

Plan of action chalked out by the IQAC in the beginning of the Academic year towards  
Quality Enhancement and the outcome achieved by the end of the Academic year

SI No	Plan of Action	Achievements/ Outcome
1.	<p><b>Curricular Aspects:</b></p> <ul style="list-style-type: none"> <li>- Teaching plan</li> <li>-Faculty induction and development program</li> <li>-Choice based credit system</li> <li>-Diploma and certificate courses</li> <li>-Credits for extra and co-curricular activities</li> </ul>	<p>-All the departments implemented the teaching plan prescribed as per the IQAC template</p> <p>-Organized 10 FDP's:</p> <ul style="list-style-type: none"> <li>• <b>Induction Programme:</b> On Friday 26 May, 2017 induction Programme was organised for the newly recruited faculty.</li> <li>• <b>Seminar on Sexual Sensitization:</b> On 21st June 2017 seminar on Protocol on Sexual Abuse at St. Joseph's Evening College, A.V. Room for the Teaching and Non-Teaching staff member. The Resources Person was Bro. Philip and Fr. Praveen S.J.</li> <li>• <b>Waste Segregation and Management:</b> On 5th July 2017 a one day workshop on Waste Segregation and Management was organised for the teaching staff members at A.V.Room and the resource person was Mr. Ishaan</li> <li>• <b>Relevance of Jesuit Philosophy and education:</b> On 13th to 15th July 2017, Fr. Prashant V Madtha S J, Finance Officer, St. Joseph's College of Commerce delivered a talk on Philosophy of Jesuit Institution on 14th July 2017</li> <li>• <b>Session on Mentoring and Counseling:</b> On 13th July 2017, Session on Mentoring and Counseling was organized to</li> </ul>

		<p>understand the concept, relevance, process, scope and dynamics of mentoring and counseling. Ms. Gretta Furtado, Student Counsellor was the resource person.</p> <ul style="list-style-type: none"> <li>• <b>Orientation Programme on Jesuit Work Culture:</b> On 21st July 2017 Orientation Programme for the Non-Teaching Staff members was organised at A.V. Room. Fr. Edward and Fr. Rayan conducted the Orientation Programme.</li> <li>• <b>Talk on “College to Corporate transition”:</b> On 21<sup>st</sup> &amp; 22<sup>nd</sup> September 2017, a lecture on how to groom students for employability and equip them to prepare for a smooth and effective transition from college to corporate. The programme was facilitated by Mr. Sanjay Virnave, Country Manager, Acer Technologies Pvt Ltd</li> <li>• <b>Research Methodology:</b> A workshop on” how to prepare the quality research paper and how to write an effective research paper” was organized for all teaching staff on 21<sup>st</sup> and 22<sup>nd</sup> September 2017. The workshop was facilitated by Mr. Shankar M Mepparambath.</li> </ul> <p>- Diploma in Human Rights, Diploma in Hardware &amp; Networking, Diploma in Hospital Administration and Diploma in Banking and Finance,  - Certificate courses in Communicative English, Personal Financial Planning, Research Methodology and Integrated Course in Accounts, Maths and Statistics was organised  -2 credits for extra and co-curricular</p>
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		activities
2.	<p><b>Teaching-Learning:</b></p> <ul style="list-style-type: none"> <li>-Faculty enrichment programs</li> <li>-Student feedback on quality of teaching-learning process, class-room management, student mentoring</li> <li>-Self appraisal of all faculties was conducted bi-annually</li> <li>-HOD/Coordinator appraisal of teaching faculty</li> <li>-Teaching aids like laptop, internet facilities, overhead projectors, speakerphone was further enhanced</li> <li>-Remedial and academic mentoring for poor performers</li> </ul>	<ul style="list-style-type: none"> <li>-Organized FEP</li> <li>-Online students feedback was undertaken</li> <li>-Self appraisal for all faculty members was successfully completed</li> <li>-HOD/Coordinator appraisal was successfully completed</li> <li>-Technological aids were provided to faculty members to induce quality in teaching and enhanced learning outcomes</li> </ul>
3.	<p><b>Examination:</b></p> <ul style="list-style-type: none"> <li>-Result analysis and remedial coaching was organised</li> <li>- Student centric CIA process</li> <li>- E- Hall tickets and E- Feedback</li> <li>- Credits for activities</li> <li>- Orientation on examination process</li> </ul>	<ul style="list-style-type: none"> <li>- Remedial for slow learners was organised</li> <li>- Implementation of student centric CIA activities</li> <li>- Implementation of issue of e hall tickets and feedback</li> <li>- Implementation of credits for co-curricular and extracurricular activities ( Sports and outreach)</li> <li>- Orientation on invigilation, question paper setting and evaluation</li> </ul>
4.	<p><b>Research and Development:</b></p> <ul style="list-style-type: none"> <li>-Students were oriented and encouraged to participate, present and publish research papers at State/National/International conferences and workshops</li> <li>-Workshop on “ How to prepare and write quality research paper</li> <li>-Faculty members were oriented and encouraged to participate, present and publish research papers at State/National/International conferences and workshops</li> </ul>	<ul style="list-style-type: none"> <li>-Research skills short term course was organized</li> <li>-Compulsory term research paper for all final year students</li> <li>- Faculty research supervisors were oriented to train the students in research</li> <li>-Students participated and presented papers in the conferences</li> <li>- Faculty members participated, presented and published research papers</li> </ul>
5.	<b>Infrastructure and Learning</b>	

