

### **Action Taken Report (02/06/2016)**

1. Academic Audit of 2015-16 to be conducted in July with two external experts. IQAC coordinator authorised to constitute the committee, prepare the schedule and do the follow up.
2. Approve the plan of action prepared by the departments and clubs and decided to prepare a Master Plan cum Academic Calendar based on the tentative schedules. The plan can be reviewed and necessary changes to be made whenever necessary.
3. Arrange motivational sessions for advanced learners and also for slow learners. The continuous evaluation can be made use of to ascertain the various categories of learners and class teachers and HoD shall identify such learners.
4. Arrange Orientation and FDPs for teaching staff and administrative staff.
5. Strengthen the documentation by IQAC. Documentation committee and IQAC coordinator shall constantly follow up the submission of reports and documents by teachers in charge of various activities, clubs etc.
6. Collect structured feedback from students as done in the previous years and analyse the responses.
7. Encourage students to participate in the various co-curricular and extra-curricular activities conducted which helps in their overall development.
8. Take steps to encourage more students to visit the library and make use of the facilities. Make necessary infrastructure modifications and additions in the library including new CCTV.
9. To start a Civil Service Club to motivate the civil service aspirants, arrange interactive sessions with experts as well as Civil Servants, provide training session etc.

10. To give thrust to celebration of various important days like Environment Day, Yoga Day, etc so as to create awareness among students and carry out meaningful extension activities too.
11. Approval for the tentative plan of action and academic calendar.



IQAC Co-ordinator

Sri. Manoj Narayanan K.S.

**IQAC Co-ordinator**  
**Baselius College, Kottayam**



**Principal**  
**Baselius College**  
**Kottayam**