

SRI AKILANDESWARI WOMEN'S COLLEGE WANDIWASHI

(Re -Accredited with A Grade By NAAC)

(Recognized under Section 2 (f) & 12 (B) of UGC Act.)

(Permanent Affiliation Granted by Thiruvalluvar University)

Tindivanam Highway, Wandiwash- 604 408



ACADEMIC & ADMINISTRATIVE AUDIT

AAA

Academic Year : 2018 - 2019

Organized by



Internal Quality Assurance Cell

IQAC

**SRI AKILANDESWARI WOMEN'S COLLEGE,
WANDIWASH – 604 408**

ACADEMIC & ADMINISTRATIVE AUDIT - (A.A.A)

(2018– 2019)

AGENDA

- 1. To finalise the date for Academic and Administrative Audit for the academic year 2018 -2019 and to prepare the schedule accordingly.**
- 2. To finalize the External expert for the above said audit.**
- 3. Any other matter pertaining to the smooth conduct of Academic and Administrative Audit for the academic year 2018– 2019.**

**SRIAKILANDESWARI WOMEN'S COLLEGE,
WANDIWASHI – 604 408**

MINUTES OF MEETING

ACADEMIC & ADMINISTRATIVE AUDIT - (A.A.A)

(2018– 2019)

MEMBERS PRESENT

Dr.J.Srinivasan	-	ExternalExpert
Dr.D.Suganya	-	ExternalExpert
Dr.S.Mythili	-	Principal & Chairperson – IQAC
Ms.Suguna.K	-	Coordinator –IQAC
Dr.K.Jagathy	-	Internal Audit Member
Mr. S. Selvakumar	-	Internal Audit Member
Mrs. S.Sathyakala	-	Internal AuditMember
Mrs. M. Gnanamalar	-	Head, Department ofTamil
Dr.K.Padmalochna	-	Head, Departmentof Biochemistry
Mrs.A.Shoba	-	Head, Department of Chemistry
Ms. J. Thamilselvi	-	Head, Department ofCommerce
Mrs.N.Tamilarasi	-	Head, Department ofComputer Science
Ms.E.Kalaivani	-	Head, Department ofMaths

(2018-2019)

MINUTES OF MEETING

The college IQAC has arranged One Day Academic & Administrative Audit for the year 2018-2019 on 6.03.2019. Dr. J. Srinivasan, Associate Professor of Commerce, RajeswariVedhachalam Government Arts College, Chengalpattu and Former Academic Council Member, Thiruvalluvar University, Vellore and Dr. D. Suganya, Asst. Prof. of English, Pachaiyappa's college for women, Kancheepuram have acted as External Experts to analyse and appraise the academic activities and club activities. Ln. Thiru. M. Ramanan secretary and Member syndicate, Thiruvalluvar University, vellore was also present throughout the Academic & Administrative Audit programme. During the exit meeting report was submitted to Ln. Thiru. B. Munirathinam, Chairman & Founder by the External experts and Dr. S. Mythili Principal and Chairperson of IQAC. Dr. J. Srinivasan highlighted the strength of each department, Dr. D. Suganya highlighted the club activities and both of them have suggested certain innovative measures for further enhancement of the academic quality of the institution.

**SRI AKILANDESWARI WOMEN'S COLLEGE,
WANDIWASH – 604 408**

ACADEMIC & ADMINISTRATIVE AUDIT (A.A.A) – 2018 - 2019

- Dr. J. Srinivasan* - *External Expert*
Dr. D. Suganya - *External Expert*
Dr.S.Mythili - *Principal & Chairperson – IQAC*
Ms.K.Suguna - *Coordinator -IQAC*
Dr.K.Jagathy - *Internal Audit Member*
Mr. S. Selvakumar - *Internal Audit Member*
Mrs. S.Sathyakala - *Internal AuditMember*