	<p><b>Resources:</b></p> <ul style="list-style-type: none"> <li>-Upgradation of CCTV, Laptops, Desktop, Speakers, Microphone, Projectors, books, e-learning learning resources</li> <li>-Book bank facilities was offered</li> </ul>	<ul style="list-style-type: none"> <li>-Infrastructure and Learning Resources was upgraded</li> </ul>
6.	<p><b>Student Support and Development:</b></p> <ul style="list-style-type: none"> <li>-Orientation and refresher program for the students</li> <li>-Systematization of mentoring and individual follow-up</li> <li>- Financial assistance was meritorious and needy</li> <li>-Industry networking and exposure</li> <li>-UGC supported community college skill enhancement programs</li> <li>- Introduction of NSS, Red Cross</li> <li>-Daily newspaper reading and analysis</li> <li>-Introduction of placement center</li> </ul>	<ul style="list-style-type: none"> <li>-First year students were oriented on Institution History, Vision, Mission, Objectives, Autonomy, Examination, Discipline policy etc.</li> <li>- Mentoring manual and process was instituted</li> <li>-Financial scholarship for meritorious and needy was given</li> <li>- Guest lectures, industrial visits and conferences was organized in collaboration with corporates</li> <li>- NSS and Red cross</li> <li>- News reading and presentation was introduced to enhance language skills</li> <li>- On-going and out-going placement was facilitated</li> </ul>
7.	<p><b>Innovations and Best Practices</b></p> <ul style="list-style-type: none"> <li>-Expansion of community college with focus on skilling and employment</li> <li>-Job Placement - ongoing and outgoing</li> <li>- Issue of online hall tickets and feedback</li> </ul>	<ul style="list-style-type: none"> <li>-Emphasis was given to induce technology, skilling, and employability (TSE) as a part continuous innovation and best practice</li> </ul>
8.	<p><b>Faculty enrichment programs</b></p>	<ul style="list-style-type: none"> <li>-Relevance of Jesuit Philosophy and education was organized</li> <li>- Mentoring and Counseling Session was organized to understand the concept, relevance, process, scope and dynamics of mentoring and counseling</li> <li>-Workshop on Waste Segregation and Management was organized</li> <li>-Seminar on Protocol on Sexual Abuse was organized</li> <li>-Orientation Programme on Jesuit Work Culture</li> <li>- Jesuit lay collaboration (JESCOL) seminar</li> </ul>
9.	<p><b>Documentation and Validation</b></p> <ul style="list-style-type: none"> <li>-Validation of action plan of</li> </ul>	<ul style="list-style-type: none"> <li>-Successfully completed validation of</li> </ul>

	department clubs/associations -Validation of outcomes of department clubs/associations -Validation of documentation for various programs/activities	departmental activities and documentation
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