



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

(Affiliated to Bharathidasan University, Tiruchirappalli- 620 024.)

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QUALITY ASSURANCE CELL

Action Taken Report based on QAC Meeting for the year 2017-2018

S. No.	Agenda Item	Resolution in QAC Meeting	Action Taken
1	Academic year Plan	1. Discussed to submit the academic year course plan, staff time table and workload 2. Planned to customize the academic College calendar 3. Discussed to stick on as per the College calendar the College reopening, closing date for winter holidays and internal exams	Academic calendar was prepared by QAC team and Principal circulated to all departments.
2	Academic and Administrative Audit	To admit students as per the Guidelines given	The review of admission process taken.
3	Student Representative	Planned to select the student representatives	Process is completed.
4	Orientation, Refresher Program	To conduct orientation programme for the first year students, Refresher programme for Teaching and Non-Teaching Staff Members.	Successfully organized
5	Workshop, FDP and Seminar	Discussion on workshops and seminars to be organized.	❖ Various programmes like workshop, Seminar and FDP were conducted.
7	Enhance infrastructure	1. To discuss Clean environment to be maintained by keeping colored coded bin in front and back of the college campus, 2. To Plant more saplings, and irrigation arranged for all the plants. 3. To install Sanitary napkin vending machines in women restroom and the waste is used as Bio-manure	❖ Essential items and devices approved for its retention.




		<p>4. To fix LED bulbs to minimize energy consumption and improve the environmental quality</p> <p>5. To make campus Wi-Fi enabled</p> <p>6. To Install CCTV Camera</p>	
8	Extension Activities	To organize various outreach programme in the neighbourhood community by stakeholders	<p>❖ 45 outreach programme arranged like Youth Red Cross program, plastic Plastic Free Zone campaign, Visited various Historically important places etc., by NSS, YRC, RRC by Department of English, BBA ,Physics Dept</p> <p>❖ 587 Students participated in the Extension Activities</p>
9	NSS, Nature Club and Consumer Citizenship Club	To conduct Orientation Programme for NSS Volunteers To conduct various programmes By NSS, Citizen Consumer Club and Natural Club team	Successfully conducted
10	Student Parent Feedback Form	To analyze students feedback on teaching.	Students feedback on teaching has been analyzed
11	Insist FDP	To plan FDP	Organized
13	Revised format Course Plan and Mentor File	Staff members are intimated to prepare Course Plan and Mentor File	It was prepared as per standard format by staff members.
14	Discuss various MOUs	For better relations MOUs are planned	MOUs are made with different consultants.
15	Student Scholarship	Planned to allot the existing scholarship scheme for students by Management Trust.	Approved scholarship
16	Cash award for University rank holders	To discuss revision of cash award for University rank holders	Cash award is announced to promote competitiveness.
17	Concession in Tuition fees to merit students.	To discuss concession in Tuition fees to meritorious student	Rs.2000/- offered to meritorious students.
18	Faculty Research activities	Staff members are asked to present more papers	Papers presentation/Publications are done by staff.
19	Department Enrichment activities	To conduct Seminars, Workshops and Guest Lecture by all departments.	As per plan those programmes are periodically conducted
20	To upgrade the library digitally	Suggested to maintain more copies of reference books.	Accepted and kept more book in the library
21	Sports activities	To encourage students to achieve more awards in sports activities compared to previous year.	Students participated in sports at College level, district level



22	Placement Details	Initiatives to be taken career development by Placement Cell.	<ul style="list-style-type: none"> ❖ Skill Development Programme - Developing and honing in Soft skill ❖ Technical Training - Technology Upadates now ❖ Mock Interview Session ❖ Placement Awareness Programme -Career Goals & Orientation Session ❖ Expectation of IT people towards students
23	Women Empowerment Cell	To train women to acquire wide range of skills and knowledge and to develop and increase their social, economic and intellectual capacities	<ul style="list-style-type: none"> ❖ One day Yoga training programme on 21/06/2017 ❖ Debate on the topic "Work life Balance" were conducted. ❖ Workshop on "Menstrual Awareness Programme were conducted.




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