Minute to Minute Programme- 06.03.2019

<i>9. 00 am</i>	<i>Welcome Meet in Principal's Cabin with IQAC Members.</i>
<i>9.15 – 9.30 am</i>	<i>IQAC</i>
<i>9.30 – 09.50 am</i>	<i>Department of English</i>
<i>9.51 – 10.20 am</i>	<i>DepartmentofTamil,NSS,RRC</i>
<i>10.21 – 10.40 am</i>	<i>Department of Commerce & Citizen Consumer Club</i>
<i>10.41 – 10.55 am</i>	<i>Department of Commerce (CA)</i>
<i>11.00 – 11.15 am</i>	<i>Department of Computer Applications & Leo</i>
<i>11.16– 11.30 am</i>	<i>Department of Biochemistry & Anti-Ragging & Grievance Cell</i>
<i>11.31 – 11.40 am</i>	<i>Tea Break</i>
<i>11.41– 12.00 pm</i>	<i>Department of Chemistry & Spoken Tutorial & Eco</i>
<i>12.01 – 12.15 pm</i>	<i>Department of Computer Science & YRC</i>
<i>12.16 – 12.30 pm</i>	<i>Department of Maths</i>
<i>12.31 – 12.50 pm</i>	<i>Department of Microbiology, Placement & OSA</i>
<i>12.51 – 1.20 pm</i>	<i>Department of Physics & NPTEL</i>
<i>01.26– 01.45 pm</i>	<i>Lunch</i>

<i>01.46 – 02.00 pm</i>	<i>Physical Education</i>
<i>02.01– 02.15 pm</i>	<i>Administrative Office</i>
<i>02.16 - 02.30 pm</i>	<i>Library & Women Development Cell</i>
<i>02.31 –03.00 pm</i>	<i>Health & Nutrition Center, Medical Center</i>
<i>03.01 –03.20 pm</i>	<i>Parent Teacher Association</i>
<i>03.21 – 03.40 pm</i>	<i>Research Committee</i>
<i>03.41 – 4.00 pm</i>	<i>Tea Break</i>
<i>04.10 pm</i>	<i>Exit Meeting</i>

DEPARTMENT OF ENGLISH

STRENGTH

1. Department has good strength and produced good results.
2. Teaching learning process is appreciable.
3. Students participated in National and International seminar / conferences.
4. Good number of students enrolled in NPTEL


SUGGESTIONS

1. To get more E-books and E-Resources and Magazines.
2. The department has been suggested to initiate the process of faculty exchange programme with national and international bodies.
3. Applying for major projects by the faculty members is required.
4. More number faculties to be motivate to pursue Ph.D


Dr. J. Srinivasan

External Audit Head

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Associate Professor of Commerce,
R.V. Government Arts College,
CHENGALPATTU - 603 091.


Dr. D. Suganya

External Audit Head

Dr. D. SUGANYA, M.A., M.Phil.,
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Kanchipuram - 631 501.


Dr. S. Mythili

PRINCIPAL

Principal

Sri Akilandeswari Women's College
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Ms. K. Suguna


IQAC Coordinator

HOD
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Dr. K. Jagathy

Member - AAA

Dr. K. JAGATHY, M.Sc., M.Phil., Ph.D., NET, SET,
Head of Dept. Professor of Microbiology
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Mrs. S. Sathya kala

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Mr. S. Selvakumar

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DEPARTMENT OF TAMIL

SRENGTH

1. Many books were published by staff members.
2. Traditional cultural activities organized are good.
3. Staff members role in club activities is appreciable.
4. Most of the staff members are qualified.

SUGGESTIONS

1. More ICT resources are to be used for teaching.
2. Staff members to be motivated to publish papers.


6/3/2019

Dr. J. Srinivasan

External Audit Head


06/03/2019

Dr. D. Suganya

External Audit Head



Dr. S. Mythili

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Mr. S. Selvakumar

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DEPARTMENT OF COMMERCE

STRENGTH

1. Students strength is good.
2. Departmental activities commendable.
3. Academic excellence with good result.


SUGGESTIONS

1. The department needs to involve in community work and strive to take up consultancy projects.
2. Research publications may be encouraged.
3. To get more E-books and E-Resources and Magazines.


Dr. J. Srinivasan

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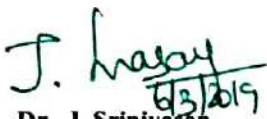
DEPARTMENT OF COMPUTER APPLICATIONS

STRENGTH

1. Departmental activities are very good
2. Record maintenance is good
3. Placement of the student satisfactory
4. Well-equipped lab

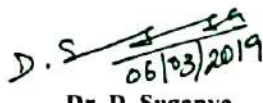
SUGGESTIONS

1. Number of publications and quality of publication to be improved.
2. Faculty members must make themselves qualified by NET/SET or by pursuing Ph.D.


