

No. IQAC/ATR/2015

St. Pius X College Rajapuram

Minutes and Action Taken Report

of various IQAC meetings held during the Academic year 2014 -15

Meeting Date	Discussion/Decision Taken	Action Taken
10/06/2014	Discussed the action plan for the academic year 2014 -2015.	Academic calendar approved. The proposed plans of various clubs were approved with modifications. Approved the allotment of duties of teachers for the academic year 2014 -15.
28/07/2014	Decided to augment remedial teaching and programmes targeting advanced learners.	Implemented Scholar Support Programme (SSP) targeting slow learners and Walk with a Scholar (WWS) aimed at advanced learners initiated by the Higher Education Department of Kerala State in the academic year 2014 – 15 in the College.
25/09/2014	Evaluated the extension activities of the institution through various wings of the college.	Extension activities were activated through National Service Scheme (NSS) unit of the College and NSS constructed houses for the needy along with various other extension activities.
10/11/2014	Decided to augment the infrastructure of the college	Construction of indoor stadium is almost completed. The maintenance of outdoor stadium is carried out. Constructed three more class rooms in the P. G Block. Solar power generation is initiated with the financial assistance of UGC.

16/12/2014	Decided to apply for various infrastructure development schemes of University Grants Commission.	<p>Detailed proposal is submitted to UGC for the extension of Library building.</p> <p>Received fund from UGC for the installation of solar power generation.</p> <p>Applied for Community College scheme of UGC.</p>
	Decided to apply for 'Community College' Scheme and the 'College with Potential for excellence' (CPE) schemes of UGC	Applied and short listed by UGC for both projects.
19/03/2015	Discussed the carrying out of various plans formulated in the beginning of the academic year.	Evaluated major accomplishments and shortcomings during the year and suggested remedial measures.

IQAC Coordinator
Dr. George Mammen

The Chairman of IQAC
Dr Thomas Mathew
Principal

St. Pius X College Rajapuram

Minutes and Action Taken Report

of various IQAC meetings held during the Academic year 2015 -16

Meeting Date	Discussion/Decision Taken	Action Taken
09/06/2015	Academic Planning for the year 2015 – 16.	Approved the Academic Calendar for the year 2015 – 16. Allotment of duties of teachers for the academic year 2015-16, prepared by the Principal is approved. The proposed activities of various clubs were approved.
29/07/2015	Result analysis and remedial measures	Decided to improve the academic performance of students. SSP and WWS continued during the academic year also.
24/09/2015	Decided to conduct an Academic and Administrative Audit (AAA) by an external expert.	Conducted an Academic and Administrative Audit (AAA) by the Chairman of Education Commission, Arch Diocese of Kottayam.
18/11/2015	Decided to extend the expertise of Microbiology department to the locality.	Conducted certificate courses on Mushroom Cultivation by the department of Microbiology. Water quality analysis was carried out by the Microbiology department
19/01/2016	Discussed the PPT presentation prepared for the interface meeting with the screening committee for CPE Scheme.	Appraised the presentation by Biju Joseph, the Head of Business Administration department who is deputed to accompany the Principal for the interface meeting.

	Discussed the preparation for Academic and Administrative Audit (AAA)	Evaluated the progress of the preparation and suggested the areas where further improvements required.
21/03/2016	Discussed the implementation of various plans chalked out in the beginning of the academic year.	Evaluated major achievements and drawbacks happened during the year and suggested measures to be taken for further improvements.

IQAC Coordinator
Dr. George Mammen

The Chairman of IQAC
Dr. Thomas Mathew
Principal

No. IQAC/ATR/2017

St. Pius X College Rajapuram

Minutes and Action Taken Report

of various IQAC meetings held during the Academic year 2016 -17

Meeting Date	Discussion/Decision Taken	Action Taken
07/06/2016	Academic Planning for the year 2016 – 17.	Approved the Academic Calendar for the year 2016 – 17. Approved the allotment of duties of teachers for the academic year 2016 -17, prepared by the Principal. Decided to prepare and present detailed action plan for various clubs.
28/06/2016	Presentation of action plans of various clubs.	The proposed activities of various clubs were approved with certain modifications.
03/08/2016	Result analysis and remedial measures	Decided to implement FINE programme more effectively. Walk with a Scholar programme and Student Support programme continued during the academic year.
13/10/2016	Discussed the required improvements in the infrastructure and decided to submit a proposal to the management	Reallocation of the public road was implemented. Facility for roof water harvesting of the indoor stadium is constructed. Construction of a separate seminar hall is initiated. Electrification works of indoor stadium is started.

