**Action-taken Report:**

* An Administrative Hands-on Training Programme was conducted for the non-teaching staff on 18.10.2022 in the college office by Mrs. Sarojini B, Steno-typist (SG), St. John’s College, Palayamkottai.
* A faculty development programme on “Teaching Teachers” was organised on 24th October 2022 for the teaching staff by IQAC. Dr. Jebamalai Vinanchiarachi conducted the session.
* A programme on financial administration was organised on 18th November 2022 for teaching and non-teaching staff members.
* An awareness programme on installation of academic bank of credits was conducted on 21st November 2022 for the teaching staff by IQAC co-ordinator, Dr. S. Gracelin Juliana, NMCP.
* Nearly 15 computers are supplied to the office, IQAC and various departments.
* Institution’s Innovation Council was formed in collaboration with Saveetha University, Chennai in the month of October 2022. First and second quarter activities and self-driven programmes are successfully completed.

The following decisions were taken in the meeting

1. To deconstruct college website and automation in an urgent manner.
2. To conduct sports activities and sports day.
3. To arrange retreat for staff members.
4. Construction of classrooms for commerce department.
5. Registration of Alumni Association for the college.
6. Installation of solar panel with online grid.
7. Revamping of Library Building Roof and to be used as reading room.
8. A minimum amount of Rs. 20,000 has to be allotted for the library in the budget for purchasing latest books and subscribing journals.
9. To finalise an agreement to sign an institutional MoU with St. John’s College, Palayamkottai under faculty exchange programme to conduct Technical/Business English course for 60 hours.
10. To encourage the staff members to attend seminars, conferences, workshops.