6/3/2019

Dr. J. Srinivasan

External Audit Head


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Dr. D. Suganya

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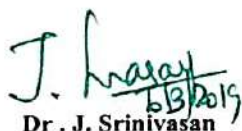
DEPARTMENT OF BIOCHEMISTRY

STRENGTH

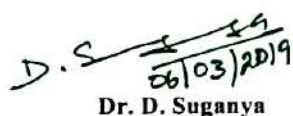
1. No. of publications and quality of publications are good.
2. The teaching learning process adopted is good.
3. Departmental activities appreciable.
4. Very good results.
5. Active M.O.U
6. Rank holders produced by the department is highly recommendable.

SUGGESTIONS


1. PG students may be encouraged to apply internship projects.
2. Maintenance of E books in the department is essential
3. Staff may be encouraged to apply for (minor / major) project with external funding.


Dr. J. Srinivasan

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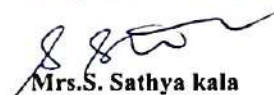
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DEPARTMENT OF CHEMISTRY

STRENGTH

1. Good strength in both UG & PG
2. Good number of students have participated in workshop and internship.
3. Departmental activities are commendable.
4. Participation of staff and students in seminar and conferences are good.
5. Club activities are commendable.

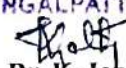
SUGGESTIONS

1. Staffs should publish papers in indexed and Scopus journals.
2. Student placement should be increased.
3. Faculty should attend refresher courses.
4. E Books should be maintained in the department.


Dr. J. Srinivasan

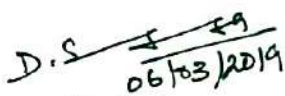
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Department of Physics

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DEPARTMENT OF COMPUTER SCIENCE

STRENGTH

1. Academic and departmental output is good.
2. Faculty student ratio is good.
3. Implant training and industrial visits are remarkable.
4. Availability of adequate numbers of E books.
5. Increased number of donated books maintained in the department is commendable.

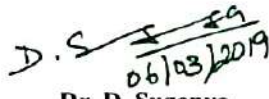
SUGGESTIONS

1. Staff members should be encouraged to clear NET/SET or to pursue Ph.D to enhance academic quality.
2. MOU's required with reputed companies.
3. Research to be improved.



Dr. J. Srinivasan

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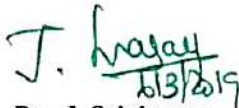
DEPARTMENT OF MATHEMATICS

STRENGTH

1. Academic excellence with good Results.
2. Departmental activities are good.
3. Documentation is Good.
4. E-books are maintained in the department is commendable.
5. Question bank maintained in the department is appreciable

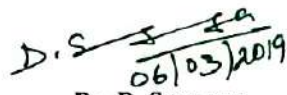
SUGGESTIONS

1. Use of ICT technology adequately should be encouraged.
2. Can upgrade to research department.
3. MoU with reputed institutions should be encouraged.
4. Steps to be taken to introduce Mathematics lab.
5. More number of Publications both by staff and PG students are essential.


6/3/2019

Dr. J. Srinivasan

External Audit Head


06/03/2019

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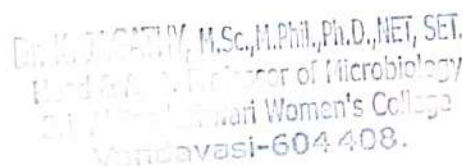
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DEPARTMENT OF MICROBIOLOGY

STRENGTH

1. Academic excellence with good results and production of University ranks
2. Availability of e-books is excellent and innovative .
3. Availability of Qualified staffs and adequate guides are the unique strength of the department.
4. Participation of staff in various committee is commendable
5. Staff Participation in seminar/ conferences with good number of publications are appreciable.
6. Placement of the students are satisfactory
7. Mushroom cultivation is commendable.
8. Documentation of records are commendable.
9. Industrial visit provided for the students is appreciable .


