

SRI AKILANDESWARI WOMEN'S COLLEGE WANDIWASH

(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 : 2019 - 2020

Organized by



Internal Quality Assurance Cell

IQAC

I Q A C
SRI AKILANDESWARI WOMEN'S COLLEGE,
WANDIWASH – 604 408.

ACADEMIC & ADMINISTRATIVE AUDIT - (A.A.A)
2019 – 2020

AGENDA

- 1. To finalize the date for Academic and Administrative Audit for the academic year 2019 -2020 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 2019 – 2020.**

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

MINUTES OF MEETING

**ACADEMIC & ADMINISTRATIVE AUDIT - (A.A.A)
(2019 – 2020)**

MEMBERS PRESENT

| | | |
|----------------------------|---|--------------------------------------|
| Dr. J. SRINIVASAN | - | External Expert |
| Dr. D. SUGANYA | - | External Expert |
| Dr. S. MYTHILI | - | Principal & Chairperson – IQAC |
| Ms. SUGUNA. K | - | Coordinator – IQAC |
| Dr. K. JAGATHY | - | Internal Audit Member |
| Mr. S. SELVAKUMAR | - | Internal Audit Member |
| Mrs. N.TAMILARASI | - | Internal Audit Member |
| Mrs. M. GNANAMALAR | - | Head, Department of Tamil |
| Dr. K. PADMALOCHANA | - | Head, Department of Biochemistry |
| Mrs. A. SHOBA | - | Head, Department of Chemistry |
| Ms. J. THAMILSELVI | - | Head, Department of Commerce |
| Mrs. N. TAMILARASI | - | Head, Department of Computer Science |
| Ms. E. KALAIVANI | - | Head, Department of Maths |

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WANDIWASH – 604 408.**

MINUTES OF MEETING

**ACADEMIC & ADMINISTRATIVE AUDIT - (A.A.A)
(2019 – 2020)**

The college IQAC has arranged One Day Academic & Administrative Audit for the year 2019-2020 on 6.03.2020. Dr. J. Srinivasan, Associate Professor of Commerce, Rajeswari Vedhachalam 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.

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WANDIWASH – 604 408.**

ACADEMIC & ADMINISTRATIVE AUDIT (A.A.A) – 2019 – 2020

| | |
|--------------------------|----------------------------------|
| Dr. J. SRINIVASAN | - External Expert |
| Dr. D. SUGANYA | - External Expert |
| Dr. S. MYTHILI | - Principal & Chairperson – IQAC |
| Ms. SUGUNA. K | - Coordinator – IQAC |
| Dr. K. JAGATHY | - Internal Audit Member |
| Mr. S. SELVAKUMAR | - Internal Audit Member |
| Mrs. N.TAMILARASI | - Internal Audit Member |

Minute to Minute Programme - 06.03.2020

| | |
|------------------|---|
| 9.00 am | Welcome Meet in Principal's Cabin with IQAC Members. |
| 9.15 – 9.30 am | IQAC |
| 9.30 – 09.50 am | Department of English |
| 9.51 – 10.20 am | Department of Tamil, NSS , RRC |
| 10.21 – 10.40 am | Department of Commerce & Citizen Consumer Club |
| 10.41 – 10.55 am | Department of Commerce (CA) |
| 11.00 – 11.15 am | Department of Computer Applications & Leo |
| 11.16– 11.30 am | Department of Biochemistry & Anti-Ragging & Grievance Cell |
| 11.31 – 11.40 am | Tea Break |
| 11.41– 12.00 pm | Department of Chemistry & Spoken Tutorial & Eco |
| 12.01 – 12.15 pm | Department of Computer Science & YRC |
| 12.16 – 12.30 pm | Department of Maths |
| 12.31 – 12.50 pm | Department of Microbiology, Placement & OSA , ICT |
| 12.51 – 1.20 pm | Department of Physics & NPTEL |
| 01.26– 01.45 pm | Lunch |
| 01.46 – 02.00 pm | Physical Education |
| 02.01– 02.15 pm | Administrative Office |
| 02.16 - 02.30 pm | Library & Women Development Cell |
| 02.31 –03.00 pm | Health & Nutrition Center, Medical Center |
| 03.01 –03.20 pm | Parent Teacher Association |
| 03.21 – 03.40 pm | Research Committee |
| 03.41 – 4.00 pm | Tea Break |

