



ST. XAVIER'S COLLEGE (AUTONOMOUS)
PALAYAMKOTTAI - 627 002
(Recognized as "College with Potential for Excellence" by UGC &
Accredited by NAAC at A++ Grade with a CGPA of 3.66 out of 4)
INTERNAL QUALITY ASSURANCE CELL (IQAC)



Action Taken Report – 2023 - 2024

IQAC meeting - I on 12.09.2023

S. No	Plan of Action	Achievement
1.	To conduct staff Orientation Programme	IQAC conducted orientation programme entitled "Workshop on Aspects of Higher Education" on 15.06.2023 and Interdisciplinarity and Research Ethics" on 16.06.2023 and 17.06.2023.
2.	To motivate the staff members to complete the orientation/induction programme.	In the Academic year (2023-2024) 29 faculty members completed the online Induction/Orientation programme (28 days) conducted by the Teaching Learning Centre, Ramanujan College, New Delhi, under the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT), sponsored by the Ministry of Education, Govt. of India from 22 nd July 2023, to 20 th August 2023.
3.	To motivate the staff members to complete the Refresher course.	90 faculty members completed the Refresher course (Two weeks) conducted by the Teaching Learning Centre, Ramanujan College, New Delhi under the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNTT), sponsored by the Ministry of Education, (MoE.) Govt. of India.
4.	To conduct Faculty Empowerment Programme (FEP-1) for teachers	Faculty Empowerment Programmes (FEP) entitled "Teacher-student relationship and

		mentoring system” was conducted on 22.07.2023.
5.	To upload AQAR Report for the year & 2021 - 2022 in the NAAC Portal	Annual Quality Assurance Report (AQAR) was uploaded in the NAAC portal for the academic year 2021 - 2022 on 28.07.2023 and it was accepted on 17.08.2023.
6.	To conduct Internal Academic Audit for the Departments and Service Organizations for the Academic Year 2022 – 2023.	AQAR Internal Academic Audit (IAA) was conducted on 13.09.2023 for the Departments and on 26.09.2023 for Service Organizations.
7.	To encourage Faculty Members to register in Vidwan portal	As per UGC Communication D.O.No.25-5/2011 (1UC) dated 5 th November 2020 and Ministry of Education (MoE), INFLIBNET Centre dated 30 th January 2023, Faculty members (Shift I 86+ shift II 124; totally 210) registered in Vidwan portal (https://vidwan.inflibnet.ac.in/)
8.	To conduct Faculty Empowerment Workshop (FEW) for teachers	Five-day Faculty Empowerment Workshop (FEW) on “E-content preparation and ICT Tools” was conducted on 19 th , 26 th September and 3 rd , 10 th & 17 th October 2023 for all the staff members.
9.	To participate in the NIRF ranking - preregistration	The Participation in National Institutional Ranking Framework ranking-2024 (NIRF) was preregistered by our institution for the India Ranking 2024 under the College level category on 23.09.2023.
10.	To sign Memorandum of Understanding (MoU) between St. Xavier’s College Palayamkottai and other institutions.	Totally 50 MoUs were signed. The MoUs were allocated to Departments/IQAC/Research Centres for further academic collaboration. MoUs with Higher Educational Institutions across the country were established for the promotion of Academic and Administrative collaboration,

		co-curricular, extra-curricular, Research and extension activities.
11.	To conduct Students Feedback on teachers for odd semester for the academic year 2023 – 2024	Student Feedback on teachers for odd semester for the academic year 2023 – 2024 was conducted on 27 th , 29 th and 30 th September 2023.

Director

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Principal / Chairman

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Action Taken Report – 2023 - 2024

IQAC meeting - II on 01.12.2023

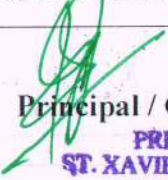
S. No	Plan of Action	Achievement
1.	To conduct External Academic Audit	An External Academic Audit (AAA) for Departments and Service Organizations for the academic year 2022-2023 was conducted on December 1, 2023.
2.	To conduct Faculty Empowerment Programme (FEP-3) for teachers	The Faculty Empowerment Programme (FEP - 03) on "Teacher - Student Relationship and Mentoring System" was conducted on 04.12.2023.
3.	To offer Value added/Add on courses for departments in shift I and shift II.	IQAC in collaboration with Mathematics Department offered 16 Extra Credit Courses (ECC) for 30 hours to eight (08) Departments in Shift II.
4.	To conduct Capacity Building Programme for E- Governance – I & II	Capacity Building Training Programme for E – Governance –I, SXC – ERP on Staff E – Attendance was conducted on 20.11.2023 at 12.30 p.m. for both Teaching and Administrative staff. Capacity Building Training Programme for E – Governance –II, SXC – ERP on Students portal, CIA Mark Entry was conducted on 22.11.2023 at 12.30 p.m. for both Teaching and Administrative staff.