SUGGESTIONS

1. Should concentrate to avail patent and industrial collaboration.
2. Suitable strategy should be adopted to increase the number of students joining in P.G & M. Phil courses.
3. Steps to be taken to apply for Major / Minor projects.


Dr. J. Srinivasan

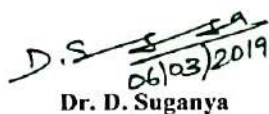
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DEPARTMENT OF PHYSICS

STRENGTH

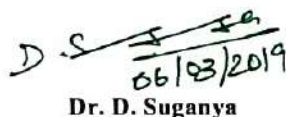
1. Academic excellence with good results and production of university ranks
2. Participation of students in extra-curricular activities is an unique innovative practice which is highly appreciable.
3. Club activities are good .
4. Celebration of World Space Week is appreciable.
5. Documentations are excellent
6. Maintenance of OSA record is appreciable.

SUGGESTIONS

1. More ICT resources to be utilized.
2. Staff members should clear NET/SET or to complete Ph.D to become qualified members.
3. Students should be motivated to join P.G Physics.
4. Research to be strengthened.


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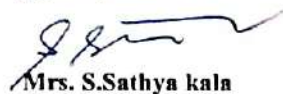
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DEPARTMENT OF PHYSICAL EDUCATION

STRENGTH

1. Allotment of one hour for all students in the general time table is appreciable.
2. Availability of sports equipments is sufficient.
3. Students activities are commendable.


SUGGESTIONS

1. MOU with other institutions are to be explored.
2. Fitness center can be introduced.
3. Number of Indoor games can be increased.


Dr. J. Srinivasan

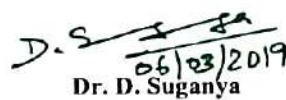
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ADMINISTRATIVE OFFICE

STRENGTH

1. Provision of Cash award of Rs.5000 to 1 UG students those who secured more than 1000 marks in their +2 exams is exemplary.
2. The concept of refund of the entire tuition fees to the students who secured university I rank is highly appreciable.
3. Records relating to fees, scholarship, university matter etc are properly maintained.
4. On time filing of IT for the Trust is also appreciable.
5. Suggestions given by previous academic audit is duly considered and implemented which is appreciable.
6. Fees concession given to needy students is appreciable..

SUGGESTIONS

1. Any other Scholarship for the needy students can be sort out and notified.


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LIBRARY

STRENGTH

1. N – List maintainance is commendable .
2. Good number of volumes increased is appreciable.
3. Library activities are good.
4. Fully Automated Library and maintained well.
5. Maintanance of Alumni sponsored books is commendable.

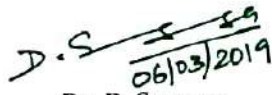
SUGGESTION

1. Number of computers to be increased to access e- resources.
2. Plagiarism software should be installed.
3. Utilization of Library by PG & Research scholars can be enhanced.
4. MOU with other government libraries can be initiated.


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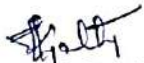
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WOMEN DEVELOPMENT CELL

STRENGTH

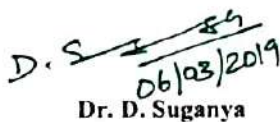
1. Skill development programmes are commendable.
2. The activities of the cell is excellent.
3. Organic farming programmes conducted is appreciable.
4. The students are trained to prepare jewelry items and silk thread ornaments to inculcate the concept of women entrepreneurs.

SUGGESTIONS

1. MOUs can be signed with nearby business firms to market the product prepared by the students.
2. To increase number of women entrepreneurship programme.


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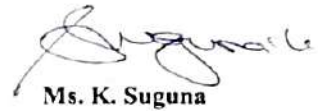

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NATIONAL SERVICE SCHEME

STRENGTH

1. Regular activities are conducted as per the NSS Diary of the University are appreciable.
2. Team strength of NSS officers is good and outstanding.
3. Special camp was also conducted in an effective way through which many rural people were benefitted.
4. Mass cleaning programmes are conducted in college campus which is commendable.
5. Dengue awareness programme was conducted to create awareness .

