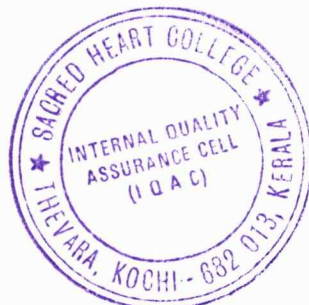


Internal Quality Assurance Cell

Action Taken Report 2015-16

Date of Meeting	Decisions	Action taken
06.03.2015	<ul style="list-style-type: none"> • Date for Autonomy seminar was fixed. • Schedule prepared for criteria wise committee meetings held on 12, 13 and 19 of March, 2015 	<ul style="list-style-type: none"> • Autonomy Seminar was conducted. • Criteria wise meetings were held.
07.10.2015	<ul style="list-style-type: none"> • Decided to increase the electives of various programmes • Strengthen mentoring system • Decided to organize an orientation programme on mentoring. • PG Syllabus revision 	<ul style="list-style-type: none"> • Implemented in the PG syllabus of MA English language and literature. • Mentoring system strengthened • Orientation on mentoring was held on 10 December 2015. • The PG syllabus revision process was started in the departments by various boards of studies.
20.10.2015	<ul style="list-style-type: none"> • Decided to organize an orientation programme on MOODLE and Knowledge Pro softwares. • Organize training programmes for non-teaching staff. • Decided to conduct an academic audit 	<ul style="list-style-type: none"> • Organized the orientation programme for faculty members on MOODLE (12/04/2016) and Knowledge Pro Software (28/04/2016). • A training programme on EXCEL was conducted on 04/12/2015. Another training programme on Tally was also held. • An Academic audit was conducted during 18-19 February 2016.
28.12.2015	Open courses of aided stream is to be open to unaided streams	It was made open to all the students including unaided streams
28.12.2015	<ul style="list-style-type: none"> • Decided to send Christian students to Renewal centres for retreat. • Decided to take a report of the conduct of holistic education classes and anti-ragging programmes. • Decided to promote the eligible assistant professors to the next grade 	<ul style="list-style-type: none"> • All the Christian students were sent for one day retreat • Report collected, reviewed the conduct of holistic education classes. • Report collected, reviewed awareness programme on anti-ragging. • All the eligible assistant professors were given promotions to the next grade
29.12.2015	Decided to make use of the service of student for library maintenance.	Students were given service learning hours in the library


 Coordinator




 Chairperson

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