INTERNAL QUALITY ASSURANCE CELL

STRENGTH:

1. Conduct of bridge course for the first year undergraduate students is commendable.
2. Conduct of regular FDP Programme to rejuvenate the staff members is appreciable.
3. Participation of both students and staff in practicing yoga is really mind refreshing activity.
4. Systematic monitoring of the students through ward system is excellent.
5. Monitoring the students progress in their academic as well as extracurricular activities is excellent.
6. Documentation of Annual Academic and administrative audit is excellent.
7. Good number of elites and silver medals secured by the students and the staff in NPTEL courses depicts the enhancement of educational activity in the campus.
8. Financial encouragement extended to the staff for their publication work is exemplary which is reflected in increased number of publication work during the year.

SUGGESTIONS:

1. Number of MOU'S with professional and academic bodies can be enriched so that probability of placements for the students may get increased.
2. Students can be encouraged to take minor group projects with funding from various funding agencies.
3. More number of staff members shall be encouraged to become qualified with either NET/SET/Ph.D.
4. More number of Sports activities can be encouraged.

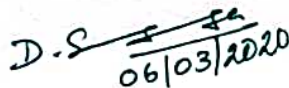

13/3/2020

Dr. J. SRINIVASAN
External Audit Head

Dr. J. SRINIVASAN, M.Com., M.B.A., M.Phil., Ph.D.,
Associate Professor of Commerce,
R.V. Government Arts College,
CHENGALPATUR - 603 001.



Dr. K. JAGATHY
Member - AAA

Dr. K. JAGATHY, M.Sc., M.Phil., Ph.D., NET, SET,
Head of the Department of Microbiology,
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06/03/2020

Dr. D. SUGANYA
External Audit Head

Dr. D. SUGANYA, M.A., M.Phil., Ph.D.,
Assistant Professor of English
Pachaiyappa's College for Women
Kanchipuram - 631 501.


Mrs. N. TAMILARASI
Member - AAA
N. TAMILARASI
Assistant Professor

Department of Computer Science
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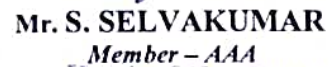
Dr. S. MYTHILI
PRINCIPAL

Sri Akilandeswari Women's College
Wandiwash



Ms. SUGUNA K
IQAC CHAIRMAN

Department of English
Sri Akilandeswari Women's College
Wandiwash


Mr. S. SELVAKUMAR
Member - AAA

Head of the Department
Department of Physics
Sri Akilandeswari Women's College
Wandiwash - 604 408


DEPARTMENT OF ENGLISH

STRENGTH:


1. One of the Alumni of the department, T. Janani passed NET Examination in June 2019 and joined in our college as Assistant Professor.
2. English Department staff members handled TNPSC General English coaching classes to the entire college is an innovative initiative.
3. State Level Workshop on Soft Skills was conducted to enhance students communication skills.
4. Conduct of regular monthly departmental activities to improve communication skills of the department students is appreciable.

SUGGESTIONS:

1. Students outreach programs to be conducted.
2. PG Students to be motivated to publish paper related to their PG Project in UGC CARE Journal.
3. Students to be motivated to continue their Higher Education.
4. Staff members to be encouraged to pursue Ph.D / to clear NET / SET.


013/2020
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External Audit Head


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Member - AAA

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Head of the Department
Department of Physics
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DEPARTMENT OF TAMIL

STRENGTH:

1. Tamil Literacy activities were conducted to school students to promote interest in their mother tongue and literary work.
2. Staff Members role in club activities is appreciable.
3. Most of the staff members are qualified.
4. Staff members have handled TNPSC General Tamil coaching classes in an excellent way

SUGGESTIONS:

1. Staff members to be motivated to publish papers in UGC approved journals.
2. More number of literacy activities are to be conducted to students

