

Action Taken Report 2015-2016

Meeting 1:- 5th May 2015

S.NO	Activity Planned for the 2015-2016	Action Taken
1	The Head of the Departments planned to monitor the teaching processes, methods by personal observation besides feedbacks from the students	The teaching processes were monitored by the Heads of the Department and to check the weekly lesson plans and so on.
2	FDP was planned to organize in the month of June 2015.	The FDP was organized on 20 th June 2015 and resource person was Dr.C.Muthuvelayutham, Associate professor Anna university Coimbatore on the topic - :Effective teaching
3	2 seminars were to be scheduled by all the departments.	All the Head of the Departments conducted seminar and maintain a register containing the details of seminars, workshops etc.,
4	To increase the number of MOUs.	Department of commerce has planned to sign an MOU.*
5	To organize extension activities by the club co-ordinators.	Awareness rally on Helmet wearing was organized by the N.S.S., YRC, RRC & program officers.
6	The extension of Computer Science lab, E-Lab and renovation of L-Lab was discussed.	The management in consultation with the Principal regarding the requirement of Labs' it commenced to provide the needs.
7	The Departments planned to conduct relevant coaching classes for competitive examinations.	The Tally was organized by Department of Commerce.
8	The counseling session was scheduled to conduct every week by the Coordinators for the needy Students.	The mentoring session was carried on every week in the IV Day order.
9	To initiate players to participate in the University Selection tournaments.	Coaching and regular practice for Chess and .HO-KHO players was arranged.
10	To encourage the Students to excel in inter-Collegiate competition. Though it needs to increase number of participants.	All the faculty encouraged the students participating in the ICMs and to increase number of participants.
11	Take measures to encourage the financially weaker students.	The management grants fees concession to the financially weaker students and helped them to continue their studies.
12	To Parent Teachers Meet was planned in the .third week of June, 2015.	Parent teaching meeting was conducted on 18 th June and 19 th June 2015 for II and final year students.

Meeting 2:- 3rd July 2015

S.NO	Activity Planned for the 2015-2016	Action Taken
1	To regularly monitor the teaching process by the Head of the Departments and maintenance of register.	The Head of the Department were requested to maintain the teaching performance records.
2	To take care of the attendance of few students.	Attendance of the students were monitored by making a call to the parents of the absentees and to reduce the absentees especially during internal assessment and parents are suggested to be very strict in the students attendance.
3	FDP was planned in the month of August.	FDP on internal auditing housekeeping was on 22 nd August 2015 and the resource person was is Mr.Kalyana Sundaram,Trainer
4	Evaluation about the results of the students and its review with the Principal.	The result analysis reports were submitted by the Head of the Departments and discussed on the improvements as per need of the students.
5	The Department of Commerce planned to organise a State Level Inter-Collegiate Paper Presentation in the month of Sept, 2015.	Department of commerce organised State Level Inter-Collegiate Seminar on Challenges and Issues In the Informal Sector In India on 12 th September. The special invitee was by Dr.D.Ramkumar, Asst., Professor, Govt, Arts College ,Paramakudi
6	To sign an MOU with TALLY SEEMA by the Commerce department in the first week of September.	MOUs was initiated to all the departments. The Department of Commerce signed an MOU on 6 TH September 2015.
7	To conduct N.S.S. Special camp at Thenkarai, adopted Village, in the fourth week of July or in the month of August, tentatively.	N.S.S special camp was organised at Thenkarai from 20 th to 26 th JULY, 2015
8	Construction of new Library, additional class rooms and wash rooms.	The house –warming of library is planned in the month of September 2015
9	To conduct Counseling and mentoring regularly.	Mentor session was conducted on the IV day order during the III hour every week. A report of the session and attendance should be maintained.
10	Regular and continuous practice to participate in the selection tournaments	Our players are motivated to participate in the university selection tournament-chess in the month of August on 12 th , 13 th , 15 th .
11	Theo Science Exhibition was planned to conduct in the month of October	SCIART 2015 is scheduled on October 8 th ,9 th and 10 th , College Day and Graduation Day is scheduled in the 1 st week of October.
12	EDC plans to inculcate the Entrepreneurship culture by financial support to the students	Students with the encouragement and guidance of the faculty, submitted their business projects.

	and they are given an opportunity to prepare their Entrepreneurship projects	
13	The Parents Teachers Meeting is planned in the first week of July for freshers.	Parents teaching meeting was held on 6 th July 2015
14	Application for 12(B) & 2(F) is in progress.	Applied for 12(B) & 2(F) status –in progress
15	The re-appear students were instructed to apply for revaluation.	The reappear students were given special coaching through peer learning.

