

# ST. XAVIER'S COLLEGE FOR WOMEN, ALUVA

Re-accredited by NAAC with A Grade, CGPA 3.33

ISO 9001:2015 Certified

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA

12<sup>th</sup> August 2021

## Action Taken Report of IQAC Meeting held on 02.08.2021

Subsequent to the IQAC meeting held on 02.08.2021 the following actions were taken;

- AQAR supporting files and text documents were handed over to the IQAC coordinator in October 2021.
- Incorporated changes in the AQAR 2020-21.
- Informed all departments to take steps to collect letters of collaboration from respective agencies and institutions.
- Instructed all departments to put efforts to renew MoU annually.
- Modified Policy document to factor significant endeavours of the college

*Sujatha*

Dr. Sujatha N V  
IQAC Coordinator

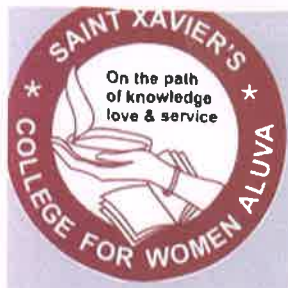


*Geeg Joanamma Xavier*

Dr. Geeg Joanamma Xavier

Principal

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ALUVA-683 101, KERALA



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27<sup>th</sup> October 2021

## Action Taken Report of IQAC Meeting held on 13.08.2021

The suggestion received from external members during the IQAC meeting held on 13.08.2021 were acted upon by taking the following measures;

- In the council meeting of HOD's, the Principal directed all the departments to motivate their students to increase their participation in social endeavors.
- Subsequently, focus was laid on department extension activities such as, working in collaboration with the environmentalists of Aluva Municipality who are organizing Oxygen clubs and clusters of oxygen.
- Instructed the IQAC members and criteria-in-charges to focus on the following;
  - Students' satisfaction survey in criteria 2
  - MOU's and Collaboration activities in criteria 3
  - Scholarships and Placements in criteria 5.

*Sujatha*

Dr. Sujatha N V  
IQAC Coordinator



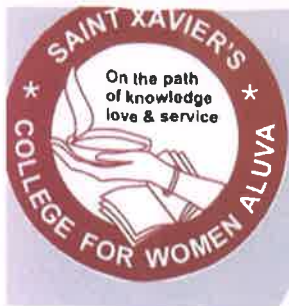
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31<sup>st</sup> January 2022

## Action Taken Report of IQAC Meeting held on 28.10.2021

The following actions were taken subsequent to the IQAC meeting held on 28.10.2021

- Formed NAAC Core Committee with the following members.  
Manager, Principal, Vice Principal, Dr. Saumy Mary M, Dr. Linda Louis, Dr. Sujatha N V,  
Dr. Sheena Xavier, Ms. Lincy Joseph, Ms. Leena Deenja, Dr. Milon Franz, Dr. Nisha P
- Conducted Academic Week in January 2022 organised by teachers in charge of Criteria 2 and Criteria 7
- First draft of AQAR 2020-21 submitted to GB in December 2021
- Second draft of AQAR 2020-21 submitted to GB in January 2022
- Inducted Dr. Sheeba V Rajan as new Criteria 2-in-charge in the vacancy of Dr. Sujatha N V, who has taken charge as IQAC coordinator and Ms. Jomsy Thomas is appointed as Criteria 4 member.
- Strengthening of IQAC student wing entrusted to faculty members, Ms. Binu Correya, Dr. Sheeba V Rajan, Dr. Tincy Rose, Ms. Renjitha Reghunath, Dr. Resmi Varghese, Sr. Maglin Avlin and Ms. Minimol.
- Criteria-wise review meetings were conducted in presence of the NAAC core committee in November.

