

Action Taken Report 2017-2018

Meeting 1:- 1st July, 2017

S.NO	Activity Planned for the 2017-2018	Action Taken
1	The IQAC co-ordinator to present the report of activities for the academic year 2016-2017	The report of the Academic year 2016-2017 was presented by the IQAC Co-ordinator
2	The IQAC cell member had a briefing with the Head of the Departments	
3	The cell members suggested on quality enhancement in teaching and learning process	The quality of teaching and learning was improved by Value, attitude, Skill and Knowledge base and their by removing the gap between quality and education. A FDP was organized on 12 th and 13 th July on Teaching Techniques
4	Suggestion to strengthen the admission for few courses	The admission was strengthened by highlighting the scope of the course
5	Plan to commence Add-on- course	Tamil Department conducted PAYANPATU TAMIL which helps in preparing the competitive exams
6	Plan for outreach program ,Intercollegiate Meets	Intercollegiate Meet conducted in the Month of September and Outreach Programme in the Month of December and January
7	Recommendation on the Health and Personal issues of motivated students and others	The Students were counseled to take care of their Health issues and especially the married students.
8	Motivation on placement cell and Alumni Association activities	It initiated placement training activities by orienting and Conducted Grooming sessions
9	To enhance MoUs and Industry interaction	An MoU was signed with YI & CII on 14 th July 2017
10	Attention to be focused on Sports and Games activities	Regular coaching is continued
11	To Strengthen the counseling cell and career guidance cell	The counseling cell organized awareness seminar on Emotional intelligence, Women safety and Positive psychology on 14 th ,20 th and 26 th July 2017 respectively

Meeting 2:- 4th September 2017

S.NO	Activity Planned for the 2017-2018	Action Taken
1	The Class-In charges and the mentors were requested to initiate the students to complete the semester fees and to monitor the attendance of the students. The course Teachers are instructed to take special care for the slow learners and make them to score more marks	Principal initiated the Head of the Departments Counselors ,Class-in-charge to take care of the attendance of the students and guide them as per the issues
2	The SCIART EXPO, 2017 in decided to conduct in the month of October on 5 th ,6 th and 7 th October,2017. The chief guest can be any of the scientists in Tamilnadu most probably, the young scientist Mr.Rifath Sharook	SCIART EXPO 2017 was finalized on 5 th ,6 th and 7 th October 2017. The management decided to contribute Rs.4000 per department for the Models. The special invitee was Mr. Rifath Sharook, Young Scientist.
3	The Principal insisted on the care and responsibility during Hall Invigilation duty by the faculty. The Last date of submission of valued answer Script should be on/before 28 th October 2017	It was followed by all the faculty.
4	The Inter-Collegiate Meet was decided to conduct on the following dates by the Head of the Departments 9 th September 2017 Department of Maths 14 th September 2017 Department of Computer Science 19 th September 2017 Department of English 20 th September 2017 Department of Business Administration 21 st September 2017 Department of Commerce 22 nd September 2017 Department of Physics 23 rd September 2017 Department of Tamil	The ICM was conducted by the Departments as per the schedule
5	All the Departments decided to conduct Seminars, Workshop, Industrial Visit, Outreach Programs and Club activities regularly. The Department of Physics planned to conduct ORP on the theme “Blue whale Game – Akiller – impact of Blue Whale at GHSS, Alanganallur on 12 th October 2017	Outreach programme were conducted on 15 th September 2017 & 12 th October 2017. IV to Kudangulum Power Plant by Physics Department

6	The Department of Computer Science organizes a seminar on Pervasive Computing World of Digital and the Department of Maths plans an IV to Central Electro Chemical Research Institute, Karaikudi on 26 th September 2017	Department of Computer Science conducted a seminar on Pervasive Computing world of Digital and Department of Maths organized an IV to Central Electro – Chemical research institute at Karaikudi on 26 th September 2017
7	The Students Council has planned to celebrate Teachers Day and to conduct competitions in memory of Dr.A.P.J Kalam's Birthday on 13 th October 2017.	Competitions were conducted in fond memory of the 11 th President of India, Dr.A.P.J.Abdul Kalam.
8	In case of Extension Activities, N.S.S,YRC,RRC,CCC has planned to conduct SWACHH BHARAT Campus cleaning at Sathiyamoorthy Nagar on 18 th September and on 29 th September 2017 – A pledge Administering ceremony is planned on the theme SWACHTA KISEVA. In fond Memory as Sardhavallababhai Patel Birth Anniversary on 31 st Oct 2017 National Unity Day is planned to celebrate in the Campus	N.S.S, YRC, RRC, CCC was organized SWACHH BHARAT Campus cleaning on 18 th September and on 29 th September at Sathiyamoorthy Nagar. On 31 st October 2017 ,on account of memory of Sardharvallababhai Patel a pledge was administrated on National Unity Day
9	Regarding college Magazine to improve the quality of the content teams are formed i.e., 2 faculty from each Department, to be deputed by the Head of the Departments. The students should be made to contribute their cover designing productive suggestions, on or before 2 nd January 2017.	The article for college magazines were collected by the class in-charges.

