



MEENAKSHI CHANDRASEKARAN COLLEGE OF ARTS AND SCIENCE

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

UGC Recognized 2(f) and 12(B) Institution

Thanjavur Main Road, Karambayam, Pattukkottai - 614626.

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

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report based on IQAC Meeting for the year 2021-2022

S. No.	Agenda Item	Resolution in IQAC 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 the 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 IQAC team created an academic calendar, which the Principal sent to all departments.
2	Academic and Administrative Audit	To admit students in accordance with the guidelines provided.	The admissions procedure has been reviewed.
3	Student Representative	It is planned to appoint a student representative.	The procedure has been completed.
4	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.
5	Orientation, Refresher Program	To organize an orientation programme for first-year students and a refresher programme for teaching and non-teaching staff.	Successfully organized.
6	Workshop and Seminar	Discussion on Workshops, FDP and Seminars to be organized.	❖ Workshop, Seminar, FDP conducted by all the Department.
7	Enhance infrastructure	<ol style="list-style-type: none">1. To address preserving a clean atmosphere by having colored coded bins in front and back of the college campus,2. Planting more seedlings and arranging irrigation for all plants	It's essential goods and gadgets have been certified for retention



		<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 perform various awareness programmes in the neighbourhood community.	<ul style="list-style-type: none"> ❖ 30 outreach programme arranged like Aware of Kavalan SOS App, Production of Vermi composting, Vigilance Awareness, International Yoga Day, Cyber crime awareness, Fire safty awareness, How to be a successful entrepreneur awareness event, etc., by NSS, YRC, Red ribbon Club, Department of CS, Commerce, Life Science. ❖ 1250 Students involved 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 Natural 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 related to professions, computing, and societal commitments	Relevant courses (Addon) introduced in all departments
12	Revised format Course Plan and Mentor File	Staff members have been notified to create the Course Plan and Mentor File.	It was prepared as per standard format by staff members.
13	Discuss various MOUs	For better relations MOUs are planned	MOUs are made with different consultants



14	To discuss the cash amount (I Rank, Rs.3,000, II Rank Rs.2000, III Rank Rs.1,000) for University rank holders	Revised the cash award for University rank holders	(I Rank, Rs.3,000, II Rank Rs.2000, III Rank Rs.1,000) given for University rank holders
15	To discuss concession (Rs.2000) in Tuition fees to merit students	Tuition fee reduction for deserving students has been revised.	Rs.2000/- offered to meritorious students.
16	To improve staff members professional capabilities	Staff members are asked to present and publish more papers.	Papers presentation/Publications are done by staff.
17	To initiate Head and faculties to fulfill the requirements of ISO regulations	All applicable registrations that must be maintained are asked to be updated.	The ISO norms' criteria are properly followed.
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	All departments will hold seminars, workshops, and guest lectures.	As per plan those programmes are periodically conducted.
20	To upgrade the library digitally	It is suggested that extra copies of reference books be kept on hand.	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 pursue career development through the placement cell in order to assist students in obtaining employment of their choice and liking.	Nearly 35 students of our college got placed in campus recruitment in the following <ul style="list-style-type: none"> ❖ VIPER ❖ Masook Academy ❖ DBS ❖ SBI Life



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.	❖ A guest lecturer and a medical camp was conducted.
24	To establish College alumni and to develop alumni logo	All the old students are to be contacted significance of Alumni association highlighted	A meeting of all Alumni conducted office bearers an elected. Bye laws are framed.



S. Sheela

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