

IQAC Meeting Action Taken 2014-2015

Meeting 1:- 15th July 2014

S.NO	Activity Planned for the 2014-2015	Action Taken
1	To improve the Spoken English of the students.	Non-Correctional Method of Communication skill is practiced in the Computer.
2	To bring an improvement in mentoring, the teacher mentors should be given training to handle the students mind	In mentor system, the management has decided to arrange for the Training program for the teacher Mentor
3	The Counselors are requested to meet the students at regular Intervals.	Counselling activities are planned to conduct thrice in a week for the needy students.
4	To identified the players and provide with the coach for regular practice	The players of Kho-Kho are given regular practice in the campus every day at 3.00 to 4.00 P.M
5	To conduct Entry Test for Freshers	The Head of the Department were requested to conduct Entry Test on 2 nd week of July 2014

Meeting 2:- 12th August 2014

S.NO	Activity Planned for the 2014-2015	Action Taken
1	Updation of NAAC Records.	The updated records are to be submitted to Faculty-Incharge and to upload the Evidences
2	Attention towards the absentees during internal assessments.	The Parents were called to meet the Head of the Departments and the Principal to regulate the attendance of the students by hour-wise attendance by the Class Teachers
3	Installation of Bio-Metric attendance system.	It is planned to install Bio-metric attendance system, as a mark of technology up gradation.
4	Assignment of faculty in-charges for the important events of the academic year.	All the departments and faculty are assigned with various events and duties.
5	Academic performance of the students, based on the MKU Semester Examination Results.	The results of April 2014, External Examination were also discussed and the re-appear students should be taken care to pass in the forth coming examinations.
6	Plan to conduct A – Three day Entrepreneurship Awareness Camp	A 3-Day EAC was conducted inassociationwith SIPPO and CED on 11 th to 13 th August 2014 and 10 th to 12 th December 2014 respectively

Meeting 3:- 9th September 2014

S.NO	Activity Planned for the 2014-2015	Action Taken
1	In Discussion with the Heads of the Departments, the II unit Test schedule was fixed.	In consultation with the principal and HODs, the II unit test was finalized on 1 st week of September
2	The Date for Science Exhibition was finalized. The Inauguration of Counseling cell to be conducted in the month of October	The SCIART 2014 was organized on 8 th ,9 th and 10 th October 2014.The faculty were assigned with duties . on 8 th October counseling cell was inaugurated.
3	All the Heads of the Department had a plan to conduct State level Workshop & Seminars and to plan for factory visits.	State level workshops, seminars and Factory visits were organized.
4	To conduct remedial classes for weak Students	The remedial classes were conducted from 3.00pm to 4p.m for weaker students
5	Students should be motivated to undergo Diploma Course in Gandhi an Thought.	Orientation was conducted to undergo the DGT course
6	To Activate the Mentor System.	In case of mentor system the mentors was suggested to take care of the married students who need the mentoring.

Meeting 4:- 7th November 2014

S.NO	Activity Planned for the 2014-2015	Action Taken
1	The Guest Lectures are to be invited on alternate weeks by all the departments.	Commerce (CA) Department and computer science Department have planned to conduct state level seminar and workshop in the Month of February
2	The Course teachers to encourage and inspire students to present papers and to attend seminars at National and International Conferences.	The students presented papers with the guidance of faculty.
3	The Dates were fixed for Parents Teachers Meeting and Orientation for Projects.	The orientation on project study is planned to conduct in the second week of November
4	Motivation of faculty to do Ph.D, by providing On-The-Duty privilege.	On –the-Duty privilege is granted for the faculty undergoing Ph.D
5	The Construction of Classrooms.	The construction of more classrooms are in progress [in 'S' Block]
6	All the Departments have planned to conduct Outreach Program.	All the Head of the Departments have planned to conduct outreach program after reopening of the college.

Meeting 5:- 5th January 2015

S.NO	Activity Planned for the 2014-2015	Action Taken
1	The counseling cell has planned to meet thrice in a week and planned to conduct seminars on self-Realization and understanding	The counseling cell conducted an awareness seminar on self-Realization and understanding self on 10 th and 17 th of March 2015.
2	It was planned to conduct Entrepreneurship Awareness camp on 2 nd week of February 2015 in association with Centre for Entrepreneurship Development, Madurai, Tamilnadu Branch.	The Entrepreneurship Development cell conducted Entrepreneurship awareness camp on 10 th , 11 th and 12 th February 2015 .
3	The Competitive & Entrance Test Coaching Classes were planned to conduct	The Department of Business Administration organized the coaching classes for TANCET-MBA,MCA entrance test in association with RL institute of management students from the first week of February
4	The Dates for II Units tests was finalized to conduct 2 nd week of February and the farewell in the month of march	The dates for II units was conducted from 9 th to 17 th February 2015 .
5	To conduct spoken English for student with simple Conversational Sentences	To improve the spoken English few dialogues were given for the students to converse in the campus, in the college bus and classrooms which will be helpful throughout their life.
6	The faculty and the students are requested to submit their articles for magazine as early as possible.	The students and faculty are instructed to submit their articles for magazine on (or) before 20 th January 2015.
7	As the students are from financially backward families, some students were unable to pay the fees. The Management had granted concession in fees and taken steps to improve their academic performance.	In consultation with the management and their comment the financially backward students are granted fee concession and final foundation was approached for financial assistance for the student's fees. The faculty were requested to find for better employment opportunity to the students "earn while you learn and guide the students to go for part-time jobs which will financially support for their family as well as for their education.
8	The Head of the Departments are suggested to orient the Final Students for their higher education.	It was suggested to improve the strength of the admission for Post-Graduation courses.

Meeting 6:- 2nd March 2015

S.NO	Activity Planned for the 2014-2015	Action Taken
1	The discussion on matter relating to teaching methods was given special attention, as the students are from rural background.	The students from rural background are to be paid special attention to motivate them for higher education.
2	Attention to the below average students and measures to improve the academic performance.	The below average students and reappear students are made to score marks by peer learning and coaching classes at 3 to 4pm
3	It was planned to undergo practice for the players in the District level tournaments.	The player of kho - kho and chess were given regular practice to face the matches confidently
4	The Date for farewell party was finalized to conduct on 2 nd week of March and to celebrate Women's Day.	The date of farewell party was fixed on 14 th March 2015 and decided to celebrate international women's day on 8 th march 2015 by inviting Mrs.Bimla Chandrasekar , Director ,EKTA to inspire and identify their rights and responsibilities in the society.
5	The Criterion-In charges to monitor the NAAC documents periodically.	The NAAC documents are to be submitted on or before 10 th April 2015.
6	The Discipline of the students to be monitored by the faculty- in –charges which is also a challenge in present scenario.	The discipline of the students is maintained by vesting the responsibility to the students itself which makes them to feel enriched as such.
7	A request is made to all the head of the Departments to conduct their Department meet as early as possible.	All the Departments conducted their Departments meets in the 1 st week of April.
8	The Science Departments tentatively fixed the dates for their Internal & Lab Practical and VIVA VOCE in the midst of March 2015.	The dates for VIVA-VOCE and lab practical's was conducted in consultation with the principal and Head of the Departments on the 3 rd and 4 th week of March 2015.
9	The Consolidation of internal assessment must be completed in the first week of April 2015.	It was finalized to submit the consolidation of marks for the even semester on (or) before 9 th April 2015.