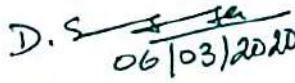

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Assistant Professor

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Dr. S. MYTHILI
PRINCIPAL

Dr. S. MYTHILI
Principal
Wandiwash


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Ms. SUGUNA K
IQAC Coordinator
HOD

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IQAC Coordinator
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Wandiwash

DEPARTMENT OF COMMERCE

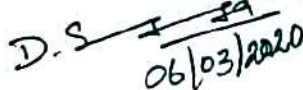
STRENGTH:


1. A Good results, university ranks and Gold medal at PG Level shows the enhancement of academic excellence of the department.
2. Departmental Activities are commendable.
3. Students participation in Extra-Curricular activities are outstanding.
4. Conduct of Industrial Visits and Internship training is an innovative strategy of the department to enable their students to acquire practical skills


SUGGESTIONS:


1. Staff members have to publish more research articles in reputed UGC approved journals.
2. More number of MOUs with professional bodies are to be encouraged to ensure conducive 'Institute – Industry' relationship for placement


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External Audit Head



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External Audit Head


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PRINCIPAL


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IQAC Coordinator


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N. TAMILARASI
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Head of the Department


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DEPARTMENT OF COMMERCE (CA)

STRENGTH:

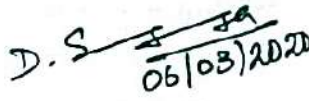
1. Students centric functioning with monitoring, Counseling to help students to understand, cope and overcome personal problems and complete their B.Com(CA) programme.
2. Experienced and dedicated teaching faculty with good retention ratio.
3. Academic excellence with good results.
4. Industrial Visits, Internship training and Departmental Activities organized were commendable.

SUGGESTIONS:

1. Staff members have to publish more research articles.
2. Student's participation in extracurricular activities can be encouraged


6/3/2020

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External Audit Head


06/03/2020

Dr. D. SUGANYA
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Department of Physics
Sri Akilandeswari Women's College
Wandiwash - 604 408

DEPARTMENT OF COMPUTER APPLICATIONS

STRENGTH:

1. Magnificent infrastructure with modern Desktop Environment Labs.
2. Systematic teaching, coaching and periodic assessment were done in order to improve quality education.
3. Departmental Activities and Educational Training Programme for the students are conducted in an effective way.
4. Good number of placement in various MNC Companies is the main strength of the department.

SUGGESTIONS:

1. Communication and IT Skills of the students are to be improved.
2. Staff should be encouraged to persue Ph.D / to clear NET or SET to become qualified.



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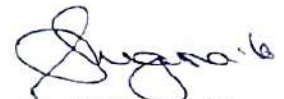


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DEPARTMENT OF BIOCHEMISTRY

STRENGTH:

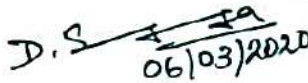
1. Existence of more number of qualified staff is the main strength.
2. Good number of publications with Scopus index.
3. Active Participation of staff in seminars / conferences is commendable.
4. Very good results with production of university Rank holders.
5. Departmental activities are appreciable.
6. Placement of students in both Government / Private Organizations is appreciable.
7. More number of MOU's lead to conducive research climate.
8. Industrial visits & conduct of drug meetings are appreciable.

SUGGESTIONS:

1. Staff may be encouraged to apply for (minor / major) project with external funding agencies



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06/03/2020

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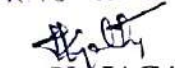



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DEPARTMENT OF CHEMISTRY

STRENGTH:

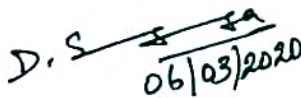
1. Academic excellence with good results.
2. Workshops are arranged relevant to the subject is commendable.
3. Participation of staff and students in seminars, conferences and in paper publication activities are good.
4. Well-equipped Laboratories with experienced staff to cater the needs of the students.

SUGGESTIONS:

1. Frequency of remedial classes can be increased.
2. More impetus may be given to organize International level seminars with the support of external funding agencies.


