

Internal Quality Assurance Cell

Action Taken Report 2016-17

Date	Decisions	Action taken
14.06.2016	Decided to conduct a green audit	Conducted green audit
22.06.2016	Decided to celebrate important environmental days. Decision to cultivate the agricultural land and paddy fields	Started to celebrate important environment days by various clubs and fora. Started paddy field cultivation
22.06.2016	An orientation by Sri. Varghese Paul was planned for ED club members	Training was given
1.07.2016	Schedule was prepared to discuss each NAAC criterion	Meetings held according to the schedule
05.10.2016	Decided to collect and consolidate data for NIRF	Data collected and uploaded for NIRF
06.01.2017	Decided to convert the already prepared student attributes to student outcomes. Decided to begin centralised NET coaching	Student outcomes were prepared and incorporated into the college calendar. Started centralised NET coaching for Paper I
22.02.2017	Decided to focus on the best practices of the college Prepared the schedule for NAAC report submission	Identified research and service learning as the best practices of the college. Started the preparation.
22.02.2017	Evaluated the new NAAC grading system and made an assessment of the score the college can secure	Prepared the schedule for NAAC SSR preparation. Decided to submit the report by 02.09.2017
14.03.2017	IQAC subcommittee for curricular aspects evaluated the management of service learning and found it was going good. Sacred Heart College is found to be the first college in the country to introduce Environmental	Implemented service learning effectively and reviewed it periodically. Environmental science is offered as part of all undergraduate programmes

	Science as part of all the graduate programmes.	
15.03.2017	Course plan submission on 03.06.2017.	Submitted
15.03.2017	Asked the faculty members to take part in short-term courses during the academic year 2017-18.	A few teachers attended short term programmes.
	Decided to bring out a consultancy registry	Consultancy registry released
15.03.2017	Decided to monitor and coordinate extension activities by IQAC.	Strengthened mentoring system. Started coordinating the extension activities.
15.03.2017	Decided to conduct academic audit and gender audit	Academic audit and gender audit were conducted


Coordinator

Chairperson



	for IED club members	1 07 2016
Meetings held according to the schedule	discuss each NAAC criterion	
Date collected and used for NIRF	Decided to collect and consolidate data for NIRF	05 10 2016
Student outcomes were prepared and incorporated into the college calendar.	Decided to convert the already prepared student attributes into outcomes	06 01 2017
Started centralised NET coaching for Paper I	Decided to start NET coaching	
Identified research and service learning as the best practices of the college. Started the preparation.	Decided to start research and service learning practices	22 02 2017
Prepared the schedule for NAAC report submission	Prepared the schedule for NAAC report submission	
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