Meeting 3:- 2nd November 2017

S.NO	Activity Planned for the 2017-2018	Action Taken
1	The Principal - The Chief superintendent of MKU Semester Examination, briefed about the responsibility of invigilation Duty. All the Invigilators were strictly instructed to be inside the Examination Hall sharply at 9.45A.M and complete the attendance at 10.30A.M	The invigilators followed the instructions.
2	The Sports day activities in discussion with the Physical Directress was planned i.e., each department should take part in the March Past and also in other events. The Head of the Departments were requested to submit the name list of the participants and Events. In-Charges to P.D on December 12 th	The Sports Day was organized on 11 th March 2018 The Alumni Association Meet was conducted on 9 th February 2018 and good number of alumnae were present for the meet.

	2017. International conference should be conducted by all the departments. The Department of Commerce plans to organise in the month of 2018. Alumni Association should be strengthened by gathering the Alumnae by making the innovative innovation on 9 th February 2018, Sports day Meet is planned	
3	The last date of submission of work load and time table for the Even Semester in on (or) before 20 th November 2017	The submission of workload and subjects allotment was completed as per the time schedule
4	Department of Business Administration have planned to conduct Outreach Programme on the theme Water Conservation, Dengue Fever & Disaster Management (Flood) at GHSS, Mullippallam in the first week of December and Industrial visit to Anya Recant Leaf Plates Manufacturer and Exporter, Madurai	The outreach programme was conducted on 8 th December 2017 by the Department of Business Administration at GHSS, IyyappanaickenPatti and Mullipallam. The industry visit was conducted by the Department of Business Administration, on 15 th December, 2017
5	The date of submission of Question paper for the Even Semester was 8 th December 2017. The 1 st Unit Test 2018 will commence from 5 th January 2018, tentatively.	The 1 st Unit Test for the Even Semester was conducted from 9 th January, 2018
6	Regarding regular affairs-initiate fees collection for the even semester, collection of articles from the faculty and the students should be completed on or before 4 th January 2018.	As regards with the other activities, Fees collection was initiated and the articles preparation for college Magazine was motivated to the students

Meeting 4:- 6th January 2018

S.NO	Activity Planned for the 2016-2017	Action Taken
1	All the Head of the Departments (Criteria In-Charges) presented the activities accomplished and updated the data	Updation of NAAC records were done.
2	Departments of Commerce, Department of Business Administration, and Department of Commerce with Computer Application planned to organise an international workshop on accounting students. International Conference are planned by Department of Commerce and Computer Science in the month of February 2018. The Sports Meet was scheduled tentatively on second week of February and Graduation	The Department of Business Administration B.Com and B.Com(CA) organized on International Workshop on 19 th January, 2018 The Sports meet was organized on 17 th February 2018 The Alumni Association meet was conducted on 9 th February, 2018.

	<p>Day on the second week i.e., on 10th February 2018.</p> <p>To Strengthen the Alumni Association it was decided to organise a day prior to the graduation day, so that, everyone can attend the occasion The Head of the Departments were instructed to take up their duties, that were already vested in them and the ICF is scheduled on the 4th week of February.</p>	<p>The Intercollegiate Meet Cultural Fest was grandly organized and conducted on 22nd February, 2018</p> <p>Graduation Day was organized on 10th February, 2018.</p>
3	<p>The suggestion to inculcate the learning skill, library should be utilized by the students and also recommended to organise library week and the prize can be awarded for the frequent uses and readers from the students community and to allot extra hours</p>	<p>The Students were motivated to utilize the learning resources in the library</p>
4	<p>Mini projects can be planned for the Science students, which motivates the research attitude in them</p>	<p>Yet to do.</p>
5	<p>Feedback should be collected from every semester from the students and also from the alumnae, parents, which helps for the improvement of the institution and valuable suggestions from the suggestion box is also considered then and there</p>	<p>Feed Back from the students from the suggestion box is collected and remedied then and there in- consultation with the Principal and instructed to Head of the Departments, Class in-charges and course teachers.</p>
6	<p>Skill Development Programme is also planned i.e., like TOIEC and TALLY which paves a way for employment opportunity for the students</p>	<p>TOIEC and Tally courses are conducted by the Department of English and Department of Commerce.</p>
7	<p>It was recommended to undertake Need Assessment and Goal Achievement Programme to assess the requirement of the students.</p>	<p>The needs of the students were assessed during the bridge course sessions for the freshers and the suggestions from the students representatives.</p>
8	<p>It was advised to plan for more income generation activity i.e., Consultancy Service for this purpose, a tie-up can be had with the Tamilnadu Polytechnics</p>	<p>Consultancy Service are yet to be done effectively.</p>
9	<p>The care and attention towards the health of the students also contributes to the enhanced academic performance. So, the students should be consoled regarding readily the intake of sufficient calories of food</p>	<p>Students were guided regarding their health issues and if needed personal guidance to the married students.</p>
10	<p>The Head of the Departments are insisted to monitor regarding that the recommendation and suggestion are accomplished as per the need.</p>	<p>Suggestion and Complaints from the students are rectified then and there.</p>

