INTERNAL QUALITY ASSURANCE CELL

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

S. No.	Agenda Item	Resolution in IQAC 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 IQAC 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	Student Scholarship	Planned to allot the existing scholarship scheme for students by Management Trust.	Approved scholarship for students who are meritorious, single parents and below poverty line by management trust.
5	Orientation, Refresher Program	To conduct orientation programme for the first year students, Refresher programme for Teaching and Non-Teaching Staff Members.	Successfully organized.
6	Workshop and Seminar, FDP	Discussion on Workshops, FDP and Seminars to be organized.	❖ IQAC Organized Seminar on 18/08/2018 ❖ IQAC Organized Two days Workshop on 14/11/2018 & 15/11/2018 ❖ IQAC Organized Workshop on 31/12/2018 ❖ IQAC Organized ICT FDP on 20/21.02.2019 ❖ IQAC Organized Three Days FDP on 10,11,12/04/2019 ❖ Workshop,Seminar,FDP organized by all the Department.
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,	Essential items and devices approved for its retention.

		3. To install Sanitary napkin vending machines in women restroom and the waste is used as Bio-manure 4. To fix CFL bulbs to minimize energy consumption and improve the environmental quality 5. To make campus Wi-Fi enabled 6. To Install CCTV Camera	
8	Extension Activities	To conduct various outreach programme in the neighbourhood community by stakeholders.	❖ 34 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 CS, Commerce,ECS, Life Science. ❖ 2740 Students participated in the Extension Activities
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	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 83 students of our College participated and 23 Students won prizes in different events conducted by NPSB Arts and Science College the following institutions. ❖ S.S.S.Jain College ❖ Annai Therasa College ❖ M.O.P Vaishnav College ❖ Loyola College ❖ Sathyabama University ❖ S.D.N.B.Vaishnav College ❖ ICAT-Mirage ❖ D.G.Vaishnav College ❖ Vels Institute of Science and Technology

			❖ Hindustan College of Arts and Science
13	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.
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.2.000) 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.	❖ MNC companies like ICSI ❖ Techmanhindra, FHMS ❖ Rubicon ❖ Techmanhindra FHMS ❖ Denodo Technologies ❖ Leap Career Academy ❖ TechMahindra Foundation, Sona Yukthi (Valliappa Foundation)

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.	❖ Seminar on "Domestic Violence Act - 2005", was conducted on 2/12/2018 ❖ Nation Wide Competition on the topic "Awareness of Laws among Women" was conducted on 14/12/2018 ❖ Workshop on "Online Safety Training Programme" was conducted on 19/12/2018
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.
25	To plan for getting ISO certification and make necessary arrangements with faculty members	Importance of getting ISO certification for NAAC is highlighted. Preliminary work started.	ISO certificate is obtained certificate No.IN115480A valid till 18 Feb 2022.
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

IQAC Coordinator

PRINCIPAL