



MACFAST
the trendsetter in education

**MAR ATHANASIOS COLLEGE FOR
ADVANCED STUDIES TIRUVALLA**
ACCREDITED BY NAAC WITH 'A' GRADE

Action Taken Report of the IQAC Meeting held on 10th June, 2016

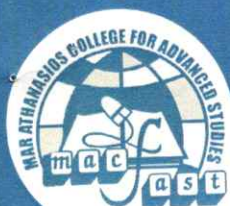
ACTIVITY	ACTION PLAN	OUTCOME
Academic Plan, Communication and Placement Orientation	Decided to include aptitude training and communication hours in a week in the schedule, to prepare the students to appear in the placement drives. Also discussed to utilize alumni support in academics and placements	Organized Alumni interaction programmes to make the students aware about the latest trends and technologies in MNCs
MACFAST MACPRENEUR Initiatives	Widen the entrepreneurship initiatives of the college.	Started MACFAST Biopreneurs by utilizing the resources of the school of Biosciences.
Getting Approval for research centers	To strengthen the research base of MACFAST. To take action for getting approval for the Department of Management Studies and the Department of Computer Applications as research centers of the Mahatma Gandhi University.	Applied for getting approval for the Department of Computer Applications as research center of the Mahatma Gandhi University.
Revision of profile of the faculty members	Encourage faculty members to involve in research activities leading to Ph.D	Interested faculty members joined for Ph.D and got involved in research activities.
Articles for publications	Encourage the faculty members as well as students to prepare articles for publications.	Earmarked separate space in the Journal of Science, Technology and Management for publishing the articles of the faculty members and students of MACFAST

Faculty Development Programmes	Organize Faculty Development Programmes in the college. Decided to allow participation of the teachers of other colleges in FDPs.	Organized various Faculty Development Programmes in the college and observed the participation of faculty members from other colleges.
Evaluation of the preparations made by the college in connection with the peer team visit.	Decided to include the students in various sub-committees formed by the college.	Identified student representation from different departments and oriented them in connection with the peer team visit.
Zero Semester Presentations	Conduct series of presentations by newly joined MBA students on their dream company, favourite book, etc.	Presentations made by all the newly joined students, as per a daily schedule of presentations and has helped the new students to get over nervousness, stage fright, etc. and build their presentation skills.
National/ International Seminar	Conduct National / International Seminar	KSCSTE Sponsored National Seminar on "Recent Research Opportunities in Computer science and its Applications" on 5 th & 6 th of September, 2016

Sd/-
Co-ordinator, IQAC



Sd/
Principal



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Action Taken Report of the IQAC Meeting held on 10th AUGUST, 2016

ACTIVITY	ACTION PLAN	OUTCOME
HR Policies and Service Rules	Entrusted the Administrator to frame HR Policies and Service Rules	HR policies and Service Rules have been framed and to ensure transparency, the document is circulated among the stakeholders and copies are kept at administrative offices.
Formal Academic and Administrative Audit, Green, Energy & Environment Audits	Decided to conduct Formal Academic and Administrative Audit, Green, Energy & Environment Audits from the current academic year	An Internal Audit Committee was formulated on 22/8/2016 and conducted a formal Internal Academic Audit in the current academic year.
Faculty publications in peer reviewed journals	The council decided to provide orientation to faculty members for preparing quality research papers for publications. The council also recommended to provide incentives for quality publications in peer reviewed journals.	Decided to provide Incentives for quality publications in SCOPUS/ Web of Science indexed journals

Promotion of research activities	<p>The council discussed the possibility of extending the collaborations by signing MOU's with other institutions to promote research activities and decided to entrust the HoDs concerned to contact the institutions interested for collaboration.</p> <p>The council discussed the ways to encourage the faculty members and students to undertake funded research projects and also The council recommended taking necessary steps to get approval for research centres for Dept. of Computer Applications and Dept. of Management Studies.</p>	<p>Initiated process for signing MOU's with reputed institutions.</p> <p>Initiated the processes to get approved research centres for Dept. of Computer Applications.</p>
Improve ICT based teaching Learning	<p>The council decided to upgrade the IT infrastructure by increasing the bandwidth and number Wi-Fi access points in the campus and hostels. The council also decided to create an e-content development facility with studio like facilities and equipment. The council decided to provide trainings on e-content development for faculty members.</p>	<p>Entrusted the Head of the IT & Technologies to collect quotations from Internet Service Providers.</p> <p>Allocated a room for creating a studio facility of e-content development. Authorized the Deputy Director to list out the equipment and other requirements.</p>
Coaching activities for competitive examinations	<p>IQAC recommended strengthening the coaching and support provided for students to attend competitive examinations such as UGC/CSIR/ARS/GATE/NET examinations.</p>	<p>Started providing special training for students who wish to attend UGC/CSIR/ARS/GATE/NET examinations.</p>

Strengthening of Placement activities	The council evaluated the need of continuous placement training programmes for students for improving their performance in placement drives and to increase their employability. The council suggested increasing the number of on-campus recruitment drives and encouraging them to participate in off-campus recruitment drives.	Aptitude trainings and placement training programmes were arranged for all students. Mock interview sessions were arranged to evaluate the changes in the skill sets of the students.
Add-on and Value Added Programs	IQAC recommended developing Add-on courses based on feedback from industry experts and Alumni. The council suggested conducting frequent industry interactions and Alumni interactions. The council also decided to collect regular feedback from different stake holders such as recruiters, staff, students, parents and non-teaching staff in order to make efforts in improving the quality of education and service provided by the institution.	A number of industry interactions and Alumni interactions were organized by the placement cell. The syllabus of the Add-on courses was redesigned according to the inputs from these sessions.
Decentralisation of decision making	The council discussed about the decentralisation in the decision making process and suggested constituting different committees in both academic and administrative level.	Given adequate representation of students and staff in major administrative, academic, curricular and co-curricular committees. The authority of decision making is delegated to the coordinator of the respective body.

