

## Action Taken 2016-2017

### Meeting 1:- 11<sup>th</sup> May 2016

S.NO	Activity Planned for the 2016-2017	Action Taken
1	During the academic year 2016-2017 it was planned to apply for M.Com, course and it was scheduled to commence in the year 2017-2018	The process for New PG course is in process M.Com.
2	To improve the communication skill of the students, every day during the 1 <sup>st</sup> hour, the students should made to speak in English regularly for five minutes	The Faculty during the 1 <sup>st</sup> hour improved the English Communication by making the students to talk about the topic of their own interest for 5 minutes.
3	It was decided to increase the reference books in the library. The Head of the Departments were requested to submit the list of text books for reference	All the Department submitted to Text Book lists to the Librarian
4	All the Head of the Departments were requested to plan for national and International conferences	It was instructed all the departments to conduct International conference in the fourth coming academic year
5	The Management decided to install TALLY SOFTWARE for Management. Information relating to students data	Tally software was Installed in the Month of May 2016
6	It was decided to conduct a workshop by IQAC in the month of September. Department of Commerce have planned to organize a National Level conference in the month of September	On 24 <sup>th</sup> September, A workshop was organized on Teaching & Research Methods
7	Job Fair 2017 was decided to organize in the month of March	A Mega job Fair was conducted on 18 <sup>th</sup> March 2017
8	To equip the students with employable skills. Diploma course will be introduced for the first year students. The Head of the Departments suggested certificated courses as per need of the students.	All the departments conducted certificate courses for all the first year students.
9	The Management planned to motivate faculty Ph.D is they grant financial Circumstance	The management has decided to grant financial assistance to faculty to pursue Ph.D.,
11	16 <sup>th</sup> June 2016, will be the reopening day for II & III years., tentatively.	The Reopening date was on 16 <sup>th</sup> June 2016
12	The Head of the Departments assured to increase the students admission	As the students were financially backward, they were advised to pay the semester fees on easy instalments at the request of the parents.
13	It was decided to provide 8 more Smart Class room	It was in construction.

**Meeting 2:- 6th August 2016**

S.NO	Activity Planned for the 2016-2017	Action Taken
1	Criterion I is regarding the curricular aspects	We have to abide by the UNIVERSITY SYLLABUS.
2	<p>To improve the Teaching and learning various methods and measures were discussed as below:</p> <ul style="list-style-type: none"> <li>a) To encourage questions from the Students.</li> <li>b) The students should made to realize the accountability and responsibility of learning</li> <li>(c) To conduct the LSW i.e., Learning Skill Workshop</li> <li>(d) To improve the ethics of the students</li> <li>(e) To initiate ABL i.e., Activity Based Learning</li> <li>(f) To identify the auditory learners and virtual learners</li> <li>(g) To improve peer teaching and peer learning</li> <li>(h) The method of teaching should be such that the gap between the last bench student and first bench student should be reduced.</li> <li>(i) To encourage SWOT analysis by the students</li> <li>(j) To make the student to identify their goals based on two categories i.e., voluntary goals and compulsory goals</li> <li>(k) To kindle their innate abilities words of appreciation is a best way and there by the students may be made to feel they are worth to undertake various duties and responsibilities.</li> </ul>	<p>It was implemented as per the recommendations:</p> <ul style="list-style-type: none"> <li>a) encouraged questions from the students</li> <li>(b) The students were made to realize the accountability and responsibility of learning by orientation during the regular class hours.</li> <li>(c) initiation taken to improve the ethics of the students</li> <li>(d) Initiated Activity Based Learning by assignments on general topics, preparation of ad copies, role plays and based on the need of the topics.</li> <li>(e) To improve the slow learners peer teaching and peer learning was practiced.</li> <li>(f) The expectation of the last bench student was identified and thereby the gap between the last and first bench student was reduced.</li> <li>(g) Encouraged SWOT analysis by the students</li> <li>h) To make the student to identify their goals based on two categories i.e., voluntary goals and compulsory goals</li> <li>i) To kindle their innate abilities by words of appreciation is a best way and there by the students may be made to feel they are worth to undertake various duties and Responsibilities.</li> </ul>
3	Regarding Criterion III ,it was discussed to undertake minor projects for ex: conduct a market research, campus projects and socially relevant projects, potentiality of tourism in Madurai, sabarimala etc., creating awareness on solar energy and its installation, journal publication by faculty and students ,watering the plant, solid waste	Science Exhibition was conducted on 6th,7th& 8th October 2016

