

SRI AKILANDESWARI WOMEN'S COLLEGE WANDIWASHII

(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 : 2020 - 2021

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)
2020 – 2021

AGENDA

- 1. To finalize the date for Academic and Administrative Audit for the academic year 2020 -2021 and to prepare the schedule accordingly.**
- 2. To finalize the members of External expert for the above said audit.**
- 3. Any other matter pertaining to smooth conduction Academic and Administrative Audit.**

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

MINUTES OF MEETING

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

(2020– 2021)

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. N.Tamilarasi | - | Internal Audit Member |
| Mrs. M. Gnanamalar | - | Head, Department of Tamil |
| Dr.K.Padmaloohana | - | Head, Department of Biochemistry |
| Mrs.A.Shoba | - | Head, Department of Chemistry |
| Ms. J. Thamilselvi | - | Head, Department of Commerce |
| Ms.E.Kalaivani | - | Head, Department of Mathematics |

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

(2020–2021)

MINUTES OF MEETING

The college IQAC has arranged One Day Academic & Administrative Audit for the year 2020-2021 on 5.03.2021. 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 analyze 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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ACADEMIC & ADMINISTRATIVE AUDIT (A.A.A) – 2020 – 2021

| | |
|--------------------------|----------------------------------|
| 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 - 05.03.2021

| | |
|-------------------------|--|
| 9. 00 am | <i>Welcome Meet in Principal's Cabin with IQAC Members.</i> |
| 9.15 – 09.30 am | <i>IQAC</i> |
| 9.31 – 9.50 am | <i>Department of English</i> |
| 9.51 – 10.20 am | <i>Department of Tamil, NSS , RRC</i> |
| 10.21 – 10.40 am | <i>Department of Commerce & Citizen Consumer Club</i> |
| 10.41 – 10.55 am | <i>Department of Commerce (CA)</i> |
| 11.00 – 11.15 am | <i>Department of Computer Applications & Leo</i> |
| 11.16– 11.30 am | <i>Department of Biochemistry & Anti-Ragging & Grievance Cell</i> |
| 11.31 – 11.40 am | <i>Tea Break</i> |
| 11.41– 12.00 pm | <i>Department of Chemistry & Spoken Tutorial & Eco</i> |
| 12.01 – 12.15 pm | <i>Department of Computer Science & YRC</i> |
| 12.16 – 12.30 pm | <i>Department of Maths</i> |
| 12.31 – 12.50 pm | <i>Department of Microbiology, Placement & OSA , ICT</i> |
| 12.51 – 1.20 pm | <i>Department of Physics & NPTEL</i> |
| 01.26– 01.45 pm | <i>Lunch</i> |
| 01.46 – 02.00 pm | <i>Physical Education</i> |
| 02.01– 02.15 pm | <i>Administrative Office</i> |
| 02.16 - 02.30 pm | <i>Library & Women Development Cell</i> |
| 02.31 –03.00 pm | <i>Health & Nutrition Center, Medical Center</i> |
| 03.01 –03.20 pm | <i>Parent Teacher Association</i> |
| 03.21 – 03.40 pm | <i>Research Committee</i> |
| 03.41 – 4.00 pm | <i>Tea Break</i> |


INTERNAL QUALITY ASSURANCE CELL

STRENGTH:

1. Introduction of Moodle Online Platform for both students and staff for regular virtual classes and assignments is an innovative thought to combat the pandemic situation.
2. Excellent conduct of International Webinars with reputed resource person by all the departments for the benefit of whole academic community.
3. Regular conduct of online quiz pertaining to coronavirus pandemic, its precautionary methods, General Knowledge and also regarding their academic syllabi for the students is highly commendable.
4. Good number of Online activities are conducted for the benefit of the students.
5. Number of scholarship schemes are brought to the notice of the students and help them to get financial support during the pandemic is an excellent job done by the institution in addition these schemes are also highlighted to other institutions in Thiruvannamalai district through a special webinar. Many students of other colleges where also benefited, that shows the institution's concern about the society.
6. Good number of E-Books and other resources are shared to the students by the staff and the Librarian is highly commendable.
7. Conduct of Self - Employment Skill Training Programs by the Women Development Cell in Association with Women Entrepreneurs Association of Tamilnadu, Thiruchirapalli for interested students is also highly commendable.
8. Creation of new website for the college by the BCA and CS students is an innovative initiative that reflects the quality enhancement of higher education in the campus.

