

## St. Pius X College Rajapuram

### Action Taken Report

On the decisions 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.
20.09.2019	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 level Academic Monitoring Cell (AMC) is constituted

	department	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

Principal