	management, recycling of water, green audit and study the electricity consumption in the campus. Science Exhibition was planned to conduct on 6th,7th& 8th October 2016	
4	Criterion IV – To create learning interest in the students to form Reader’s club, encourage learning through e- resources ,e- journal etc.,	The Librarian motivated students to utilize the learning resources besides text book references.
5	Criterion V – To graduate the students and thereby directing the students towards the employment avenues and “earning while learning & Learning while earning” should be guided. To establish quality circle, Reader’s club etc., and students should be motivated to prepare the programme calendar.	Students motivated to prepare the programme calendar. Guidance was given by the faculty then and there, to create awareness about the avenues of employments.
6	To conduct orientation session on placement activities, its importance of employable skills, Industry orientation etc., should be conducted.	Regular orientation sessions, seminars on employability skills were conducted by the Placement Cell.

### **Meeting 3:- 10th October, 2016**

S.NO	Activity Planned for the 2016-2017	Action Taken
1	The date for the Model exam was tentatively planned to conduct at the middest of October month. A FDP is planned on 4 <sup>th</sup> November 2016.	The Model exam was finalized and conducted in the Month of October 2016
2	The plan for the even semester was that to conduct outreach programmes, seminars and to increase the participation in inter-Collegiate meets to win the overall shield.	The outreach programmes were conducted in the December month as discussed in the meeting
3	The slow learners should be taken care by the class – in charges and concerned course teachers should coach them to prepare for the semester Examinations	The slow learners were given regular coaching by giving tests and home assignments, by the concerned course teachers.
4	As we are in the process of reaccreditation all the criteria in charges were requested to complete the NAAC records, documents, register etc., (a)The Principal appreciated for the grand success of organizing an International conference on Social	International Conference was conducted by the Department of English on 10 <sup>th</sup> September 2016 and 24 <sup>th</sup> September by IQAC – A National level workshop on teaching and research methods (FDP) .The Department of commerce conducted conference on 24 <sup>th</sup> September 2018.A National

	<p>Perspective in Contemporary English Literature on 10th September ,2016 by the Department of English</p> <p>(b) A National Level workshop (FDP) on Teaching &amp; Research Methods in association with ROOTS INTERNATIONAL JOURNAL OF MULTIDISCIPLINARY RESEARCHES ON 24th September, 2016, was organized by IQAC Dr.MamtaBrahmbatt,Associate Prof.B.K.School of Business Management,Gujarat University was the Guest speaker.</p> <p>(c)The Department of Commerce organized “A NATIONAL LEVEL CONFERENCE titled “INNOVATION NEEDED IN COMMERCE, ECONOMICS&amp; MANAGEMENT TO MEET THE PRESENT CRISIS.</p> <p>(d) A National Level conference on “Mathematical Science and Application “was jointly organized by Department of Maths with ROOTS INTERNATIONAL JOURNAL OF MULTI-DISCIPLINARY RESEARCHES on 1st October 2016.The Guest Speaker was Dr.B.J.Gireesha, Asst.Professor, Department of Post Graduate studies &amp; Research in Maths, KUVEMPU University, Karnataka.</p>	<p>level conference was conducted by the Department of Maths on 18<sup>th</sup> September 2016</p>
5	<p>SCIART EXPO,2016 was conducted on 6th ,7th&amp; 8th October 2016.The overall winner shield was won by BBA Department</p>	<p>SCIART Expo 2016 was conducted as per the schedule</p>
6	<p>The Tamil department released a book on “Biometric HykooPoem-2nd sept 2016.It was decided that all the other departments should also conduct international conferences and the faculty, students should present papers to enrich their knowledge and research experience.</p>	<p>The department of Tamil released Magazine title “Bio-Metric Hykoo” on 2<sup>nd</sup> September 2016</p>