SUGGESTIONS:

1. More number of programmes may be arranged in the interest of the students.
2. Physical exercises can be taught online to the students to improve their physical fitness.
3. More number of students may be persuaded to pursue higher studies.
4. Incubation center at the colleges premises can be initiated to facilitate green audit in the campus.
5. More number of online Health and Nutrition Awareness Programs may be conducted to face the pandemic situation with ease and confidence.


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External Audit Head


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DEPARTMENT OF ENGLISH

STRENGTH:

1. National Webinar on 'Detective Fiction : An Overview' was conducted to create interest among the students is excellent.
2. Many Departmental Activities were conducted effectively in Pandemic period to keep the students active is also appreciable.
3. Online classes were handled effectively and study materials were also provided to students to improve university results.
4. Conduct of Online NET/SET coaching classes to PG students and staff members depicts their interest towards the provision of quality education.

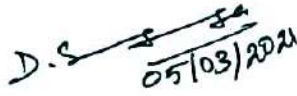
SUGGESTIONS:

1. More number of students may be motivated to join 'SWAYAM' Online certificate courses to acquire practical skills.
2. E sources to be provided to the students.



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DEPARTMENT OF TAMIL


STRENGTH:


1. Staff members have attended more number of webinars.
2. Many department activities were conducted through online to create techo friendly atmosphere.

SUGGESTIONS:

1. Staff members are to be motivated to pursue Ph.D.
2. Online certificate courses to be conducted.


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DEPARTMENT OF COMMERCE

STRENGTH:

1. Teaching methodology is enhanced with the help of Moodle platform.
2. International State Level webinars and E-Quiz are conducted.
3. Awareness about the usage of library books and magazines is created to improve knowledge.
4. Departmental activities are commendable.

SUGGESTIONS:

1. Commerce lab may be introduced.
2. Staff members are to be encouraged to pursue Ph.D and to take up real time research works with or without financial aid to promote conducive research climate in the department.

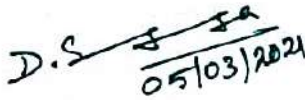


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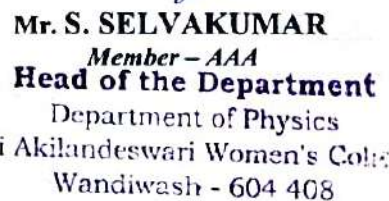
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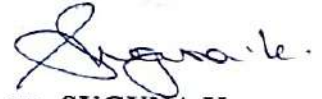

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DEPARTMENT OF COMMERCE (CA)

STRENGTH:

1. International Webinar and E-Quiz were conducted.
2. Online classes are taken effectively in the pandemic situation using Moodle platform.
3. Students participation in NSS is commendable.
4. Awareness about the usage of library books and magazines is created to improve knowledge.

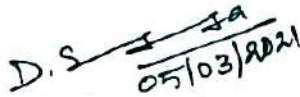
SUGGESTIONS:

1. More number of MOU'S with professional bodies are to be encouraged.
2. Students participation in intercollegiate virtual activities can be encouraged.



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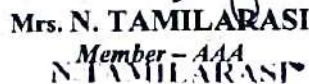
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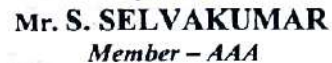
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DEPARTMENT OF COMPUTER APPLICATIONS

STRENGTH:

1. Placement records and Library E-Books maintenance is commendable.
2. International Webinar and E-QUIZ were conducted effectively.
3. NET/SET Coaching classes for the students are conducted regularly and effectively
4. Participation of students in IIC activities is commendable.