05/12/2016	Discussed the measures for optimum utilization of indoor stadium.	<p>The facilities in the indoor stadium are offered for the coaching camp of Kerala State Junior Basket ball team.</p> <p>The College basket ball team was provided with the facilities in the indoor stadium.</p>
25/01/2017	Decided to conduct an Academic and Administrative Audit (AAA).	Conducted an Academic and Administrative Audit (AAA) by the Chairman of Education Commission, Arch Diocese of Kottayam.
	Decided to implement internal audit for major financial activities.	Internal audit was conducted by committees comprising faculty members.
20/02/2017	Discussed the preparation for Academic and Administrative Audit (AAA)	<p>Evaluated the progress of the documentation for the academic and administrative audit.</p> <p>Appraised the presentations of Heads of departments and suggested modifications required.</p>
23/03/2017	Discussed the carrying out of various plans formulated in the beginning of the academic year.	Evaluated major accomplishments and shortcomings during the year and suggested remedial measures.
	Academic Planning for the year 2017 – 18.	<p>Approved the Academic Calendar for the year 2017 – 18.</p> <p>Approved the allotment of duties of teachers for the academic year 2017 -18.</p>

IQAC Coordinator
Dr. George Mammen

The Chairman of IQAC
Dr. Thomas Mathew
Principal

St. Pius X College Rajapuram

Minutes and Action Taken Report

of various IQAC meetings held during the Academic year 2017 -18

Meeting Date	Decision Taken	Action Taken
27.06.2017	Decided to improve the documentation system	Conducted Academic Administrative audit to evaluate the filing system.
28.06.2017	Evaluation of the filing system	The feedback of Dr. Jose James, the person who conducted the evaluation is forwarded to the departments, office and library.
20.09.2017	Decided to conduct post admission diagnostic test for first year U.G students. Sri. Biju Joseph is assigned with the responsibility	Post Admission diagnostic test was conducted.
	Decided to forward the strategic planning with focus on the next NAAC visit for further deliberation.	Forwarded the strategic planning with focus on the next NAAC visit to the management for discussion in the next Governing body meeting.
	Decided to improve the general quality atmosphere (teaching). Class tutors are responsible for maintaining quality atmosphere in the classroom.	Prepared a document on the roles and responsibilities of class tutors is prepared held a discussion with the tutors.

	Decided to constitute Academic Monitoring Cell (AMC) in each department	Department level Academic Monitoring Cell (AMC) is constituted in each department.
	Decided that College level Academic Council shall meet periodically to discuss academic related matters.	Academic Council meetings held periodically.
	Decided to adopt various measures to improve the discipline.	Various measures discussed were implemented
	Decided to meet general infrastructure requirement	The Vice principals were given responsibility to fulfil the requirements.
	Decided to initiate a cleaning campaign as part of 'Swatch Bharath' on October 3	A cleaning campaign was carried out on October 3.
30.10.2017	Decided to activate extension activities	Extension officers are appointed in all departments.
	Decided to augment documentation	Appointed document officers in all the departments.
	Decided to provide cupboards to the major departments.	Cupboards were provided to all the major departments except Commerce.
20.02.2018	Decided to form a documentation committee for IQAC documentation	Formed a committee with Mr. Sureshkumar V.K, Librarian as officer and Mr. Ajithkumar K and Mr. Joby Thomas as members.

	Decided to prepare academic calendar for the next year	The Vice Principal Dr. R Satheeshkumar is entrusted with the responsibility.
	Decided to purchase a colour printer to the IQAC office	Purchased the printer.
	Decided to supply uniform high quality files to all the departments	Purchased and supplied files to all the departments.
08.06.2018	Discussed the academic calendar	Academic calendar was prepared and presented.
	Decided to conduct post admission diagnostic test	Post admission diagnostic test was conducted.

IQAC Coordinator

Biju Joseph

The Chairman of IQAC

Dr. Marykutty Alex

Principal

No. IQAC/ATR/2019

St. Pius X College Rajapuram

Minutes and Action Taken Report

of various IQAC meetings held during the Academic year 2018 -19

Meeting Date	Decision Taken	Action Taken
14/06/2018	Academic Planning for the year 2018 – 19.	Approved the Academic Calendar for the year 2018 – 19. Approved the allotment of duties of teachers for the academic year 2018 - 19.
09.10.2018	Decided to Conduct pre NAAC mock visit by an external expert	Conducted Academic Administrative evaluation of the filing system on 12.11.2018.
	Decided to apply for the next Assessment and Accreditation during the next academic year.	Various committees were formed and preparations were intensified
03.11.2018	Decided to organise a one day orientation programme on new accreditation procedure	Conducted the orientation on 13.11.2018 by Prof. Dr. Jose James
	Decided to speed up file preparation process for pre NAAC visit	Discussed the progress of file preparation on 12.11.2018
	Decided to conduct an Academic Audit of the year 2017-18	Conducted an Academic Audit on 12.11.2018
16.11.2018	Discussed the preparations for next accreditation cycle	Seven criteria Teams were formed on 16.11.2018

06.02.2019	Decided to evaluate curricular aspect and decided to conduct a 360 degree evaluation process by taking feedback from students, teachers, alumni, parents and employers	Completed the evaluation process in March
	Decided to conduct student satisfaction survey for the academic year	Student satisfaction survey is conducted on 07-02-2019
13.03.2019	Decided to formulate detailed criteria wise plan for next academic year.	Conducted one week detailed planning from 13.03.2019 to 20.03.2019
	Decided to conduct an academic retreat before the college reopens in the presence of manager	Academic retreat was conducted on 24.05.2019
06.06.2019	Decided to conduct a department wise presentation of various documents prepared for quantitative metrics	Conducted one day department wise presentation on 08.07.2019

IQAC Coordinator
Biju Joseph

The Chairman of IQAC
Dr. Marykutty Alex
Principal