



DON BOSCO COLLEGE OF ARTS AND SCIENCE, KEELA ERAL

IQAC Action Taken Report 2023-2024

S.No.	Date	Plan of Action	Action Taken Report	Outcomes
1	27.06.2023	Plans of the Institution for the Current Academic Year 2023-2024	<ul style="list-style-type: none">The academic and administrative plans for the year 2023-2024 were reviewed and finalized in coordination with various departments.Key focus areas include the enhancement of digital learning platforms, improving student engagement, and strengthening industry-academic collaborations.	<ul style="list-style-type: none">The plans were communicated to all staff and departments via meetings and internal memos.Departments have started aligning their activities with the institutional goals.
2	27.06.2023	Admissions 2023-2024	<ul style="list-style-type: none">The admissions process for the academic year 2023-2024 was initiated as per the schedule.A dedicated online portal was set up to streamline the admission process, and outreach campaigns were launched to increase student awareness.The admission committee reviewed and processed applications in a timely manner.	<ul style="list-style-type: none">Admissions were completed successfully within the stipulated deadlines, with an increase in student intake compared to previous years.Data on admitted students has been compiled and is available for review by relevant authorities.

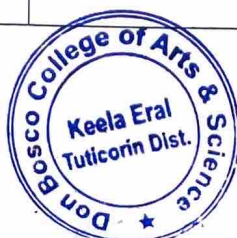
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3	27.06.2023	Research Projects and Publications	<ul style="list-style-type: none"> The research committee initiated discussions to promote faculty and student research activities. A call for research proposals was issued, and departments were encouraged to apply for government and private funding opportunities. Faculty members were encouraged to publish in peer-reviewed journals and participate in conferences. 	<ul style="list-style-type: none"> Several research projects have been approved and are in progress. Multiple research papers have been submitted for publication, and some have already been accepted for peer-reviewed journals
4	03.08.2023	. Review of Previous Meetings and Action Taken Report	<ul style="list-style-type: none"> The previous meeting's minutes and ATR were reviewed by the heads of departments and relevant stakeholders. All pending issues from the last meeting were addressed, and action points were closed out. 	<ul style="list-style-type: none"> The previous meeting's outcomes were successfully implemented, with no pending actions. Departments have provided feedback on the execution of previous plans.
5	03.08.2023	To Decide the Plans for AQAR Documents Preparation	<ul style="list-style-type: none"> A task force was constituted to oversee the preparation of the Annual Quality Assurance Report (AQAR) for the year 2023-2024. Departments were assigned specific tasks related to AQAR documentation, and deadlines for submission were set. 	<ul style="list-style-type: none"> Preliminary work on AQAR preparation is underway. Data collection for AQAR has been initiated by all departments.

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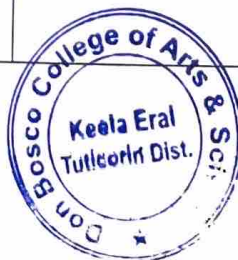


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6	03.08.2023	Perspective Plan for the Departments' Quality Initiatives	<ul style="list-style-type: none"> • A meeting was conducted with all department heads to discuss their quality initiatives for the academic year. • Each department was asked to prepare a perspective plan outlining their quality enhancement goals, including faculty development, curriculum design, and student feedback mechanisms. 	<ul style="list-style-type: none"> • All departments have submitted their perspective plans, which have been reviewed by the IQAC. • Quality initiatives, such as curriculum revision and faculty training, have already begun in several departments.
7	30.09.2023	Internal Audit of IQAC Plans	<ul style="list-style-type: none"> • An internal audit of IQAC plans for the year was conducted to ensure alignment with institutional goals and national quality standards. • A checklist was created for departments to ensure compliance with IQAC guidelines. 	<ul style="list-style-type: none"> • The internal audit revealed that most departments are adhering to IQAC plans, with minor adjustments needed in a few areas, particularly in student satisfaction surveys. • Corrective actions are being implemented, and progress will be reviewed in the next meeting.
8	30.09.2023	Submission of Documents of All Academic Activities by Departments for the Year 2023-2024 to IQAC:	<ul style="list-style-type: none"> • Departments were reminded to submit documentation of all academic activities, including seminars, workshops, student achievements, and any other academic events held during the year. • A centralized system for submission was created for easy tracking. 	<ul style="list-style-type: none"> • Several departments have submitted their documentation, and the IQAC is compiling the information for future accreditation purposes. • Some departments are in the process of finalizing their reports, with a deadline set for the end of this month.

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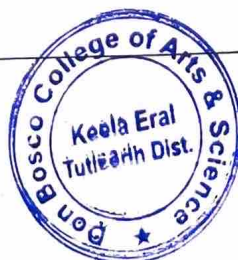
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9	01.11.2023	Collection of Data Regarding Research Scholars	<ul style="list-style-type: none"> Data on research scholars (PhD and M.Phil) were collected, including their research topics, guides, and current progress. Departments were instructed to update their research scholar records in the central database. 	<ul style="list-style-type: none"> A comprehensive report on research scholars has been compiled and submitted to the administration. An updated database is now available for future reference and reporting.
10	01.11.2023	E-Content Development	<ul style="list-style-type: none"> A task force was set up to focus on developing e-content for various courses, including video lectures, e-books, and interactive modules. 	<ul style="list-style-type: none"> E-content for several courses is already available on the website. Additional content development is ongoing, with specific emphasis on updating and expanding the resources available for students.
11	25.01.2024	Submission of NIRF Proposal	<ul style="list-style-type: none"> The NIRF (National Institutional Ranking Framework) proposal was prepared, with inputs from all departments, focusing on key metrics like teaching-learning resources, research, and infrastructure. A review meeting was held to finalize the proposal, and it was submitted by the stipulated deadline. 	<ul style="list-style-type: none"> The NIRF proposal was successfully submitted, and we are awaiting feedback for ranking consideration. Departments will continue to monitor and track the metrics for future submissions.