SUGGESTIONS:

1. Placement and career counseling for the students can be enriched.
2. Intercollegiate Activities can be enhanced.



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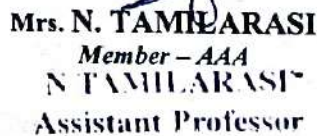
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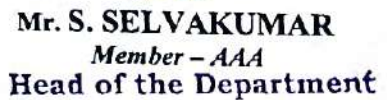


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DEPARTMENT OF BIOCHEMISTRY

STRENGTH:

1. Staff and students participation in webinars , workshops and FDP's enthusiastically is commendable.
2. Paper Publications by the Ph.D Scholar in SCI Journals are exemplary.
3. Departmental activities are relevant to the current scenario and syllabi.

SUGGESTIONS:

1. Steps may be taken to conduct seminars and workshops with funding from various funding agencies.
2. Students minor project can be initiated at UG Level.



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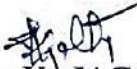
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DEPARTMENT OF CHEMISTRY

STRENGTH:

1. Conducted International Webinars ,E-Quiz effectively.
2. In order to enhance the skills of the students NME paper was chosen accordingly.
3. E-Books usage by the department is commendable.
4. Staff are found to adopt ICT methodology for teaching theory classes and the students too make seminar presentations in ICT mode. This is highly appreciable.
5. Regular participation of students in summer internship training programme of Madras University in appreciable.

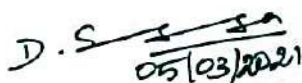
SUGGESTIONS:

1. More access to journals may be required.
2. MOU's with industries and other professional bodies can be initiated.



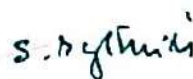
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DEPARTMENT OF COMPUTER SCIENCE

STRENGTH:


1. International Webinar is organized during the pandemic is appreciable.
2. One staff is awarded with Ph.D that shows the growth of quality improvement.
3. Staff members are well adapted to new online technologies.
4. Students interests in attending online assessments , tests , activities etc are appreciable.
5. Extension Activity conducted for school students based on Mobile Application Development are extraordinary.
6. Conducting Entrepreneurial oriented and innovation related webinars plays a significant role in the development of the department.
7. Organizing Intercollegiate Mock test for NET/SET Paper 1 and Paper 2 through google forms are appreciable.
8. One staff has given a special webinar for National Scholarship Schemes in YouTube Live team to the colleges of Thiruvannamalai district shows the concern about the society.

SUGGESTIONS:


1. More number of MOU's with reputed companies are required.
2. Staff members are to be encouraged to clear NET/SET Exams.
3. Staff / Students may be motivated to do more number of real time projects.
4. Steps are to be taken to increase students placement in software companies.

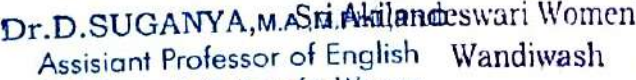

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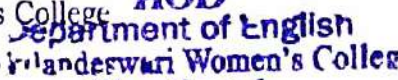

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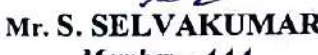

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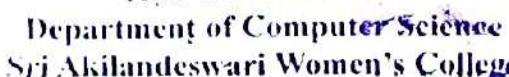

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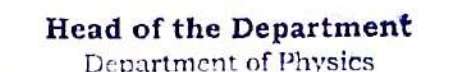

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DEPARTMENT OF MATHEMATICS

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 internal circulation.
6. Online Quiz and International Webinar conducted in the department.
7. Continuously students were placed in TCS.

SUGGESTIONS:

1. MOU with reputed institutions should be encouraged.
2. Staff have to clear NET / SET or complete Ph.D to become qualified.
3. More programme can be arranged through Extension activities.
4. Participation of staff in club activities is inevitable.
5. Steps are to be taken to introduce Mathematics lab.
6. More number of Publications both by staff and PG students are inevitable.


