



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

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

Thanjavur Main Road, Karambayam, Pattukkottai - 614626.

Phone: +91-4373-224991, 224992 Cell : +91 9965780844, 8870186761

QUALITY ASSURANCE CELL

Action Taken Report based on QAC Meeting for the year 2018-2019

S. No.	Agenda Item	Resolution in QAC Meeting	Action Taken
1	Academic year Plan	<ol style="list-style-type: none">1.The submission of the academic year course plan, staff timetable, and workload was discussed.2.It is planned to modify the academic schedule of the College.3. It was agreed that the College reopening, closing date for winter breaks, and internal exams would follow the College schedule.	The QAC team created an academic calendar, which the Principal sent 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 organise an orientation programme for first-year students and a refresher programme for teaching and non-teaching staff.	Successfully organized
5	Workshop, FDP and Seminar	Discussion on workshops and seminars to be organized.	❖ Various FDP, Workshop, Seminar were conducted.
6	Enhance infrastructure	<ol style="list-style-type: none">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>	
7	Extension Activities	To organize various outreach programme in the neighbourhood community by stakeholders	<ul style="list-style-type: none"> ❖ 32 outreach programme arranged like awareness event of road safety, plasticwaste free campaign, visit old age home, etc., by NSS, YRC, Nature Club, Department of BCA, Commerce, Microbiology. ❖ 1052 Students participated in the Extension Activities
8	NSS, YRC and RRC	To conduct Orientation Programme for NSS Volunteers To conduct various programmes By NSS, YRC and RRC.	Successfully conducted
9	Student Parent Feedback Form	To analyze students feedback on Teaching.	Students feedback on teaching has been analyzed
10	Discuss the available courses in SWAYAM	Many courses relevant to jobs, computers oriented and societal commitments	Relevant courses (Add on) introduced in all departments
11	Inter and Intra College Competition	To increase Extracurricular activities and give opportunities to social interaction and new relationship development.	<p>During 2018-19 year 50 students of our College participated and 15 Students won prizes in different events conducted by Meenakshi Chandrasekaran college of arts and science & the following Institutions.</p> <ul style="list-style-type: none"> ❖ Khadeer Mohideen College. ❖ Bon secours College. ❖ STET College. ❖ Kundavai Nachiyar Arts and Science College. ❖ Bharath College.
12	Revised format Course Plan and Mentor Book	Staff members are intimated to prepare Course Plan and Mentor Book	It was prepared as per standard format by staff members.
13	Student Scholarship	Planned to add additional scholarship to the existing scholarship scheme for students by Management Trust.	Revised additional scholarship for students who are meritorious, single parents and below poverty line by management trust.
14	Discuss various MOUs	For better relations MOUs are planned	MOUs are made with different consultants



15	To discuss the cash amount (Rs.5,000) for University rank holders	Revised the cash award for University rank holders	Rs.5,000 Cash award is given to promote competitiveness.
16	To discuss concession (Rs.2000) in Tuition fees to merit students	Revised the Tuition fees concession for meritorious student	Rs.2000/- offered to meritorious students.
17	To improve staff member's professional capabilities	Staff members are asked to present more papers	Papers presentation/Publications are done by staff.
18	Encourage the staff to publish papers and enroll membership in National or International journals	Staff members to publish more papers in National and International Journals	UGC approved Journals accepted papers of staff members and published them.
19	Department Enrichment activities	To conduct Seminars, Workshops and Guest Lectures 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 books 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	To take career development by placement cell to help the students get jobs of their choice and liking.	Training Programmes conducted: ❖ Skill Development Programme ❖ Mock Interview Session ❖ Technical Training ❖ HR Session-How to Improve your Employability Skill ❖ Placement Awareness Programme
232	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.	Womens day celebrations are done to celebrate women and their importance in the world. Various women empowerment programmes like women's safety, importance as a entrepreneur.



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PRINCIPAL
Meenakshi Chandrasekaran
College of Arts and Science
Karambayam, Pattukkottai-614 626
Tanjavur District