

NADAR SARASWATHI COLLEGE OF ARTS AND SCIENCE, THENI
INTERNAL QUALITY ASSURANCE CELL
CIRCULAR

NSC / 14.04.2015 / IQAC 2

14.04.2015

It is informed to all the IQAC members and Heads that, closing meeting for the academic year 2014 – 2015 and opening meeting of Internal Quality Assurance Cell for the academic year 2015 – 2016 will be held on 17.04.2015 at 03.00 pm in the Kamarajar Arangam. It is our privilege to invite you for the meeting to have a valid discussion and share your views on all the matters related in enhancing the quality of the Institution.

Agenda:

1. Finalization of Action Taken Report for 2014 - 2015
2. Annual plan discussion for 2015 – 2016




PRINCIPAL

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'NADAR SARASWATHI COLLEGE OF
ARTS & SCIENCE
VADAPUDUPATTI ANNANJI (PO)
THENI-625 531.

NADAR SARASWATHI COLLEGE OF ARTS & SCIENCE, THENI



(An ISO 9001:2008 Certified Institution)

Approved Under 2(f) & 12(B) Status of UGC

ATTENDANCE SHEET

Nature of Program: Closing Meeting with IQAC Committee Members

Date: 17.04.2015

S.No	Name	Designation	Department	Signature
1.	Mr.A.S.R.Maheswaran	Secretary	NSCAS	
2.	Mr.B.Rajamohan	Joint Secretary	NSCAS	—
3.	Dr.S.Chitra	Principal	NSCAS	
4.	Mrs.A.Komathi	Vice Principal	CS & IT	
5.	Mrs.Susheela Sankar	Vice Principal	Mgt. Studies	
6.	Mrs.P.Pothiselvi	Dean	IQAC	
7.	Ms.A.Saranya	Coordinator	Steering Committee	
8.	Dr.M.Devaki	Head	Tamil	
9.	Mrs.R.Umagandhi	Head	English	
10.	Mrs.G.Mahalakshmi	Head	Commerce	
11.	Mrs.S.Devi Meenakshi	Head	Chemistry	
12.	Mrs.R.Uma	Head	CA	
13.	Mrs.V.Ananthi	Head	Mathematics	
14.	Dr.N.Umadevi	Assistant Professor	Tamil	
15.	Ms.G.Shalini	Assistant Professor	English	
16.	Mrs.T.Krishnaveni	Assistant Professor	Commerce	
17.	Ms.C.Keerthiga	Lecturer	Mgt. Studies	
18.	Mrs.P.Meenambigai	Assistant Professor	Micro & Bio	
19.	Ms.A.Suguna Devi	Assistant Professor	Chemistry	
20.	Ms.P.Karthiga	Web Designer	CS & IT	
21.	Ms.K.Vennila	Assistant Professor	CA	
22.	Ms.B.Arunadevi	Assistant Professor	Mathematics	
23.	Ms.S.Suryakiran	Coordinator	IQAC	—



Coordinator

FM 51 /Rev 0.3

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MINUTES OF OPENING MEETING HELD ON 17.04.2015

S. No	Agenda Points	Report / Action finalized	Person Responsibility
1.	Review of Previous Meeting	The college continues its pursuit towards academic excellence as per NAAC and UGC guidelines.	All the faculty members
2.	NAAC I Cycle	1. The Secretary appreciated all the faculty members for their remarkable service on the completion of NAAC. And he insisted to keep up the same in the future. 2. The secretary stated that the NAAC results will be expected in the month of May.	
3.	Extension of facilities	➤ A new block with classroom are built and ready for the usage from the ensuing academic year 2015-2016.	
4.	Day Order	Day order system will be followed from the ensuing semester. 'A, B, C, D, E, and F' order will be followed.	
5.	Electronic Communication Parents	Online SMS process has to be instigated. Important messages can be sent to the Parents through SMS.	
6.	Faculty Development Program	The departments can plan for faculty development programs for the faculty members. IQAC will also conduct the required faculty development programs and faculty orientation programs	All the HODs
7.	Annual Plan	The Annual plan with budget has to be prepared and submitted to the Principal.	All the HODs
8.	Quality Initiatives	➤ With the rising demand B.Sc Physics is planned to be instigated from the forthcoming academic year. ➤ For developing a healthy society Certificate course in Yoga will also be introduced. ➤ To enhance the communication skill "Lingua Treata" will be introduced and Edu Panacea will handle classes for the first year UG students.	All the faculty members