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DEPARTMENT OF MICROBIOLOGY

STRENGTH:

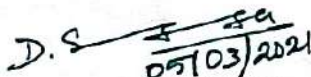
1. Production of university ranks and good results is the strength of the department.
2. Qualified staff with good number of publication is commendable.
3. MOU's signed by the department add the additional strength.
4. Conduct of online Seminar, Quiz, Webinars in the Covid situation is an additional strength to the department.
5. Documentation is excellent.

SUGGESTIONS:

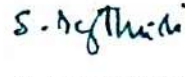
1. Major / Minor projects should be processed.
2. Steps are to be taken to increase the PG , M.Phil and Ph.D Admission.



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DEPARTMENT OF PHYSICS

STRENGTH:

1. Sanction of fund for PG project from TNSET is highly appreciable.
2. Involvement of students in International Internship in Asteroid company is exemplary.
3. Adaption and utilization of online platform for teaching learning is effective.
4. Orientation , Bridge Course are conducted with the usage of Online tools are good.
5. Conduct of Department Activities through Online mode is appreciable.
6. Award of I st rank in PG Physics shows the academic excellence.
7. Virtual Practical classes are Fair.
8. Conduct of International webinar is an innovative idea.


SUGGESTIONS:

1. Students should be motivated to pursue real time research work.
2. Publication should be increased.
3. Suitable strategy should be derived to teach in new normal situations.

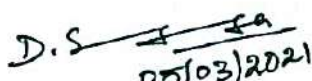

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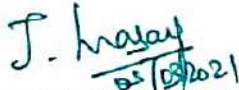
DEPARTMENT OF PHYSICAL EDUCATION

STRENGTH:


1. Students participation in state level competition such as in swimming is appreciable.
2. Students participation at state level volley ball competition is also commendable.

SUGGESTIONS:

1. Number of sports events can be encouraged.


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ADMINISTRATIVE OFFICE


STRENGTH:

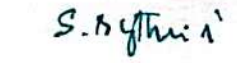
1. Introduction and implementation of online admission is highly appreciable.
2. Central Sector Scholarship is applied and nearby 91 students benefited. This is also another innovative initiative.
3. Conduct of Awareness Webinar on Central sector scholarship is also excellent.
4. Maintenance of staff and student records are excellent.
5. Office automation in toto is good.

SUGGESTIONS:

1. Details regarding those who availed for Uzhavar Scholarship can be maintained properly.


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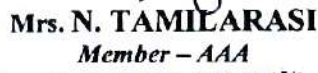

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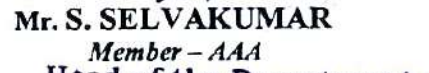
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LIBRARY

STRENGTH:

1. Good number of Books and Volumes maintained.
2. Accessibility to E-Resources and registering in National Digital Library Of India Club is commendable.
3. Conduct of orientation for 1st year students and monthly activities under National Digital Library of India Club is excellent.

SUGGESTIONS:

1. Students and staff can be motivated to publish papers in reputed UGC – CARE Journals.



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WOMEN DEVELOPMENT CELL

STRENGTH:

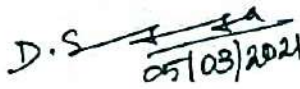
1. Good number of Webinars are conducted for the benefit of women students during pandemic.
2. Creation of Awareness regarding "COVID -19 and Entrepreneurship" and "How to strengthen the existing startup legally and Ethically" were very useful.

SUGGESTIONS:

1. Hands on training can be provided for the interested students regarding stitching marks, Preparing Herbal Hand Sanitizers etc. to promote the concept of women Entrepreneurs.



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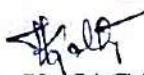


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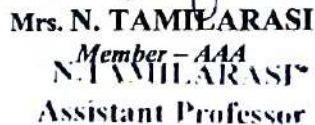
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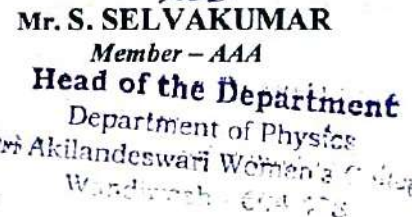


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NATIONAL SERVICE SCHEME

STRENGTH:

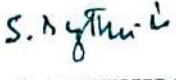
1. Regular activities pertaining to awareness on "Flag Code of India - Vigilant India - Prosperous India, World AIDS Day, Road Safety and regarding importance of elections are commendable.
2. Team strength and activities are good.