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Action Taken Report – 2023 - 2024

IQAC meeting - III on 18.01.2024

S. No	Plan of Action	Achievement
1.	To participate in the NIRF ranking.	The report for National Institutional Ranking Framework (NIRF) ranking for the year 2024 was submitted through the NIRF portal on January 20.01.2024.
2.	To submit the report for the All India Survey on Higher Education (AISHE) for the academic year 2022-2023	The report for the All India Survey on Higher Education (AISHE), conducted by the Ministry of Education (MoE), Government of India, for the academic year 2022-2023, was uploaded in the portal on March 13, 2024.
3.	To conduct feedback on the curriculum from final-year students for the academic year 2022–2023.	The Student Feedback on Curricular Aspects (Exit Poll) for the academic year 2023-2024 was conducted from March 21st to March 23rd, 2024, through the SXC ERP Portal
4.	To conduct Capacity Building Programme for E- Governance – I & II	Capacity Building Training Programme for E – Governance –III, SXC - ERP was conducted on 29.01.2024 at 12.00 p.m. for shift – I and 5.00 p.m. for shift – II.
5.	To conduct training programme on mental and spiritual well-being for both teaching and non-teaching members.	SXC Campus Ministry and IQAC jointly organized a one-day training programme on mental and spiritual well-being for both teaching and non-teaching members on February 17, 2024.



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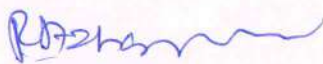


Action Taken Report – 2023 - 2024

IQAC meeting - IV on 27.03.2024

S. No	Programme Scheduled	Programme Conducted / Attended
1.	To upload AQAR Report for the year & 2022 - 2023 in the NAAC Portal	The Annual Quality Assurance Report (AQAR) for the academic year 2022-2023 was uploaded in the NAAC portal on March 26, 2024.
2.	To conduct Students Feedback on teachers for Even semester for the academic year 2022 – 2023	Feedback from students on teachers for the Even Semester in the academic year 2023-2024 was collected from April 01, 2024, to April 04, 2024, through the SXC - ERP Portal.
3.	To sign Memorandum of Understanding (MoU) between St. Xavier's College Palayamkottai and other institutions.	<ul style="list-style-type: none">➤ MoU was signed between St. Xavier's College (Autonomous), Palayamkottai and Holy Cross College (Autonomous), Trichy.➤ MoU was signed between St. Xavier's College (Autonomous), Palayamkottai and Peace Software solutions.➤ MoU was signed between St. Xavier's College (Autonomous), Palayamkottai and State Institute of Rural Development & Panchayat Raj – Tamil Nadu, Chennai.➤ MoU was signed between St. Xavier's College (Autonomous), Palayamkottai

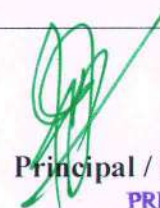
		<p>and ZWORK Technology, Tiruchirappalli.</p> <ul style="list-style-type: none"> ➤ MoU was signed between St. Xavier's College (Autonomous), Palayamkottai and St. Ignatius College of Education (Autonomous), Palayamkottai. ➤ MoU was signed between St. Xavier's College (Autonomous), Palayamkottai and St. Teresa Arts and Science College For Women, Mangalakuntu, Karungal, Kanyakumari District.
4.	To upload data in the College website.	<p>The following were uploaded:</p> <ul style="list-style-type: none"> ➤ Updated staff CV for 45 staff members ➤ Academic Calendar for the year 2022-2023 ➤ The report of AQAR, AISHE, NIRF, ➤ Newsletter for the year 2021-2022 and 2022-2023 ➤ Copy of the MOU's signed ➤ The list of committee members for the Service Organisations, Annual report for the departments, Research Centres and Service Organisations ➤ Video on E-Content and ICT tools preparation ➤ Enrollment in SWAYAM, Course completed List and Certificate



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