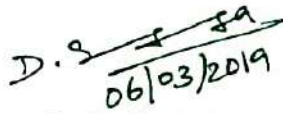
SUGGESTIONS

1. Steps may be taken to get one more NSS unit in the college.
2. Important data collected through survey should be properly analyzed and it must be reconsidered for future use.



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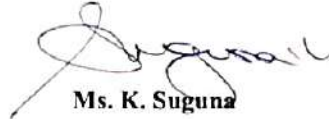
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RED RIBBON CLUB

STRENGTH

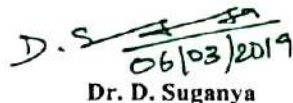
1. Activities of R.R.C is highly commendable.
2. Good number of awareness programme.

SUGGESTIONS

1. More number of comrtitions can be conducted.


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YOUTH RED CROSS

STRENGTH

1. Activities by YRC is appreciable.
2. Plastic awareness programme conducted is commendable.

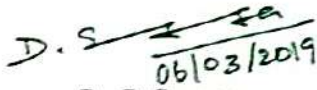
SUGGESTIONS

1. YRC coordinator and volunteers should attend the programmes conducted in other districts and states.
2. To increase number of awareness programme.


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ECO CLUB

STRENGTH

1. Good number of activities undertaken by this club is appreciable.
2. World environmental day celebrated to create awareness.
3. Water conservation day conducted regularly.

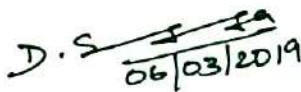
SUGGESTION

1. Green audit shall be initiated.
2. To increase number of awareness programme.



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L.E.O CLUB

STRENGTH

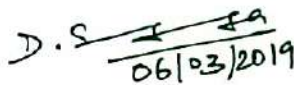
1. Fund raised by LEO club through which needy student's examination fees are paid is highly appreciable.
2. LEO collaborated with other clubs and conducted no of awareness camp.
3. Extension programme conducted by LEO is appreciable.
4. Training is given to student volunteers to make eco friendly items which is innovative and interesting.

SUGGESTIONS

1. More number of students may be motivated to register as LEO club members.


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HEALTH & NUTRITION CLUB

STRENGTH

1. National Nutrition week celebrated is a good initiative.
2. More number of activities under taken by this club is commendable

SUGGESTIONS

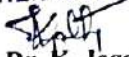
1. Feedback with signature of students should be obtained and maintained for future reference.
2. Students may be educated about both the importance of breakfast through awareness programme and to improve their health status.



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MEDICAL CENTER

STRENGTH

1. Basic facilities are available.
2. Students with specific issues are referred to nearby hospital.
3. Full time nurse availability is commendable.
4. Outpatient register maintained well.
5. Sugar and weight monitored periodically.

SUGGESTION

1. The medical centre along with health club can arrange need based awareness programme based on the records of student's health issues maintained by medical centre.
2. Awareness should be created on obesity and HB level.


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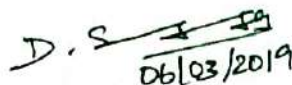
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PARENT TEACHER ASSOCIATION

STRENGTH

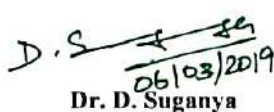
1. Information about student's performance in CAT and Model examination to parents in an encouraging method.
2. Maintenance of records is good.
3. The Support extended for the development of the college is also good.

SUGGESTIONS

1. Each semester a PTA meeting has to be conducted prior to university examination.
2. Feedback need to be collected from the parents in a well-designed feedback form.


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PLACEMENT & CARRIER GUIDANCE CELL

STRENGTH

1. The cell is active.
2. Maintenance of database of student's is appreciable.
3. Documentation of records is good.
4. Placement of the students are good
5. The conduct of annual placement training to both present and alumni by inviting eminent trainers is an innovative initiative.

SUGGESTIONS

1. To organize ICT training programme.
2. Placement cell and OSA shall work together to strengthen their activities.
3. More number of Career Enhancement practices should be introduced.
4. To conduct job oriented exams and awareness.


