



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

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

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INTERNAL QUALITY ASSURANCE CELL

Action Taken Report based on IQAC Meeting for the year 2019-2020

| S. No. | Agenda Item | Resolution in IQAC Meeting | Action Taken |
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| 1 | Quality Policies and objectives | The IQAC Coordinator briefed the Vision, Mission, value of frame work and objectives, functions and benefits of IQAC | The IQAC was constituted as per NAAC guidelines on 15/01/2020 with due consideration given to composition. |
| 2 | Academic year Plan | 1. The topic of submitting the academic year's course schedule, staff schedule, and workload 2. Prepared to alter the College's academic calendar 3. It was discussed to adhere to the College's reopening date, the end of the winter break, and internal exams. | The IQAC team created an academic calendar, which was sent to all departments. |
| 3 | Academic and Administrative Audit | To admit students in accordance with the guidelines provided. | The review of admission process taken. |
| 4 | Student Representative | Planned to select the student representatives | Process is completed. |
| 5 | Student Scholarship | Management Trust intends to allocate the current scholarship plan for students. | Management trust has approved a scholarship for pupils who are meritorious, single parents, and live below the poverty line. |
| 6 | Orientation, Refresher Program | To organise an orientation programme for first-year students and a refresher programme for teaching and non-teaching staff. | Successfully organized. |
| 7 | Enhance infrastructure | 1. To address preserving a clean atmosphere by having coloured coded bins in front and back of the college campus, 2. Planting more seedlings and arranging irrigation for all plants | Essential items and devices approved for its retention. |



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| | | <p>3. Installing sanitary napkin vending machines in women's restrooms, with the waste being utilised as bio-manure.</p> <p>4. Install LED lamps to reduce energy usage and enhance environmental quality.</p> <p>5. Enable campus Wi-Fi;</p> <p>6. Install CCTV Camera</p> | |
| 8 | Extension Activities | Stakeholders will carry out various outreach programmes in the neighbourhood community. | <ul style="list-style-type: none"> ❖ 30 Awareness programme arranged like awareness event of Against drug abuse and illicit trafficking, National Unity Day, Aids Awareness Rally, etc by NSS, YRC, Nature Club, Department of Maths, Commerce, Microbiology ❖ 1112 Students participated in the Extension Activities |
| 9 | NSS, Nature Club and Consumer Citizenship Club | To organise an orientation programme for NSS volunteers. To carry out numerous programmes NSS, Citizen Consumer Club, and Environmental Club collaboration | Successfully conducted |
| 10 | Student Parent Feedback Form | To analyze students feedback on teaching. | Students feedback on teaching has been analyzed |
| 11 | Discuss the available courses in SWAYAM | Many courses relevant to jobs, computers oriented and societal commitments | Relevant courses (Add on) introduced in all departments |
| 12 | Inter And Intra College Competition | To increase Extracurricular activities and give opportunities to social interaction and new relationship development. | During 2018-19 year 52 students of our College participated and 40 Students won prizes in different events conducted by Meenakshi Chandrasekaran college of Arts and Science. |
| 13 | Revised format Course Plan and Mentor Book | Staff members have been notified that they must produce a Course Plan and a Mentor File. | It was prepared as per standard format by staff members. |
| 14 | Discuss various MOUs | For better relations MOUs areplanned | 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. |



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| 16 | To discuss concession (Rs.1500) in Tuition fees to merit students | Revised the Tuition fees concession for meritorious student | Rs.1500/- 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 | More articles will be published in national and international journals by staff members. | UGC approved Journals accepted papers of staff members and published them. |
| 19 | Department Enrichment activities | All departments will hold seminars, workshops, and guest lectures. | 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 motivate pupils to earn more prizes in sporting activities than they did the 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. | <ul style="list-style-type: none"> ❖ Hiremee ❖ KRDC ❖ SSM ❖ Alcance Tech ❖ VIBGYOR Advisors |
| 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. | Various programmes are conducted like cyber crime, awareness on Anemia and immunity based food. |
| 24 | To establish college alumni and to develop alumni logo | All former students will be contacted, and the relevance of the Alumni Association will be emphasised. | A gathering of all Alumni was held, and office bearers were elected. Bylaws are being drafted. |
| 25 | To plan for getting ISO certification and make necessary arrangements with faculty members | The significance of obtaining ISO certification for NAAC is emphasised. Preliminary work has begun. | The Documents are prepared for the same. |



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| 26 | To initiate Head and faculties to fulfill the requirements of ISO regulations | All relevant registers to be maintains are name asked to be update. | The requirements of ISO regulations are strictly adhered to |
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