

**Internal Quality Assurance Cell
St. Joseph's College (Autonomous), Tiruchirappalli-2**

**Action Taken Report on the Meeting of the Micro Quality
Circle Members Meeting Held on 12th July 2023**

Based on the input given during the micro quality circle members meeting held on 12th July 2023, members presented the department data collected by them for NIRF 2024 and India Today Best Colleges 2024 rankings. Rev Fr Principal and IQAC Deans suggested few corrections. The departments were asked to collect more details about students progression. The data submitted by the departments were summarised and submitted to NIRF 2024 and India Today Best colleges 2024 rankings.


For department documentation staff members were requested to submit their details through staff ERP.

Data collected for AQAR 2022-23 from departments were verified and submitted to NAAC. All the departments have conducted value added courses and certificate courses for the academic year 2023-24.

Due corrections were made on the web portal based on the recommendations given by Heads of Departments.

Annual Academic Audit was conducted during the month of March 2024, in which accomplished year plans were discussed.




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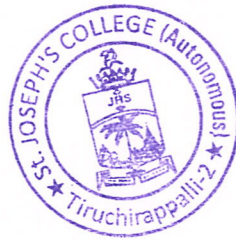
**Action Taken Report on the Meeting of the Members of the IQAC
held on 20th September 2023**

External Academic Audit for the year 2022-23 was held on 13.10.2023 from 09.00 a.m. to 04.30 p.m.

The IQAC, in consultation with Departments, prepared a list of Certificate Courses that can be offered to the students studying under Jesuit World Wide Learning. The list was forwarded to JWLV for further action.

The College has registered for Academic Bank of Credits with UGC and the IQAC has initiated the process of enrolling students into the portal batch wise.

IQAC has designated staff members into different teams to revisit the policies and to write new policies based on NAAC requirements. The policies will be collected and scrutinised by an expert team by December and will be forwarded to the management for final approval.




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**Action Taken Report on the Meeting of the Members of the IQAC
held on 11th January 2024**

Based on the suggestions given by the members during the meeting, the IQAC has made changes and added necessary data in the NIRF 2024 template. After final verification by Fr. Principal, the data was submitted to NIRF ranking.



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**Action Taken Report on the Meeting of the Micro Quality Circle Members Meeting
Held on 20th January 2024**

The Annual Academic Audit templates were given to all the departments, clubs, service units and committees. They were requested to submit the filled in templates with proper evidence two weeks before Academic Audit dates. The Annual Academic Audit was conducted during the month of March 2024.



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Action Taken Report on the Meeting of the Members of the IQAC
held on 14th February 2024

Based on the proposed new manual for Binary accreditation, the IQAC has prepared a plan for the Departments, clubs, committees, outreach programme etc.

A detailed budget and required work details were prepared by the IQAC in consultation with the core group members and the proposal was presented to the management for further action.

A proposal and need for a separate lab for JosTEL, IQAC activities *etc.*, were prepared and given to the management for further action.

The IQAC has insisted the JosTEL team to assist all departments to conduct certificate and value-added courses through LMS from the coming academic year.



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Action Taken Report on the Meeting of the Members of the IQAC
held on 21st February 2024

Based on the decision made in the meeting held on 21st February 2024, the core team of the IQAC prepared a detailed proposal that can be implemented in the campus during the next few years. The proposal was presented before Rev. Fr. Rector, Rev. Fr. Secretary and Rev. Fr. Principal. Clarifications raised were explained and the proposal was accepted for further action.




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**Action Taken Report on the Meeting of the Members of the IQAC
held on 27th February 2024**

Based on the suggestions and corrections requested by the IQAC members during the meeting, data collected and details of AQAR report 2022-23 were modified and more information's were added by IQAC. After final Verification by Fr. Principal the AQAR report was submitted to NAAC during the month of May 2024 and was accepted by NAAC.



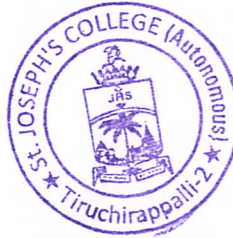
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**Action Taken Report on the Meeting of the Members of the IQAC
with the Administrators held on 27th February 2024**

The college management has included all the items presented in the proposal in its budget for the financial year 2024-2025.

- A Centre for Documentation is created and a Director has been appointed.
- Staff Advancement Centre is created and a Director has been appointed.
- Renovation of the Language Lab is in process.
- Preparatory work for Model Villages has begun.
- Solid Waste Management has become more efficient.
- Work on renovation and construction of restrooms has begun.



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