

**IQAC Action Taken Report  
of  
Internal Quality Assurance Cell Audit**

**Audit Date:** 18th November 2020

**Introduction**


The IQAC Department arranged for an external Audit of the IQAC Cell on November 18, 2020 with the objective of providing inputs in view of the upcoming NAAC PEER TEAM visit of the 4th Cycle of Accreditation. The external audit panel member was Dr. Suma Singh, Former Internal Quality Assurance Cell, Mount Carmel College, Bengaluru.

The valuable suggestions given by the external auditor were scrutinized, studied and the necessary actions were initiated, the details of which is given below.

Sl.No	Recommendations	Action Taken
1.	The team needs to prepare a brief well collated presentation for the Peer team interaction	The suggestion was already in the making as all departmental heads were in the process of preparation of their presentations.
2.	The institutional presentation must focus on the implementation of the previous NAAC Peer team recommendations and the institutional summary of the last five years.	The Steering Committee which was already in the process of preparation of the Institutional presentation took cognizance of the point made and incorporated the suggestion in the Institutional presentation.
3	IQAC team along with concerned Committees/ Cells can prepare a brief brochure of the activities of these Committees/ Cells which could be shared with the Peer team.	The suggestion given was discussed and deliberated. A team headed by one of the member of the Steering Committee was formed to initiate the preparation of brochure for all departments and functions of the Institution.
4.	A mock Peer visit with experts could be planned	The mock peer team visit plan was already in the making. The Principal along with the vice-principal Shift II arranged for the mock peer visit during the month of January 2021.

**Conclusion:**

Some of the suggestions were already practiced in the Cell. Suitable actions were taken from the suggestion given and necessary actions were implemented.

  
Dr. Shivalcamini Rajan  
IQAC Co-Ordinator  
St. Joseph's College of Commerce  
163, Brigade Road, Bangalore - 25

**Internal Quality Assurance Cell Audit**  
**St. Joseph College of Commerce, Bengaluru**

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I, Dr. Suma Singh, undertook an Audit of the IQAC of SJCC and also interacted with the team to share the experience during the 4<sup>th</sup> cycle of NAAC Accreditation of my institution- Mount Carmel College, Bengaluru. My observations are as follows:

- IQAC has kept all the necessary documents in order. The effort put in documentation is highly commendable.
- The team needs to prepare a brief well collated presentation for the Peer team interaction.
- The institutional presentation must focus on the implementation of the previous NAAC Peer team recommendations and the institutional summary of the last five years.
- IQAC must focus on the quality initiatives for the last five years which have impacted the functioning of the institution.
- Action Taken Report of Student Feedback must be maintained.
- IQAC team along with concerned Committees/ Cells can prepare a brief brochure of the activities of these Committees/ Cells which could be shared with the Peer team.
- The team was appraised of the tentative schedule of the 2 day Peer visit. They need to reach out to the alumni and parents well in advance to ensure maximum participation of the stakeholders during the Peer visit.
- A mock Peer visit with experts could be planned.

Wishing the Principal, Staff and Students of SJCC the very best.

**Dr. Suma Singh**

**Dean of Humanities**

**Mount Carmel College, Bengaluru(Received through Email November 20, 2020)**