



Minutes & Action Taken Report

Plan of Action	Achievements/Outcomes
Orientation and Training Programmes for Teaching Faculty	Orientation Programme for Staff with less than 2 years of experience on topics - Vision and Mission of the College, Quality Enhancement in Higher Education, Work Life Balance, Introduction to E-Content Development and Campus Automation from 10 -12 June 2019
	Orientation for teachers was conducted on 13 th June 2019 for the entire teaching fraternity of both Shifts I & II on Building Bridges as it was the Annual Theme of the Calendar for the Academic Year 2019 – 2020
	A Seminar on Intellectual Property Rights on 14 th June 2019
	A Faculty Development Programme for Staff within 5 years of experience on the title “The Joy of Teaching” was organized on 29 th June 2019
	A Two Day Training Program for the faculty on Evaluation and Assessment of the Outcome Based Education through Revised Blooms Taxonomy on 20 th and 21 st September 2019.
	Webinar on Andragogy of Online Teaching on 29 May 2020
	Remote Classrooms- Digital Technology in Teaching Learning on 30 May 2020
ADMINISTRATIVE Staff	Training the Administrative Staff of the Office Section on uploading, maintenance and documentation of Databases on 8 th April 2019.
	Training on Documentation in Libraries was conducted for the Library staff on 15 th May 2019.
	A session on Secrets of Happy Living for Non-Teaching Staff was organized on 12 th June 2019.
Students	A Two Day Intensive Workshop on Being a Holy Cross Leader of Excellence, 6 th and 7 th June 2019 for the Student Council Members, Fine arts and Sports Secretaries of both Shift I and II



	An Orientation on Library Usage for I UG / PG / M.Phil Students was conducted on 2 – 4th July 2019
Conduct of Academic Performance Audit	The Academic Performance Audit by the external experts was conducted on 27 th June 2019
Submission of AQAR for the year 2019-2020	AQAR 2019-2020 was presented in the Staff Council for Approval
Collection and Analysis of Feedback from all Stake Holders	Feedback was collected periodically from Students, Alumnae, Parents and Employers and the responses were consolidated and analysed.
	Performance Appraisal was done by both Teaching and Administrative staff.
Conduct of Green and Energy Audit	The IQAC was instrumental in initiating the conduct of Green and Energy Audit by the PG and Research Department of Botany of Holy Cross College and TSP Engineers and Consultants, Trichy respectively.
Participation in NIRF	Registered for India Rankings-2020 (NIRF) on 13th September 2019. The data was uploaded in the DCS under the category of Arts and Science College, and updated in our website on 14 th December, 2019.
Submission of IIQA & SSR for the 4 th Cycle of NAAC Assessment and Accreditation	Successfully accomplished in the months of September and November 2019 respectively.
Conduct of The NAAC Peer Team Visit.	The NAAC Peer Team Visit has been successfully completed on 11 th and 12 th February 2020.