11	The Criterion Incharges are requested to proceed with the documentation of NAAC report & Records.	The Documentation of NAAC records are continued by all the Faculty and criteria- in-charges
12	It was planned to level the ground for Volley Ball events.	The Ground was levelled for Volley Ball Court(50mtrs X 30mtrs)
13	To empower the women students more entrepreneurship Development Programmes should be organised for the students	A- three day EAC is organized in association with CED and SIPPO, every academic year.
14	As a part of Skill Development activities, Tailoring classes are conducted in the college Campus.	Skill training Programmes like Tailoring and Driving Class was organized in the Campus for students and faculty.
15	The students who are Financially weak were encouraged to take up the part time jobs	Financially weak students were advised to prepare themselves to attend the interviews and carry on part- time jobs to manage the educational fees besides management concessions.
16	Plan to increase the number of books in the library	The Number of books in library is increased
17	The Head of the Departments were advised to complete the NAAC records and with relevant evidences & Photograph	Updation is in progress.

Meeting 5:- 13th March 2018

S.NO	Activity Planned for the 2017-2018	Action Taken
1	The date for VIVA-VOICE for BBA was scheduled in the last week of March and the Model Exam will be during the 1 st Week of April 2018.	The VIVA-VOICE for BBA students was conducted, as per the schedule.
2	The Last Date for the submission of question paper is on (or) before 17 th March 2018	The question papers were submitted as on 17 th March 2018
3	The Head of the Departments discussed about the faculty requirement and the External Members for the interview panel .The external member for all the departments should be finalized on (or) before 20 th March 2018	The Head of the Departments finalized the panel members for faculty requirement and reported to the principal
4	The Head of the Departments In- consultation with their faculty, were requested to give the name list of their respective students of office bearers. The date of farewell is planned to conduct on 11 th April 2018	The Farewell was conducted on 11 th April 2018
5	All the Departments were instructed to conduct valediction of club meet within the	Valediction of club meet was organized in the month of March 2018

	month of March 2018. A tentative schedule was planned for the same.	
6	In discussion with the Head of the Departments, they were instructed to monitor the syllabus coverage and completion of internal assessment	The Completion of syllabus monitored by the Head of the Departments and reported to the Principal
7	The Bank coaching classes is planned to commence in the month of June 2018	An MoU was undersigned to conduct Banking Coaching Class by the Department of Maths
8	The Permanent Affiliation for at least two UG Courses is planned	Yet to do
9	The date of interview was scheduled on 21 st April 2018	The interview for faculty was conducted on 21 st April, 2018

Meeting 6:- 28th May 2018

S.NO	Activity Planned for the 2014-2015	Action Taken
1	The improvement of quality in teaching was focused from the view of four aspects i.e., teaching and learning student's involvements, research activities and placements. Therefore to enhance the quality in teaching the faculty were motivated to attend faculty development programmes, present papers in the national and international conferences. The management decided to extend the financial support by granting incentives as well as 50% of the expenses to be borne by them	The improvement of quality in teaching was be attained by participating FDPs, innovative teaching methods like PPT presentation .Animated videos and video lecture method. The above mentioned methods were recommended and executed in the academic year 2018-19... There by all the head of departments d to conducted FDPs on major wise and value education.
2	The teaching should not only be confined to chalk and talk method but also, using information communication and technology like Video Conferencing Power Point Presentation and in animated presentation. This will make the students to learn about the subjects. For the purpose, the Management provides with the smart class room for all the departments. Block 1 – Physics & Computer Science Department Block 3 – Tamil & BBA Department Block 5 – B.Com & B.Com (CA) Department Seminar Hall – Maths Department It was planned to inaugurate in the month of August 2018	As mentioned in the above table, was implemented by all the course teachers. Sufficient number of smart class rooms were also provided by the Management.

2	The 1st Unit Test commences from 10 th August to 21 st August 2018. The Inter-Collegiate	The 1 st unit test was conducted from 10 th -21 st august 2018.
3	All the faculty were suggested to handle classes not only with the use of chalk and talk method and also with power point presentation, Video conferencing and other A/V aids to improve the teaching methods and create an interest in Learning.	A faculty Development program e was organized the teaching and non-teaching staff in the July month on 28 th titled, value education.
4	Orientation to parents of fresher's is planned on 27 th June 2018 and Fresher Day on 12 th July 2018	Fresher's day to be conducted on 12 th July 2018.bridge course was conducted on 1 week of July 2018..