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
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	Discussion on Workshops, FDP and Seminars to be organized.	❖ IQAC Organized seminar on 20/07/2019 ❖ IQACOrganized Seminar on 17/08/2019 ❖ IQAC Organized Two days FDP on 07/11/2019 & 08/11/2019 ❖ Workshop,Seminar, FDP conducted 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 awareness programme in the neighbourhood community by stakeholders.	❖ 31 outreach programme arranged like Aware of Kavalan SOS App,Production of Vermi composting,Vigilance Awareness,International Yoga Day,How to be a successful entrepreneur awareness event .. etc by NSS, YRC, Nature Club,Department of CS, Commerce,ECS, Life Science. ❖ 1835 Students involved 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 2019-20 year 96 students of our College participated and 21 Students won prizes in different events conducted by NPSB Arts and Science College the following institutions. ❖ Madras Christian College

			❖ SDNB Vaishnav College ❖ ASAN College ❖ Hindustan College of Arts and Science ❖ Krishnaswamy College of Arts and Science ❖ C.S.I EWART Women's Christian College
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.
15	Discuss various MOUs	For better relations MOUs are planned	MOUs are made with different consultants
16	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
17	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.
19	To improve staff members professional capabilities	Staff members are asked to present more papers	Papers presentation/Publications are done by staff.
20	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
21	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.
22	Department	To conduct Seminars,	As per plan those programmes

	Enrichment activities	Workshops and Guest Lectures by all departments.	are periodically conducted
23	To upgrade the library digitally	Suggested to maintain more copies of reference books.	Accepted and kept more books in the library
24	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
25	Placement Details	To take career development by placement cell to help the students get jobs of their choice and liking.	Nearly 117 students of our college got placed in campus recruitment in the following ❖ WIPRO ❖ INFOSYS ❖ VINAYAK INFOTECH ❖ TCS ❖ SUTHERLAND ❖ HDFC LIFE ❖ KRG TECHNOLOGIES ❖ Q -SPIDERS ❖ JUST DIAL ❖ BASE AUTOMATION ❖ NETTY FISH ❖ CSS CORP ❖ ICICI PRUDENTIAL ❖ HINDUJA GLOBAL ❖ ALCANCE TECHNOLOGIES ❖ THINKSYNQ ❖ ENOAH i Solutions
27	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 lecture and a medical camp was conducted on 25/09/2019 ❖ Certificate course "As a beautician" was conducted from 18/12/2019 to 21/12/2019.
28	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.

IQAC Coordinator

PRINCIPAL