Meeting 3:- 2nd September 2015

S.NO	Activity Planned for the 2015-2016	Action Taken
1	To monitor Teaching and Learning methods.	Principal instructed the Head of the department to guide the new faculty in teaching methods by observation.
2	College Day, Graduation Day and Science Exhibition was tentatively fixed on 1 st week of October.	The special occasion – the graduation day was conducted on 1 st October, College Day. the SCIART 2015 on 8 TH ,9 TH & ,10 TH October 2015
3	To date of Model Exam was finalized in the 2 nd week of October and for PTM.	The model exam was conducted on 13 th October 2015.
4	To encourage the students to present papers in the conferences and to participate in competitions.	The papers were presented by BBA and won prize (23 rd September 2015). Commerce department. Students presented a paper on 16 th September 2015, won prize.
5	To conduct seminars, workshops and factory visits.	Tamil department conducted seminar on சங்ககால வாழ்வியலும் தற்கால நடைமுறை கூறுகளும் by Dr.V.PAULMURUGAN SETHUPATHI GOVT ARTS COLLEGE RAMNADU. Department of CS conducted seminar on calm a disturbed mind, Data wharfing and Business Intelligent awareness program and Android Light on 6 th ,18 th and 21 st September respectively. Department of commerce with CA organized an industrial visit to Mahila industrial estate varichiyur on 3 rd September 2015 and a seminar on recent trend in IT sector and career growth on 22 nd September 2015. Department of Business Administration organized a factory visit on 16 th September 2015 to Britannia Foods –Manna Health products at Vadipatti and conducted a seminar on Personality Development
6	Motivation of the faculty to participate in the conferences..	Mrs. R. veeramanI, Dr. c. Justina Jeyakumarai, MRS.Parameshwari participated in a national

		conference on live communication conducted at Arul Another college on 23 rd and 26 th September 2015.
7	To improve the creativity in the students, Innovative project were advised to submit.	As an initiative of inculcating an entrepreneurial culture of the students innovative projects were prepared by the students.
8	To conduct Model Exam in the 2 nd week of October	The date of model exam was on 13 th October 2015.
9	To concentrate on Re-appear students	The re-appear students were given special coaching.

Meeting 4:- 11th November 2015

S.NO	Activity Planned for the 2015-2016	Action Taken
1	It was decided to motivate the students to improve the English Communication.	It was decided to make the students to speak in English by non-correctional methods.
2	The Quality of NAAC documents should be improved	The quality in maintained by updating the activities conducted by all the Departments
3	The 1 st internal test dates is scheduled in the 2 nd week of January 2015	The internal test days was conducted on 19 th to 27 th January 2015.
4	It was decided to conduct Bridge course for the 1 st years from the forth coming academic year. .	Bridge course should be conducted for the fourth coming semesters for all the courses.
5	Outreach programme was planned to conduct in the December Month	Various outreach program was conducted at the first week of December
6	The Sports Day and Illakia Thiruvizha are tentatively planned on 19 th & 21 st December respectively.	The sports day, fine arts, Illakkiya Thiruvizha is was organized on 9 th December and 21 st December respectively.
7	To strengthen the counseling.	Intensive consoling was carried on.
8	The EAC with SIPPO was planned to conduct on 3 rd week of January.	The EAC with SIPPO was conducted on 19 th , 20 th and 21 st January 2015.