*Sujatha*

Dr. Sujatha N V  
IQAC Coordinator



*Geeghe Joanamma Xavier*

Dr. Geeghe Joanamma Xavier

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25<sup>th</sup> February 2022

## Action Taken Report of IQAC Meeting held on 01.02.2022

Following the IQAC meeting held on 01.02.2022 the following actions were taken;

- The first draft of qualitative metrics was submitted to IQAC on 15<sup>th</sup> February 2021.
- The first draft of quantitative metrics was submitted to IQAC on 24<sup>th</sup> February 2021.
- Implemented cent percentage of students' participation in Add-on courses.
- Action initiated to seek MoUs for student projects, research, extension activity and student & faculty exchange programs, wherever feasible.
- Decision taken to ensure management financial assistance to needy guest faculty to attend relevant webinars/conferences/training programs.
- Decision taken by IQAC to collect the PBAS of teaching faculty for the academic year 2021-2022 by 30<sup>th</sup> April, and further to ensure completion of its analysis by the review committee for PBAS at the earliest and its report should be submitted to the Governing Body.
- Steps taken to ensure 100% student participation in all extension activities.
- Improved student computer ratio with purchase of fifty new computers.
- Measures taken to encourage library and Infibnet usage among students by giving suitable assignments and projects and Seminar topics, with significant reference work.
- Steps were taken to track and include in the audited statement the list of scholarships instituted by retired faculty and alumni.
- Steps were taken to encourage an increase in Alumni contribution in the OSAX account.
- Informed respective faculty in charge of NSS and NCC to maintain an activity register with student's signature.
- Scheduled IQAC initiated programs to enable their completion before the last week of March 2022.

*Sujatha*

Dr. Sujatha N V  
IQAC Coordinator



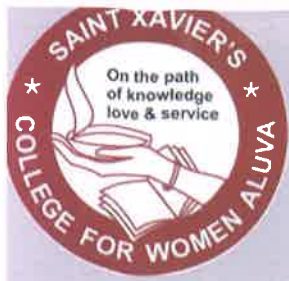
*Sushalin*

Dr. Geege Joanamma Xavier

Principal

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04<sup>th</sup> March 2022

## Action Taken Report of IQAC Meeting held on on 28.02.2022

The following actions were taken subsequent to the IQAC meeting held on 28.02.2022;

- Completed all the activities mentioned in the IQAC Year Plan 2021-22.
- AQAR 2020-21 submitted on 30<sup>th</sup> March 2022.
- SSR Preparation commenced in full swing.
- Measures have been taken for documentation of relevant proofs by each department in line with SOP.
- Academic and administrative audit rescheduled for May 2022.
- Departmental analysis report on curriculum feedback (2021-22) were submitted to IQAC. IQAC suggestions, post analysis of the same, were handed over to the Principal.
- Measures were taken for PBAS analysis by a review committee.
- Measures taken for Budget preparation and Financial audits in NAAC format.
- Orientation class organized for students on 'Student Satisfaction Survey' of NAAC.
- Steps taken for 100% involvement of students in Add-on and Extension programmes.
- Measures were taken to increase the footprints in the library.
- Promoted interdepartmental activities.
- Alumni were informed to encourage their involvement in the institutional incubation center.
- Principal, Governing body members and students' have increased their involvement in the NAAC preparation with their frequent interactions with criteria-in-charges.

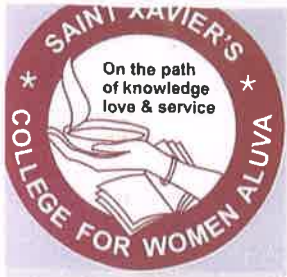
Dr. Sujatha N V  
IQAC Coordinator



Dr. Geege Joanamma Xavier  
Principal

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04<sup>th</sup> April 2022

## Action Taken Report of IQAC Meeting held on 05.03.2022

Based on the IQAC Meeting held on 05.03.2022, the following actions were taken;

- First draft of the criteria-wise SSR files submitted to IQAC on 16<sup>th</sup> May 2022
- Criteria-in-charge shared the hardcopy of the completed SSR DVV files and their proofs as per the SOP to NAAC/IQAC mail id.
- Training was conducted in **Microsoft Excel and Word** by Dr. Sujatha and Dr. Saumi Mary to the selected teachers on 17<sup>th</sup> May 2022.
- Updated the University examination results of each department by considering the 'improvement' results.
- Measures were taken to increase the amount in the OSAX account
- Conducted the departmental presentation and submission of data to IQAC during the period from 7<sup>th</sup> March to 9<sup>th</sup> March 2022.

Dr. Sujatha N V  
IQAC Coordinator

Dr. Geege Joanamma Xavier  
Principal

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