Developing short term and long term plans for the institution	The council suggested preparing short term and long term plans and submitting for the approval of the Governing Board and Academic Council.	The Principal's Advisory council along with the representatives of the corporate educational society have formulated short term as well as long term plans and presented it for approval.
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Co-ordinator, IQAC


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Principal



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Action Taken Report of the IQAC Meeting held on 24th October, 2016

ACTIVITY	ACTION PLAN	OUTCOME
Assigning charge as members of the reconstituted IQAC.	The reconstituted IQAC officially assigned charge and the coordinator presented an evaluation report on the initiatives undertaken by the IQAC of the college.	Quality aspects relating to teaching, learning and evaluation process, promoting research culture among the students and faculty members and providing career guidance and quality placements – these things were focused upon.
Strengthening “Earn While You Learn” Scheme of the college.	Establishing linkage with local bodies and industries for undertaking academic projects and strengthening “Earn While You Learn” Scheme of the college	Identified the possibilities of establishing professional association with government, semi-government & local bodies.
Opportunities of quality placements	Identify the opportunities of quality placements for students in and outside the country by using the potential alumni network of the college.	Identified the alumni in and outside India working in major MNCs.
Collaboration with other institutions under the management of Corporate Educational Agency	Decided to identify the opportunities and areas to collaborate with other institutions under the management of Corporate Educational Agency in academic ventures	Strengthened the association with Pushpagiri Research Centre for conducting joint training programmes and practical sessions for students & faculty members of School of Biosciences.
Promoting consultancy and extension services	Decided to share the facilities of the laboratory of the School of Biosciences. Decided to make use of the facilities for promoting consultancy and extension services.	Conducted sessions on making chocolates, cakes, jams etc., for home makers to promote the culture of entrepreneurs among them.



Institution-industry linkage and MoUs	Decided to understand the possibilities and establish institution-industry linkage and MoUs with reputed organizations/colleges/universities.	Initiated discussions with well-known research institutes, organizations, etc.,
International Workshops	Conduct workshop on latest technologies	International Research Workshop On "Coding Theory And Fractals With The Applications To Computer Science And Engineering" On 15th,16th & 17th December 2016.
Entrepreneurial Seminar	To lend helping hands to entrepreneurs to set up enterprises in potential manufacturing sectors	Conducted Thaluk level Industrial Entrepreneurial Seminar on 21 st February, 2017

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Action Taken Report of the IQAC Meeting held on 3rd MARCH, 2017

ACTIVITY	ACTION PLAN	OUTCOME
Academic activity progress	Decided to analyse the activities conducted by each department regularly.	Assigned Deputy Director to monitor the activities and conduct internal audit on a regular basis.
Evaluation of Outbound Experiential Learning (OEL)	Evaluated the Outbound Experiential Learning provided for MBA students.	Found OEL is effective and decided to continue the practice.
Women's Day Celebration	Decided to conduct Women's Day celebration and emphasize on Women Empowerment	Women's Day celebrated on 8 th March, 2017
Teaching learning practices	Monitor the department wise evaluation of teaching learning practices.	Assigned Deans & Directors of the Departments to monitor the effectiveness of teaching learning practices adopted by each faculty member.
Result Analysis	Review department wise analysis of results of university exams in comparison with previous years.	Instructed to form a team headed by HoDs to conduct review of university results.

Faculty evaluation	Determination of parameters for teacher evaluation and its periodic review.	Self -Appraisal of faculty members conducted in a format stipulated by IQAC.
Priority areas for the research	Identify the priority areas for the research	Undertaken initiatives to identify the area of interest of faculty members and encourage them to perform research.
Curriculum delivery system	Evaluate the curriculum delivery system.	Promotion of simulation as tool for effective teaching and learning.
Best Practice	Identification of appropriate themes for best practices.	Implemented the promotion of "Experiential Learning" and "Thought of the Day" as the best practices of the current year.
Alumni Executive Body Meeting	Instructed to conduct Alumni Executive Body Meeting	Alumni Executive Body meeting was scheduled and conducted on 19/04/2017.
Sending MCA students to C-DAC for training on new technologies	From 2017 onwards updated the syllabus and provide training on new java technologies at CDAC, Technopark.	Employability & Programming Skill Development

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Action Taken Report of the IQAC Meeting held on 11th MAY, 2017

ACTIVITY	ACTION PLAN	OUTCOME
Induction Programme for MBA	Decided to conduct orientation programme for MBA students	Conducted orientation programme before the commencement of first semester classes.
AQAR Preparation	Constituted Criterion wise sub-committees and asked them to prepare the Annual Quality Assurance Report (AQAR) for the academic year 2016-17	A core committee and criterion wise sub committees were formed to prepare AQAR.
Academic Calendar	The council evaluated the academic calendar prepared by each of the departments and provided necessary instructions.	Academic calendar has been revised as per the suggestions given by the council.



[Signature]

Sd/

[Signature]
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Co-ordinator, IQAC

A Minority Institution of the
Corporate Educational Agency of the
Catholic Archdiocese of Tiruvalla

Approved by AICTE
and Affiliated to
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MBA & MCA

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