

**Internal Quality Assurance Cell
Sacred Heart College (Autonomous), Thevara**

Action Taken Report 2014-15

IQAC Meeting on June 27, 2014

Decisions

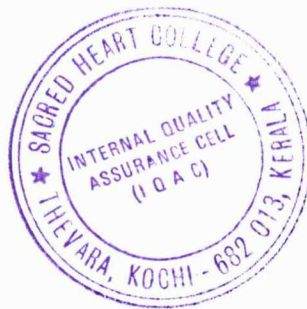
1. Decided to efficiently implement and practice the newly granted autonomy.
2. Decided to increase employability and placement opportunities.
3. Decided to establish linkages with industry, government departments and NGOs.
4. Decided to expand the extension activities to the local community.
5. Decided to advertise the consultancy services of the college.
6. Decided to develop the HR division.
7. Decided to strengthen the alumni.
8. Decided to develop the infrastructure facilities of the college.
9. Decided to introduce faculty induction program for newly recruited faculty

Action taken:

1. The College effectively implemented autonomy with its own curricula and syllabi adopting and modifying the university curricula and syllabi; its own examination manual and examination automation system, developing its own software for examination, attendance entry, internal assessment mark entry, establishing deanery and preparing additional facilities and systems.
2. Departments were directed to carry out the UG syllabus revision by introducing contents to increase the employability and placement opportunities.
3. Dr T P Thomas and Dr Sajoy PB were given charge to coordinate the placement activities and to train students for placement.
4. Various committees were constituted to raise funds and to start the construction of the new building to begin new courses and to accommodate other activities.
5. IQAC organized programmes for promoting research. A workshop on research process and plagiarism was organized on 23 October 2014.

6. IQAC organized a training programme on time management on 27 October 2014.
7. Principal took the initiatives to visit different countries and establish alumni chapters.
8. Various committees were constituted to raise funds and to start the construction of the new building to begin new courses and to accommodate other activities
9. Introduced Faculty Induction Programme for newly recruited faculty with a well charted out programme. The Induction Programme for newly recruited Faculty members will familiarize them in their roles as freshly inducted teachers. It will orient them on various generic aspects of teaching learning, instructional methodologies, assessment and evaluation techniques, ICT enabled teaching learning, and equip them with knowledge of University / Institutions rules and regulations, basics of governance and administration. The first FIP held during 14 – 18 October 2014. Fifteen newly recruited faculty from various departments attended the programme

Coordinators



Dr. Johnson X Palackappillil
Principal
Sacred Heart College (Autonomous)
Thevara, Kochi-682 013

17 December 2014

Decision:

Decided to organize the seminar on autonomy sanctioned by NAAC

Action Taken:

- Committees constituted, various activities were assigned to different members
- Seminar was conducted.

12 March 2015

Decisions:

- Decided to systematize the bridge courses in the departments
- Decided to have orientation programmes on spirituality, stress management, academic discipline, and time management
- Decided to do result analysis at the department level
- Decided to distribute admission of sports quota students among all departments
- ICT facilities should be utilized by all departments.
- Decided to conduct the annual science Congress

Action taken report

- All departments prepared bridge course syllabus and offer bridge course
- Content on spirituality, stress management, academic discipline, and time management was introduced in the induction programme of students.
- Every department started to do result analysis
- Sports quota students are distributed among all departments
- A large number of the faculty members started using ICT facilities.

12 March 2015

- Decided to make publication of findings mandatory for the acceptance of research submission
- Decided to bring out a new consultancy registry

Action Taken

- The annual science Congress was conducted
- Researchers published articles before the submission of their dissertation
- New consultancy registry was published

13 March 2015

Decisions

- A specified area for research students can be maintained in the library.
- Training programme should be conducted on plagiarism for all departments
- Dr. M J Mathew and Jeet Kurian will be in charge of MOODLE and MOOCH.
- Construction of the elevator will be completed by June.
- Modification of women's rest room is to be done

Action Taken

- A new section with computers, chairs, LCD and A/c was constructed
- Plagiarism orientation was given to faculty and it was made a policy that all UG and PG projects should be plagiarism checked before final submission
- MOODLE and MOOCH training sessions were conducted and faculty started using MOODLE
- Elevator was constructed and particularly dedicated for Students with Disabilities.
- Women's rest rooms were modified.

13 March 2015

Decisions:

- re-alignment of the front office.
- conduct WWS and SSP programmes
- do SWOC analysis every year.
- conduct academic audit by IQAC.

Action Taken

- Re-aligned the front office;
- Conducted WWS and SSP programmes;
- SWOC analysis was conducted and
- IQAC conducted academic audit

13 March 2015

Decisions

- Decided to make Service Learning Programme mandatory
- Strengthen agricultural activities
- Strengthen scholarship for the needy students
- Digitalise students' profile and feedback system
- Conduct a green audit which includes energy audit, water audit, carbon footprint, environmental audit.

Action Taken

- The Service Learning Programme mandatory;
- strengthen agricultural activities with paddy cultivation;
- The students' profile and feedback system were digitalised to a great extent and green audit was conducted.


Coordinator


Chairperson



Dr. Johnson X Palackappillil
Principal
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