


Plan of Action
[Academic year 2014-15]


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 Appendix I

Objective	Description of Action steps	Responsibility	Timeline	Desired outcome
To arrange feedback response from students, parents and other stakeholders on quality related institutional processes	Questionnaire prepared by the college will be given to the stakeholders	IQAC	At the end of the academic year	Assess quality delivery system
Documentation of the various programmes/activities of the college	Activities will be evaluated and documented by the Committees and submitted to the IQAC co-ordinator.	IQAC	Throughout the academic year	Maintain institutional database
Enable learners communicate effectively and improve their standard competence in the English language	The Department of English prepares modules for Communicative English	Department of English	Throughout the academic year	Students communicate effectively and improve their standard competence in the English language.
Prepare Annual Quality Assurance Report of the college based on the prescribed format of NAAC.	Co-ordinator of the IQAC will prepare the report at the end of the academic year	IQAC Co-ordinator	At the end of the academic year	Assess quality improvement, maintenance and delivery system
Departments shall organize State/National level seminar, conference or workshops and invite more guest lectures.	Broad areas/topic are suggested to the Departments and encouraged to apply for funds, etc.	Each Department	February- March	Generation and dissemination of knowledge; inculcate and enhance research activities of faculty members.
Organize Faculty Development programme for teaching as well as non-teaching staff	IQAC co-ordinator outlines the tentative programmes. Sensitizes the faculty regarding the availability of the different programmes.	IQAC	Depending on the availability of resource person	Upgrade and enhance their skills for better impact in teaching and administrative activities
The teachers shall be encouraged to submit major and minor research project proposals to various funding agencies	Links to web pages of various Funding agencies to be displayed	IQAC and Research Cell	Oct-Nov	Inculcate and enhance research activities of faculty members.
Procurement of laboratory equipments, book, journals, e-book etc	Budget will be prepared based on the available resources Seek financial assistance from agencies	Planning Board	Beginning of the academic year	To enhance quality of education and encourage faculty to undertake research-oriented activities

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To provide scholarship to the needs students	Invite application for financial assistance from the student Sensitize student about the scholarship schemes	Principal	Beginning of the academic year	The disadvantaged too avails equal opportunity towards Higher Education
The college will conduct mentoring and remedial courses for educationally disadvantaged students.	<ul style="list-style-type: none"> • Diagnose learning difficulties • Support will be provided by the teacher 	IQAC/ Vice-Principal/ Administrative	Throughout the year	Additional help to students who have fallen behind the rest of the class and support slow learners
Career guidance, placement services and students welfare schemes shall be provided to the students.	Prominent people from different career fields will be invited to talk on career guidance. Invite industrial linkage	Career Counseling Cell.	Throughout the year	Enable the students to choose a better career and prepare for their future.
Students securing excellence in academics and co-curricular activities shall be felicitated and encouraged with prizes and incentives.	Mentionous students will be honoured with medal in the Annual college function	Committees of the college	College Day	Provide incentives to students to perform better.
To initiate the process of signing MOU's with other Colleges and collaborate for teacher and student exchange programmes.	Departmental Heads to be given full liberty to identify and collaborate with Colleges of their choice. The Principal initiates the process and concludes the formalities for the programmes.	IQAC/Principal	Throughout the year	Academic exchange leading to exchange of ideas and exposure to infrastructural facilities from the partner institutions.
To prepare the Departments and the College as a whole for reaccreditation (2 nd cycle) by National Assessment and Accreditation Council (NAAC).	IQAC to monitor and channelize efforts through the departmental heads to prepare the College for the assessment.	IQAC/Principal/ All HOD's	Beginning of the academic year	To assess the quality of teaching and learning process, research aptitude, the quality of infrastructural benefits being provided by the NAAC program.