SUGGESTIONS:

1. Compilations and maintenance of data can be improved.


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RED RIBBON CLUB

STRENGTH:

1. Regular activities are conducted as per the district RRC Coordinators instructions.
2. Team strength of RRC members is appreciable.

SUGGESTIONS:

1. Feed back with signature of students should be obtained and maintained for future reference.


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YOUTH RED CROSS

STRENGTH:

1. Online Mode YRC Activities are appreciable.
2. YRC Programs are good.

SUGGESTIONS:

1. YRC Program officer should attend the various programs conducted in other colleges and Universities.
2. Awareness program need to be conducted during this pandemic situation.



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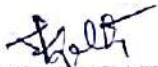
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ECO CLUB

STRENGTH:

1. The ECO-CLUB had conducted many Environment related webinars to
2. mark the environmental days
3. The activities are appreciable.
4. The inculcation of students in the webinars really benefit them.


SUGGESTIONS:

1. Self Employment Training Programs related to ECO friendly
2. Activities could be included for Financial generation and sustainability.



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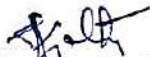
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LEO CLUB

STRENGTH:

1. LEO has been transforming students through inspiring service programs and projects that will hopefully mould them into becoming future leaders.
2. Fund raised by LEO are distributed to needy students for their examination fees is highly appreciable.
3. On time completion of goals is the strength of the club.
4. Increasing of activities year by year is appreciable.
5. Extension Programme conducted by LEO is commendable.

SUGGESTIONS:

1. C Club must organizes various events that promotes the spirit of social responsibility amongst students.



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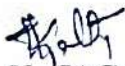


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HEALTH & NUTRITION CLUB

STRENGTH:


1. Motivational class was conducted during Pandemic Period.
2. The importance of Nutrition and Immune system webinar was conducted
3. to students was very useful.
4. Awareness Programs on 'Healthy Foods' was conducted in an excellent ways.

SUGGESTIONS:

1. Students may be educated about the importance of breakfast.



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N TAMILARASI
Assistant Professor
Department of Computer Science
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MEDICAL CENTRE

STRENGTH:

1. Regular monitoring of the Temperature of all students and staff is appreciable.
2. Distribution of Nila Vembu Kudeneer to all students and staff is good.
3. SOP issued by the government is followed properly.
4. Puloxymeters were purchased and utilized properly.

SUGGESTIONS:

1. Awareness should be created on increasing self immunity naturally by intaking healthy food.


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PARENT TEACHERS ASSOCIATION

STRENGTH:

1. Each semester, parents suggestion are collected through feedback form prior to university examination is good.

SUGGESTIONS:

1. More awareness program related to students placement may be organized.
2. Parents may be requested to permit the students to write the job oriented exams.
3. Parents may be requested to give permission to attend the job oriented programs conducted by various institution as well as by the mother institution to ensure women empowerment.


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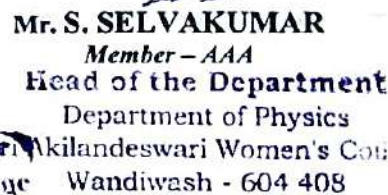
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PLACEMENT & CARRIER GUIDANCE CELL

STRENGTH:

1. Conduct of Annual Placement Training to both present and alumni by inviting eminent trainers is an innovative initiative.
2. Good number of training programs are conducted effectively.
3. The degree of placement of the students is appreciable.

SUGGESTIONS:


1. MOU's with professional bodies can be enriched.
2. Motivating the students to aspire for higher studies and interaction with Ex – Students to find probability of employment with reference of professionals can be enhanced.