6/3/2020

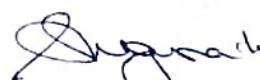
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DEPARTMENT OF COMPUTER SCIENCE

STRENGTH:

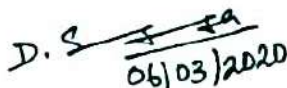
1. Academic excellence with good results.
2. Implant Trainings and Industrial Visits are remarkable.
3. The Publications in the UGC approved / Scopus indexed journals are appreciable.
4. One student has won first place in National Level for her innovative Projects and its appreciable.
5. One Student has won first place in District Level Speech Competition shows the interest of the students in extracurricular activities.
6. Availability of more number of donated books help the poor and needy students.
7. Large number of students are associated with intercollegiate events and are significant.

SUGGESTIONS:

1. Need more MOU's with reputed companies.
2. Staff members are encouraged to crack NET/SET exams / to pursue Ph.D.
3. Staff/Students may be motivated to do more number of societal concern projects as a part of departmental CSR activities


5/3/2020

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External Audit Head


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DEPARTMENT OF MATHEMATICS

STRENGTH:

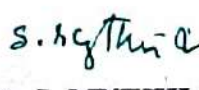
1. Academic excellence with good Results.
2. Departmental activities are good.
3. Documentation is Good.
4. E-Books are maintained in the department.
5. Study materials are prepared for the internal circulation.
6. Coaching classes for competitive examinations like TNPSC Group IV are conducted in an effective excellent way.
7. Continuously students are placed in TCS which shows the mathematical ability of both staff and students.

SUGGESTIONS:

1. More MOU's with reputed institutions should be encouraged.
2. Staff have to clear NET / SET or to complete Ph.D to become qualified.
3. More programme can be arranged through Extension activities.
4. Steps to be taken to introduce 'Maths Lab'. More number of Publications both by staff and PG students are essential.


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DEPARTMENT OF MICROBIOLOGY

STRENGTH:

1. Academic excellence with good results and production of University ranks.
2. Qualified staff with good position are the unique strength of the department.
3. Ph.D Microbiology course strengthen the department.
4. Availability of E-Books is excellent and innovative.
5. Staff participation in Seminar / Conference with good publications is excellent.
6. Documentation is excellent.

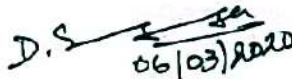
SUGGESTIONS:

1. Steps to be taken to increase the number of enrollment in P.G., M.Phil and Ph.D Course.
2. Major / Minor projects should be undertaken by both staff and students.
3. Students feedback shall be maintained in the department.



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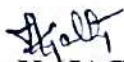
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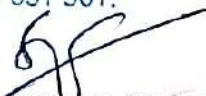
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DEPARTMENT OF PHYSICS

STRENGTH:

1. Academic results were good.
2. Department Activities were commendable.
3. Participation of students in extra academic activities is appreciable.
4. Involvement of faculties in additional responsibilities were goods.
5. Maintainence of registers were excellent.
6. Publications were fair.
7. Webinars are introduced.

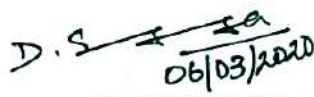
SUGGESTIONS:

1. Research should be enhanced.
2. Funding should be availed from Government.
3. UGC sponsored Conference should be organized.



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DEPARTMENT OF PHYSICAL EDUCATION

STRENGTH:


1. Good number of students participated in athletics , shuttle, ThrowBall , Kabbadi, Volley Ball, Kho-Kho ,and won glorier for the college.
2. Physical Fitness of the students is maintained well.

SUGGESTIONS:

1. Students can be motivated to take part in District Level and State Level Competitions in more numbers.


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ADMINISTRATIVE OFFICE

STRENGTH:

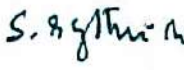
1. Excellent team work.
2. Maintenance of Awards register, cash book are excellent.
3. Communication from Regional Joint Director of Collegiate Education, Thiruvalluvar University Office are filled properly.
4. Scholarship Disbursement register is maintained well.
5. Fees Concession given to needy students is appreciated.
6. Rs. 5000 Cash Award given to I UG students who secured marks above 500 in Higher Secondary Examinations shows the quality of the supportive management.
7. Reimbursement of Paper Publication Fees to the staff was appreciated.
8. Online IT Filling is appreciated.