#### Meeting 4:- 12th Dec,2016

S.NO	Activity Planned for the 2016-2017	Action Taken
1	<p>The Schedule of dates for syllabus coverage was planned</p> <p>For I unit test,2 units should be covered before Pongal holidays.</p> <p>The date of I unit test was from 16th to 24th Jan 2017.</p> <p>Similarly for II unit test is from 1st March – 10th March 2017.</p> <p>Model Exam 3rd April -12th April 2017.</p> <p>13th April 2017-Farewel Day and will be the last working day for the students.</p> <p>The career guidance cell plans to conduct the coaching class for service commission exams- TNPSC,BSRB,UPSC.</p> <p>The class –In – charges of the respective classes are requested to collect the list of names and hand it over to placement officer.</p>	<p>The syllabus completion was followed as per the plan. The career guidance cell organized the coaching class to appear for the competitive exams.</p>
2	<p>The outreach programmes can be conducted at convenient dates of the departments. The Department of Business Administration have planned to conduct outreach programme on 4th January,2017 titled”Impact of Demonetization and uses of Swiper” at Iyyappaannaickanpatti.</p> <p>Department of Computer Science has planned to conduct their Outreach Programme,titled “Cashless Transaction at Kuruvithurai Village” on 14th December 2016.</p> <p>Department of Commerce-OR- 22.12.2016 at “Milakaranai village titled”How to use ATM machines and major advantages of cashless Transactions and “E-banking Techniques and Future Technology” on 4th Jan 2017.</p> <p>Department of Mathematics –OR- 04.01.2017</p> <p>Venue :Visalakshi High School,VisalakshiNagar,Vilangudi.</p>	<p>The outreach programme was conducted on 4<sup>th</sup> January 2017 by the department of Business administration and Maths</p> <p>14<sup>th</sup> December 2016 by the Department of computer science</p> <p>22<sup>nd</sup> December 2016 by the department of Commerce</p>

3	EAC is scheduled in the month of January on 29 <sup>th</sup> , 30 <sup>th</sup> and 1st February 2017.	Entrepreneurship Awareness camp was organized on 29 <sup>th</sup> , 30 <sup>th</sup> January and 1 <sup>st</sup> February 2017
4	On the Campus Interviews are planned on 22 <sup>nd</sup> December 2016. The name of the company is KGISL for the designation of Customer Support Executive under the cadre of voice and non-voice process. On 6th January 2017, Tech Mahindra is invited to conduct on- the campus interview on the above said designation. Solvers India conducts on O-C-I on 3rd February 2017 for Infosys, WIPRO, TCS, CTS.	On the campus interviews were conducted on 22 <sup>nd</sup> December 2016, 6 <sup>th</sup> January 2017, 3rd February 2017 from KGISL, Tech Mahindra, Infosys, WIPRO, TCS and CTS.
5	Pongal Celebration is on 12th January, 2017.	The Pongal festival was celebrated on 12 <sup>th</sup> January 2017
6	The College closes on 22nd December for X-mas holiday and reopens on 2 <sup>nd</sup> January, 2017.	The College was reopened on 2 <sup>nd</sup> January, 2017.