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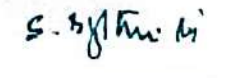
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GRIEVENCE & READDRESSAL CELL

STRENGTH:

1. Monitoring the grievances through available virtual mode is appreciable.

SUGGESTIONS:

1. Compilation of data can be enhanced even during pandemic.



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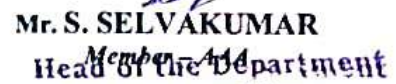


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CITIZEN CONSUMER CLUB

STRENGTH:

1. The activities of the club is good.
2. Records are maintained well.

SUGGESTIONS:


1. Survey on Consumer Awareness in Thiruvannamalai District in selected Villages can be initiated virtually during the Pandemic situation.


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OLD STUDENT ASSOCIATION

STRENGTH:

1. Conducted motivational webinars by inviting alumni in good position as speakers is an excellent innovative idea.
2. Annual Audit and data maintenance is good even in pandemic situation.

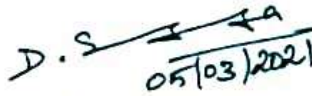
SUGGESTIONS:

1. Co-Operation of the alumni with the management for further growth and expansion of the college can be much more enhanced.



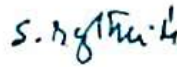
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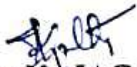
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SPOKEN TUTORIAL

STRENGTH:

1. During pandemic situation Spoken Tutorial Program are conducted as scheduled on time with effectiveness.
2. Making the students learn various free and open source software all by themselves is highly appreciable.

SUGGESTIONS:

1. More number of departments oriented courses should be selected.
2. Regular monitoring the learning process of students should be enriched during pandemic adopting suitable strategy.



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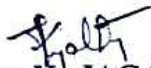


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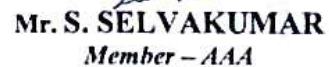
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NPTEL

STRENGTH:

1. In spite of the pandemic situation, the efforts of the NPTEL Coordinator and mentor making the students to attend the free online motivational webinars is really appreciable.

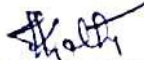
SUGGESTIONS:

1. Some steps can be derived to bring more enrollment during pandemic.



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ICT ACADEMY CELL

STRENGTH:

1. This Cell's function is good.
2. Maintenance of database of student's & staffs are substantial.
3. Documentation of records is good.
4. Regular conduct of FDP is appreciable.
5. Many activities are given to the students and are useful.
6. MOU with Cisco Company is a milestone.

SUGGESTIONS:

1. Steps may be taken to strengthen the activities of the cell.



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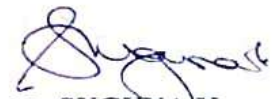
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RESEARCH COMMITTEE

STRENGTH:

1. Details of Research publications and registers maintained well.
2. To combat the pandemic situation student are motivated to participate in various research related webinars.

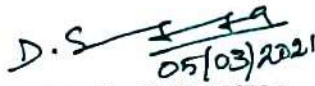
SUGGESTIONS:

1. Research Scholar should be monitored regularly regarding their paper publications and the queries if any shall be resolved by the committee on time to avoid delay in publication.



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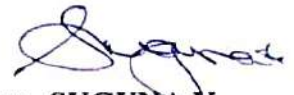
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ANTIRAGGING COMMITTEE

STRENGTH:

1. Display of Antiragging slogans in front of the college campus is appreciable.
2. Steps taken in the pandemic situation is commendable.
3. Activities are good and documented well.

SUGGESTIONS:

1. Virtual mode competitions can be encouraged.



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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 also appreciable.

SUGGESTIONS:

1. Need more number of Innovative projects.
2. Establishment of more start work in the college is essential .
3. Students may be encouraged to do activities which are suitable for patents.



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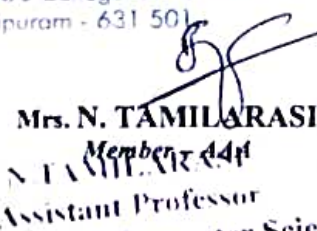
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