SUGGESTIONS:

1. Any other Scholarship for the needy students may be arranged


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LIBRARY

STRENGTH:

1. Participation of the students in British Council Inter-College World Cup Quiz Competition is Commendable.
2. Organization of Library Orientation program is good.
3. Conduct of training Program about N-List , National Digital Library and Internet Archive Library for the benefit of both staff and students is an encouraging activity.

SUGGESTIONS:

1. Number of dailies received by the library may be increased and regularized.


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WOMEN DEVELOPMENT CELL


STRENGTH:

1. Conduct of Swatch Bharat Program choosing Keelsathamangalam Village is highly commendable.
2. Training the students regarding Herbal Napkin Making is appreciable.

SUGGESTIONS:


1. Entrepreneurship Development Programs can be enriched.


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NATIONAL SERVICE SCHEME

STRENGTH:

1. Conduct of regular activities as per the University instructions are commendable.
2. Team strength of NSS officers is effective and excellent.
3. Conduct of many awareness programmes through Online Mode for the welfare of the students are commendable.

SUGGESTIONS:


1. Students can be motivated to take part in Online Competitions.


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RED RIBBON CLUB

STRENGTH:

1. Good number of activities undertaken by this club is appreciable.
2. Increase of activities year by year is also appreciable.
3. Activities of RRC is highly commendable.

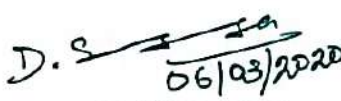
SUGGESTIONS:

1. More number of competitions for students shall be conducted.



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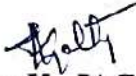
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YOUTH RED CROSS

STRENGTH:

1. YRC Activities are appreciable.
2. Conduct Blood Donation Camps are appreciable.

SUGGESTIONS:

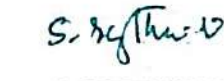
1. Suggested to create one more YRC Unit in the college if possible.


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ECO CLUB

STRENGTH:

1. The ECO-CLUB members have maintained a Clean-Green Environment in the Campus.
2. Many number of extension activities are conducted in an effective way.
3. Many numbers of Awareness Programmes have been conducted through which the students and local communities are benefited.

SUGGESTIONS:

1. Green audit shall be initiated.



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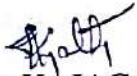
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LEO CLUB

STRENGTH:

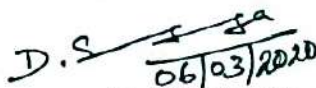
1. LEO Club encourage students to develop leadership quality by participating in Social Service Activities.
2. Conduct of 'Fund Raising Projects' by college LEO club to assist the poor needy students in excellent.
3. Good Team spirit among members.
4. Conduct of various awareness programme to educate the members is good.
5. Preparation of plan for next year helps this club to conduct programmes without delay.

SUGGESTIONS:


1. Club shall conduct programme to improve the leadership and professional skills of the students in addition to moulding them into responsible individuals.


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HEALTH & NUTRITION CLUB

STRENGTH:

1. Conduct of periodical psychological Counseling to students and staff by qualified Psychologist is excellent and innovative.
2. Fireless Cooking Competition is conducted to create awareness about the importance of safe healthy cooking.
3. More number of health awareness programmes conducted by the club is good.

SUGGESTIONS:

1. Awareness about junk foods to be conducted.
2. Awareness programmes to be conducted about Fitness and Exercise


43/2020

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MEDICAL CENTRE

STRENGTH:

1. Outpatient Register is maintained well.
2. Fever cases are maintained separately for further steps.
3. Digital Thermometer, BP Apparatus are purchased and used.
4. Awareness Programme are conducted in association with Health Club.

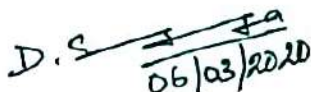
SUGGESTIONS:

1. Students should be taught about basic respiratory exercise in association with Yoga Club.


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PARENT TEACHERS ASSOCIATION

STRENGTH:

1. Each semester parents suggestion are collected through feedback form prior to university examination to strengthen the linkage with the society.