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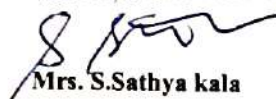
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CITIZEN CONSUMER CLUB

STRENGTH:

1. The activities of the club are excellent.
2. Regular conduct of college bazaar (Annual meet of various self-help group of Tamilnadu) is appreciable.
3. Conducts of various awareness programmes in the nearby villages are also excellent.

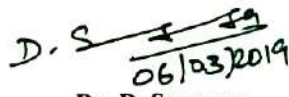
SUGGESTIONS:

1. A special food adulteration exhibition/programme may be conducted both inside and outside the college to create awareness.
2. Various cultural programme highlighting consumer rights and redressal techniques may be conducted.


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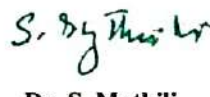
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ICAC Coordinator

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Department of English
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Dr. R. Jagathy

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Mrs. S. Sathya kala

Member - AAA


Mr. S. Selvakumar

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Head of the Department
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INTERNAL QUALITY ASSURANCE CELL

STRENGTH:

1. Maintenance of records is good.
2. Regular conduct of FDP is appreciable.
3. More number conference and workshops were conducted with the support of IQAC.
4. Publications in reputed journals were more in number and appreciable.
5. Regular participation in NIRF is also appreciable.
6. Regular on time submission of Annual Quality Assurance Report (AQAR) and AISHE reports by IQAC shows the academic quality enhancement in the institution.
7. Good number of enrollment in NPTEL and Spoken Tutorial online courses are appreciable.
8. Regular conduct of academic and administrative audit is appreciable.
9. Club activities are good

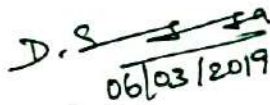
SUGGESTIONS:

1. IQAC should encourage more staff members to attend online refresher courses.
2. IQAC should motivate faculties and Post graduate students to write examinations conducted by National Testing Agency (NTA).
3. Efforts should be made to start a research journals and magazines in collaboration with research departments.
4. Faculty members must make themselves qualified
5. Research to be strengthened
6. Motivate more number of students to join PG and M.Phil.,



Dr. J. Srinivasan

External Audit Head



Dr. D. Suganya

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Dr. S. Mythili

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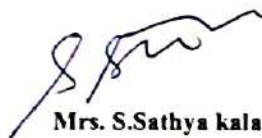
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GRIEVENCE READDRESSAL CELL

STRENGTH

1. Cell is active
2. Record Maintenance is commendable



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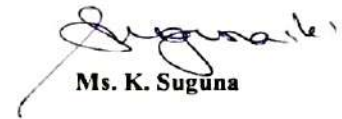


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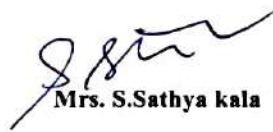
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SPOKEN TUTORIAL

STRENGTH

1. Documentation of records is good.
2. The cell is active
3. To create short simple step programmes are commendable.

SUGGESTIONS

1. Can increase enrollment



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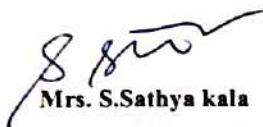
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NPTEL

STRENGTH

1. Documentation of records are good
2. Involvement of coordinator is good
3. Students enrollment commendable


SUGGESTIONS

1. To increase placement opportunities.



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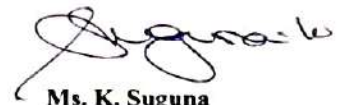
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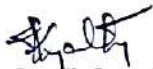
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RESEARCH COMMITTEE

STRENGTH

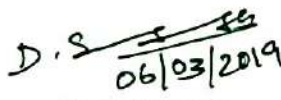
1. Good number of papers published in UGC approved journals
2. Proposal for Star College scheme and for major projects were prepared and applied.
3. Seminar organized with financial assistance from "IMPRESS" is highly commendable.

SUGGESTIONS

1. Students can apply for minor projects from funding agencies.


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ANTIRAGGING COMMITTEE

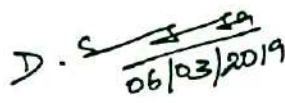
STRENGTH

1. Functions systematically
2. Good documentation
3. Activities are commendable



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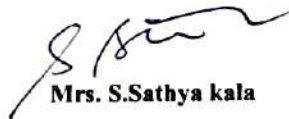
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