Meeting 5:- 11th January 2016

S.NO	Activity Planned for the 2015-2016	Action Taken
1	The Head of the Departments, Class in-Charges, and Course teachers were instructed to motivate more number of students to secure MKU ranks.	The result analysis was submitted by the Head of the Departments and motivated the students to secure University ranks
2	The Computer Literary Programme is being planned and to conduct in the month of February by the Dept., of Computer science	The Computers Literary Programme was conducted on 15 th and 16 th Feb 2016

3	EAC was scheduled on 3 rd week of February	Organised A-3 day EAC in association with CED on 17 th , 18 th & 19 th Feb 2016
4	The plan for FDP's was initiated and plan accordingly by all the Departments	The plan for FDP's was initiated and plan accordingly by all the Departments
5	Business projects were invited from the students to organize SALES DAY	The last date of submission of projects was finalized on 1 st week of March 2016
6	An MoU was planned by the Department of Commerce	An MOU with SIEMENS is made by Department of commerce
7	An awareness Seminar on celebrating life was scheduled on 20 th January 2016	An awareness seminar on Celebrating Life was on 20 th January, 2016
8	The test for the Value added courses were to be conducted in the month of March.	VAC was conducted by all the Departments and tests were conducted in the month of March.
9	The special coaching for slow learners was advised by the Principal	The slow learners are given special coaching during 3-4 P.M
10	To motivate the confidence in the students to face the on-campus interviews seminar was planned by the Placement cell	To motivate the campus interviews, the students should be prepared to take part in on-Campus interviews. A Seminar was conducted on Emergence of Banking Sectors on 28 th January 2016
11	IWD is in planned and suggestion were invited from the Head of the Departments to finalize the events The Spiritual tour for final year students was planned on 26 th January 2016	It was planned in the meeting to celebrate IWD on 8 th March 2016 by inviting successful women personalities and organised a "Sales Day". The spiritual tour for final years was on 26 th February 2016

Meeting 6:- 3rd March 2016

S.NO	Activity Planned for the 2015-2016	Action Taken
1	The intensive coaching class for slow learners should be continued	The slow learners and reappear students were improved by group study and peer teaching.
2	The Educational tour was planned by Department of Commerce on 4 th March.	The Department of Commerce organized an educational tour to Thirumalai Naickar Mahal on 4 th March
3	The faculty were instructed to complete the syllabus within 31 st of March	The faculty and Head of the Departments were instructed to complete the portion within the last week of March
4	On 11 th March 2016, KNOW YOUR ECONOMY TEST is planned	'KNOW YOUR ECONOMY TEST' was conducted on 11 th March 2016
5	The PTM was decided on 19 th March 2016 to discuss about the status of the academic performance and on general aspects	The PTM was organized on 19 th March 2016

6	Updation of NAAC Documents.	The updation of the NAAC records and documents by all the departments were proceeded.
7	A Blood Donation Camp and awareness rally on Voters Day, Food & Nutrition is planned on 18 th March 2016	The Awareness Rally on “Voters Day, Food & Nutrition, Rain Water harvesting at Alanganallur, Vadipatti and Sholavandan on 10 th March 2016. And Blood Donation Camp in association with Meenakshi Mission Hospital and Research Centre, Madurai and RRC conducted a rally on 18 th March 2016
8	Farewell Day was scheduled on 18 th April 2016	The date for Farewell Day was fixed on 18 th April 2016 and Candle Light Ceremony and sworning of office bearers on the same day was organized.
9	Faculty were encouraged to attend FDPs	Faculty Development Programs were attended by Department of English and Business administration in the month of March and 1 st April 2016 respectively.
10	The Special Coaching to players should be strengthened	The Physical Directress coaches the players regularly to strengthen the participation in Sports and games.
11	The students are encouraged to attend the campus interview on 12 th April 2016	Due to measures taken by the Principal and the Placement Cell, six students in B.Sc. (CS) and one student in B.Sc. (Maths) appeared an interview for the post of Tele-Calling Executives on 12 th April 2016
12	To consolidate the internal assessments	The Head of the Departments were instructed to consolidate the internal assessment soon after the completion of Model Examination
13	The Department of Commerce with CA was plan to publish a magazine in the month of April 2016	The Department of Commerce with Computer Application published a magazine on 16 th April 2016, titled as “VOICE OF CRYSTALS”
14	The Counseling cell was advised to organize a seminars	The Counseling cell conducted a seminar on Mental Ability on 1 st April 2016