#### **Meeting 5:- 14th February 2017**

S.NO	Activity Planned for the 2016-2017	Action Taken
1	Regarding the performance of the students in the I unit test, more concentration and attention is needed for the I year students. So, the Principal invited that the respective course Teachers need to take care of the slow learners.	Academic evaluation was discussed
2	The "KNOW YOUR ECONOMY" Test is planned to conduct on 16th March 2017	KNOW YOUR ECONOMY TEST was conducted on 16 <sup>th</sup> March 2017
3	The assessment test for Value Added Course should be conducted in the 2nd week of March 2017. The Question papers should be submitted on or before 5th March 2017.	The Value Added course test were conducted in the 3 <sup>rd</sup> week of March 2018
4	The International conference on Contemporary issues of Commerce, Management and IT is planned on 4th March, 2017, organised by Department of Commerce with Computer Application	Department of Commerce with CA conducted the International Conference 4 <sup>th</sup> March 2017
5	On –the – campus Interview is planned on 15th Feb 2017 for final year by Alcance Technologies Chennai for the post of Customer Support Executive.	On 18 <sup>th</sup> March 2017 A Mega Job Fair was organised

6	In the month of March a Job Fair is planned on 18th March 2017. Around 2 companies recruits the candidates	
7	On account of the World Women's Day we have decided to invite Mrs. Josephine Arockia Mary, Honey Bee breeder a successful women Entrepreneur.	8 <sup>th</sup> March 2017 ,Women's Day was celebrated
8	Farewell celebration will be on 13th April 2017. The special invitee will be Mr. Madhukoor Ramalingam ,the famous Tamil Laureate.	Farewell was organized on 13 <sup>th</sup> April 2017
9	The last date of submission of project reports will be on on before 2nd March 2017. The Viva-voce should be conducted in the third week of march, 2017	The Viva-voce was conducted in the third week of March 2017 and as per the schedule of MKU
10	The Criteria – In – chargers are requested to complete of NAAC records by second week April 2017. The criteria In charges are insisted to submit the respective criteria reports and department reports as early as possible.	The updation of NAAC records and reports are in process.

### **Meeting 6:- 6th April, 2017**

S.NO	Activity Planned for the 2014-2015	Action Taken
1	The Criteria-in-charges are requested to complete their NAAC reports and evidences on or before 26th April 2017.	The Criteria –in-charges proceed with NAAC records updation
2	The Madurai Kamaraj University Semester Examination April 2017 may commence from 21st April. The Head of the Departments are requested to consolidate their Internal assessments on or before 15th April 2017	The submission of consolidated assessments were completed as per the schedule.
3	The Course Teachers are requested to value the answer scripts with great care	Great care was taken by all the faculty in valuation of answer scripts.
4	Farewell Day is decided to celebrate on 13th April, 2017	Farewell was conducted on 13 <sup>th</sup> April 2017
5	On that occasion of Farewell, the Head of the Departments were instructed to invite the parents of those students who were selected in the on-the-campus interview. In the presence of the parents the offer letters will be issued	In the presence of the parents the offer letters were offered to the students.

6	The Students with 100% attendance will also be motivated with a cash award of Rs.500/-.The class – In – charges were requested to prepare the list of 100% attendance of their respective classes and hand it over in the office	Students with 100% attendance, proficiency in course and Placement offers were issued to parents
7	The swearing ceremony of the office bearers will also take place on the same day.	Swearing in ceremony was organized on the day of farewell and continued with the candle light ceremony
8	The cultural events should be planned prior to the model exam and it was decided that only one cultural event for a major i.e., only 5 participants for a team. So, that everybody will get an opportunity to perform. The chief guest will be Mr.MadhukoorRamalingam	The cultural were organized as per the plan. The chief guest was Mr.MadhukoorRamalingam, Tamil Orator.
10	The Submission of work load and subject allotment should be done on or before April 12th 2017.	The submission of Subject and Work load allotment was followed as per the schedule
11	Regarding the admission of the next academic year 2017-18 especially for BBA ,B.A (Tamil) it should be strengthened	The admission for all the courses was strengthened by granting fees concession to first generation graduates and students with 1000 marks & above.