given to all the staff members for syllabus revision 2021-2022 for UG and PG programmes based on LOCF model.
- PARAMARSH project proposal was submitted to the UGC, and Rs 30,00,000 was sanctioned by UGC for the same. Workshop and training programmes were conducted for mentee institutions.


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Rev. Dr. M. Arockiasamy Xavier SJ

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**ACTION TAKEN REPORT OF THE MEETING OF THE MEMBERS OF THE
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Based on the suggestions given by the members, MQC members were insisted to ask the class mentors to contact each outgoing student and collect more details about student progression and the supportive documents for NIRF 2020 and India Today Best Colleges Rankings.


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**ACTION TAKEN REPORT OF THE MEETING OF THE MEMBERS OF THE
MQC HELD ON 04.09.2019**

- 15 Value added courses were conducted by different departments.
- A core team is constituted to create LMS platform for teaching learning process.
- IQAC has made it mandatory that all communication inside the campus is to be done only through online mode. All the administrators and staff members are provided with an institutional mail id.
- All the staff members with Ph.D have applied for Ph. D guide ship to the university and most of them have obtained the same.
- All the evaluation process, feedback, e planner etc were collected through online.



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**ACTION TAKEN REPORT OF THE MEETING OF THE MEMBERS OF THE
MQC HELD ON 27.11.2019**

The MQC members and mentors of the departments contacted all the outgoing students. They have collected the progression details of the students and submitted a copy to IQAC. The whole process was monitored by Heads of the Departments and IQAC.



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**ACTION TAKEN REPORT OF THE MEETING OF THE MEMBERS OF THE
IQAC HELD ON 13.01.2020**

- All the Evaluation Questionnaires used by IQAC was approved and these were used in staff evaluations, feedback and self evaluations for the academic year 2019-20.
- Under the UGC scheme of PARAMARSH, the mentor team visited all the mentee institutions, and provided input sessions based on the new NAAC manual.
- A workshop was conducted for the criterion coordinators and IQAC coordinators.
- Annual Academic Audit for the academic year 2019-20 was conducted during the month of March 2020.
- Based on the LOCF Workshop held on 04.01.2020, another workshop was conducted for Heads and Coordinators of all the departments on 07.02.2020. Modalities of framing LOCF based curriculum, course pattern and evaluation methodologies were discussed. It was decided to prepare LOCF based curriculum for the academic year 2021-22.


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