SUGGESTIONS:

1. Celebration of parents related days like Father's Day, Mother's Day may be initiated.
2. To motivate or encourage parents to participating events like Cooking, Sports day, Yoga day etc...


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PLACEMENT & CARRIER GUIDANCE CELL

STRENGTH:

1. Functioning of the cell is active and vibrant.
2. Maintenance of data is good.
3. Conducting periodic meetings by the committee to chalk out plan of action is commendable.

SUGGESTIONS:

1. Steps can be taken to conduct training sessions on industry practices and professional approach by industry professionals.


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GRIEVENCE & READDRESSAL CELL

STRENGTH:

1. Feedbacks are collected periodically from the students and the grievances if any are rectified on time. This process is suitable for student friendly atmosphere.
2. Maintenance of records is good.


SUGGESTIONS:

1. More number of meetings may be conducted to educate the students about 'Ethics and Values'.



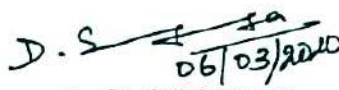
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CITIZEN CONSUMER CLUB

STRENGTH:

1. The activities of the club are good.
2. Regular conduct of college bazaar with annual meet of various Self Help group of Tamilnadu is appreciable.
3. Conduct of various awareness programmes in the nearby villages are also excellent.

SUGGESTIONS:

1. Conduct of District Level Workshop involving School and College students regarding "Safe and Sustainable Food for Healthy Life" can be initiated .


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OLD STUDENT ASSOCIATION

STRENGTH:

1. Providing noon meals for the below poverty level students with the OSA Fund collected is appreciable.
2. Annual Audit of the OSA Fund and maintenance of records is commendable.
3. Maintenance of Napkin Destroyer with vendor machines out of OSA fund for the welfare of students is highly appreciable

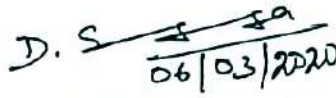
SUGGESTIONS:

1. Arranging for alumni meet at a particular day every year can be initiated.


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SPOKEN TUTORIAL

STRENGTH:


1. The spoken part of spoken tutorial is dubbed into 22 language, with video in English, retaining the employment potential.
2. Students can go for spoken tutorial training programme in offline mode and can learn in short simple steps is appreciable.

SUGGESTIONS:

1. More number of enrollment in spoken tutorial can be enhanced.


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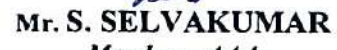
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NPTEL

STRENGTH:

1. Good number of enrollment in NPTEL courses with 156 students, successfully completed the courses among which there were 76 Elites and 8 Silver medals.
2. Providing free transportation and meals for the students and staffs those who are taking the NPTEL exam by the management is commendable.

SUGGESTIONS:

1. Placement through NPTEL can be monitored and well utilized.



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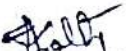
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RESEARCH COMMITTEE

STRENGTH:

1. Paper Publications details with re-imbursement by the management for the same maintained well.
2. DC meeting reports and other research related documents well maintained.
3. Maintenance of National Education Policy, SCI and SCI expanded journals details is appreciable.
4. Dr. K. Pamalochana's Ph.D thesis being published as a book is appreciable one.

SUGGESTIONS:

1. Students and staff should be encouraged to take up major/ minor projects with financial support from Funding agencies should be encouraged and enriched.


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ANTIRAGGING COMMITTEE

STRENGTH:

1. Affidavit, pledge records, UGC helpline numbers and Anti ragging grievance box were well maintained.
2. Cell is functioning systematically with good number of competitions bring conducted and documented.

SUGGESTIONS:

1. More number of banners can be displayed.



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INSTITUTION'S INNOVATION COUNCIL (IIC)

STRENGTH:

1. National Level IIC's Self driven activities are appreciable.
2. More number of participation in MIC activities are extraordinary.
3. Selection of IIC Calendar activities are also commendable.
4. Participation in ARIIA (Atal Ranking of Institution's in Innovation Achievements) is appreciable.
5. IIC's Score of 93.87 is appreciable.

SUGGESTIONS:

1. Required start-ups at college level.
2. Students are encouraged to become a women entrepreneur.
3. Students / Staff are educated for patent filling.



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