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Report on Action Taken

[Academic Year: 2014-15]

To implement the decisions taken by the IQAC members the following actions were taken:

Decisions	Action Taken
Feedback response from students, parents and other stakeholders on quality related institutional processes	The questionnaire prepared by the IQAC was given to the outgoing third year students and the parents at the Parents Meeting. Their responses were tabulated.
Documentation of the various programmes/activities of the college	The various committees prepared the annual schedule for activities to be implemented. These activities were mentioned in the academic calendar and were implemented throughout the academic year.
Enable learners communicate effectively and improve their standard competence in the English language	Communicative English classes were arranged for interested candidates. A Digital Language Lab for new and advanced learners of English was set up.
Prepare Annual Quality Assurance Report of the college based on the prescribed format of NAAC	The IQAC coordinator prepared the AQAR, 2014-15 as per the NAAC format and submitted to the NAAC.
Organize Faculty Development programme for teaching as well as non-teaching staff	Four members of the teaching faculty were released from duty to attend short duration faculty development programme for Teachers of Christian Colleges. Members of the teaching faculties were released by the college for attending orientation and refresher courses as well.
Each department shall organize State/National level seminar, conference.	The Department of Botany, Dept. Of Political Science, Dept. Of Sociology and the Dept. Of Economics organized National Seminars during the academic year. The Dept. Of Botany also celebrated its silver Jubilee Celebrations, with a Seminar cum Workshop programme.
The teachers shall be encouraged to submit major and minor research projects proposals to various funding agencies.	Six members from different departments had applied and were granted with minor research projects.
Procurement of laboratory equipments, books, journals, e-book etc.	822 New books were procured and 22 journals were subscribed from the Library budget. The Library has also started subscribing to N-LIST for e-books.
To provide scholarship to the needy students	Financial aid to the tune of Rs. 1,01,280/- was granted to needy students from the College Fund.
The college will conduct mentoring and remedial courses for educationally disadvantaged students.	The HOD's of all departments were asked to conduct regular remedial classes before and after regular class hours for weaker students.
Career guidance, placement services and students welfare schemes shall be provided to the students.	The Career Counselling Cell conducted counselling sessions for the interested III year students. Mock interview programmes/ sessions were also arranged for the students by the Self-financed departments.

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Decisions	Action Taken
Students securing excellence in academics and co-curricular activities shall be felicitated and encouraged with prizes and mementoes.	Meritorious students in academics and co-curricular activities were honoured with medals in the Annual College Day function.
To initiate the process of signing MOU's with other Colleges and collaborate for teacher and student exchange programmes.	A MOU with St. Xavier's College, Kolkata was signed in Sept, 2014. A MOU with Sheela Kanoria Foundation, Kolkata was signed in Sept, 2014
To prepare the Departments and the College as a whole for reaccreditation (2 nd cycle) by National Assessment and Accreditation Council (NAAC).	The College received the three-member NAAC Peer team in the College from 1 st to 3 rd December, 2014 for assessment.

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Outcome Achieved at the end of the Academic Period 2014-15

- The tabulated feedback responses from all students and parents were given to the departmental HOD's for corrective action plans.
- The various co-curricular activities could be carried out smoothly and in a planned way. Reports on the activities were prepared by the co-ordinators and submitted to the IQAC co-ordinator for documentation.
- Students weak in communicative English have started enrolling for the communicative English classes and twenty students use the Digital Language Lab at any one time.
- Four members of the teaching faculty attended Orientation courses while five members attended Refresher courses. Two members attended FDP for teachers of Christian Colleges in Shillong while two more members attended FDP for teachers of Christian Colleges in Sonada.
- The National Seminars organised by the Departments of Economics, Botany, Political Science and Sociology have not only opened avenues for further research activities and collaborations for the faculty members but also instilled research interests in the students.
- Six faculty members were granted minor research projects by the UGC.
- Apart from the procurement of new books and journals, the General Library has also subscribed to N-LIST for e-books which are now readily available in the Library.
- 13 students belonging to the financially weaker sections have been given financial assistance from the funds generated by the College.
- Campus placement programmes could not be organised because of paucity of time.
- The College has been able to sign Memorandum of Understanding with two esteemed institutions from Kolkata, which would be of great help to the students in the near future.
- The College was re-accredited (2nd Cycle) by National Assessment and Accreditation Council at 'A' Grade with Cumulative Grade Point Average (CGPA) of 3.06 on a 4 letter grade.

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