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12	25.01.2024	Submission of AISHE Proposal	<ul style="list-style-type: none"> The AISHE (All India Survey on Higher Education) proposal for the academic year 2023-2024 was prepared, ensuring all required data was gathered from respective departments. After thorough review for accuracy, the proposal was submitted within the specified deadline. 	<ul style="list-style-type: none"> The AISHE proposal has been successfully submitted, and we are awaiting acknowledgment from the Ministry of Education.
13	25.01.2024	Planning of Department Activities	<ul style="list-style-type: none"> A comprehensive plan for department activities for the academic year was discussed and finalized. Each department outlined its key activities, including seminars, workshops, and other academic initiatives, to align with institutional goals. 	<ul style="list-style-type: none"> All departments have finalized and started implementing their planned activities. Regular reviews will be conducted to monitor progress.

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Meeting-1

Date: 27/06/23

Time: 4: P.m.

Venue: IQAC office

AGENDA

1. Plans of the institution for the current Academic year 2023-2024.
2. Admissions 2023-2024.
3. Research Projects, Publications.

Minutes

The first meeting for the Academic year 2023-2024 was held on 27/06/23 in the IQAC office at 10.a.m. The Principal of the college acted as the chair person and initiated the meeting.

The principal, further discussed the plan of the teaching Learning Process.

Implementation of the portal for admission 2023-2024 was briefed by the IQAC- coordinator

The IQAC coordinator encouraged all the members to attend Orientation Programmes and motivated them to increase the Research publications in good accredited Journals.

Members Present

Secretary N.A.

Principal Academic Philip
Coordinator
Vice Principals

M. A. J. H. O. P. N. N.

Examination Coordinator H.

Teac Coordinator H.

Professors

- (i) A.
- (ii) B.
- (iii) C.

Accountant A.

Office Superintendent - D.

Alumni.

M. A. J.
H. O. P. N. N.

M. A. J.
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Meeting - 02

Date: 03/08/23

Time: 12:30 P.M.

Venue: IQAC office

AGENDA

- * Review of Previous Meetings & Action Taken Report.
- * To decide the plans for AQAR documents Preparation.
- * Perspective plan for the Departments Quality Initiatives.

The chairperson, the principal welcomed the members of the meeting. The following points were discussed.


* The chairperson discussed the Action taken Report of the previous meetings. The follow up works of the meetings were discussed.


* The IQAC coordinator Dr. M. SIVASANKARI delivered the Status of criteria wise plan of action for the AQAR preparation. It was decided to check the Previous records of each criterion with regard to the required data. It is decided to constitute a Staff committee for each criteria under a staff incharge for the completion of the work.

* The Principal, discussed the on-going Processes of Internal Examinations, other academic and administrative frameworks.

The other on going processes such as student's Progression and merit status in the Examinations, record of attendance, projects and placements of the students were discussed.

Members Present:

Secretary: 

Principal: 

Academic coordinator:



Vice Principals:

M. A. 

Examination coordinator:




IQAC Coordinator



Professors

(i) 

(ii) 

(iii) 

Accountant



Office Superintendent 

Alumni




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Meeting - 03

Date: 30/09/23

Time: 2:45 P.m.

Venue: IQAC office

AGENDA

- * Internal Audit of IQAC plans
- * Submission of documents of all the Academic Activities by Departments for the year 2023-2024 to IQAC.

Minutes

The IQAC held the meeting at its office. The chairperson highlighted the importance of AQAR Submission, Internal Audit plans and other documentations to be submitted to IQAC.

The IQAC coordinator announced the Internal Academic Audit Committee will meet the Departments on the scheduled date and time. It was resolved that the records already maintained. The coordinators have to be updated upto the end of this current academic year.

At the end of the meeting after the end semester examination discussions, the Principal insisted that all the current academic year documents.

Members Present:

Secretary: M. J.

Principal: D. D. D.

Academic coordinators:

M. K. M. M.

Vice Principals:

M. J. D. D.

Examination coordinators:

M. J.

IQAC coordinators

M. J.

Professors:

(i) M. J.

(ii) M. J.

(iii) M. J.

Accountant

M. J.

Office Superintendent: M. J.

Alumni

M. J.
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Meeting No: 4

Date: 01/11/23

Time: 2:45 P.M.

Venue: IQAC office

AGENDA

- * collection of data regarding Research scholars
- * E-content Development

MINUTES

* It was decided to collect data regarding the research scholars through their respective supervisors of research cell.

* It was decided to encourage all the Departments to develop E-content material using the resources available at the department.

Members Present

- Secretary
- Principal
- Academic coordinators
- Vice Principals
- Examination Coordinators
- IQAC coordinators

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Activity

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M. S. J. dt. 09/11/23

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Professors

- (i) Dr. [Signature]
- (ii) [Signature]
- (iii) [Signature]

Accountant

Office Superintendent: [Signature]

Alumni

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M. S. J. dt. 09/11/23

Meeting No: 5

Date: 25/01/24
Time: 2:45 P.M.
Venue: IQAC Office

AGENDA

1. Submission of NIRF Proposal
2. Submission of AISHE Proposal
3. Planning Department Activities.

MINUTES

1. It was decided to submit the proposal for participation in NIRF
2. It was decided to submit the proposal for participation in AISHE
3. Activities for the Departments were planned for implementation.

MEMBERS PRESENT

- Secretary
- Principal
- Academic coordinators
- Vice Principals
- Examination coordinators
- IQAC coordinators
- Professors
- Accountant
- Office Superintendent
- Alumni

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