		<ul style="list-style-type: none"> ➤ Bridge course is to be planned for all the I UG students. ➤ Parents Teachers meeting can be conducted to familiarize the semester examination results of the students. ➤ Book publication can to be done in each department. ➤ The college journal with ISSN number will be published as per its plans. ➤ Departments can plan for innovative day celebrations to increase the student's patriotism and passion towards their field of study. ➤ Faculty can apply for funded projects and student project. ➤ Training program for the non-teaching staff can be arranged. ➤ Placement cell should enhance the placement record and the off campuses / on-campuses can be conducted / attended. ➤ The faculty members, students are encouraged to apply for awards in academic, co-curricular, extra-curricular and sports activities. 	
9.	Kamarajar Birthday Celebration	TMHNU has planned to celebrate Kamarajar Birthday Celebration from this academic year also. All the faculty members are asked to render their support.	---



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Meeting Coordinator

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Theni Melapettai Hindu Nāḍargal Uravinmurali
NADAR SARASWATHI COLLEGE OF ARTS & SCIENCE, THENI



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**INTERNAL QUALITY ASSURANCE CELL
CIRCULAR**

NSC / 30.04.2016 / IQAC 2

30.04.2016

It is informed to all the IQAC members and Heads that, closing meeting for the academic year 2015 – 2016 and academic and administrative meeting of Internal Quality Assurance Cell for the academic year 2016 – 2017 will be held on 02.05.2016 at 03.00 pm in the Kamarajar Arangam. It is our privilege to invite you for the meeting to have a valid discussion and share your views on all the matters related in enhancing the quality of the Institution.

Agenda:

1. Finalization of Action Taken Report for 2015 - 2016
2. Academic and Administrative plan discussion for 2016 – 2017



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ATTENDANCE SHEET

Nature of Program: Meeting with IQAC Committee Members

Date: 02.05.2016

S.No	Name	Designation	Department	Signature
1.	Mr.A.S.R.Maheswaran	Secretary	NSCAS	
2.	Mr.B.Rajamohan	Joint Secretary	NSCAS	—
3.	Mr.S.A.Sankarakumar	President / Industrialist	TMHNU	
4.	Mr.V.Vishwanathan	Lead Auditor / External Member	TUV Rheinland, Coimbatore	
5.	Mr.K.Deepak	Auditor / External Member	TUV Rheinland, Coimbatore	
6.	Dr.S.Chitra	Principal	NSCAS	
7.	Mrs.A.Komathi	Vice Principal	CS & IT	
8.	Mrs.Susheela Sankar	Vice Principal	Mgt. Studies	
9.	Ms.A.Saranya	Head	Micro & Bio	
10.	Dr.M.Devaki	Head	Tamil	
11.	Mrs.R.Umagandhi	Head	English	
12.	Mrs.G.Mahalakshmi	Head	Commerce	
13.	Mrs.S.Devi Meenakshi	Head	Chemistry & Physics	
14.	Mrs.R.Uma	Head	CA	
15.	Mrs.V.Ananthi	Head	Mathematics	
Executive Members				

16.	Dr.K.Kanaga Lakshmi	Assistant Professor	Tamil	<i>Kanaga Lakshmi, K</i>
17.	Ms.G.Shalini	Assistant Professor	English	<i>G.Shalini</i>
18.	Mrs.T.Krishnaveni	Assistant Professor	Commerce	<i>T.Krishnaveni</i>
19.	Ms.C.Keerthiga	Lecturer	Mgt. Studies	<i>C.Keerthiga</i>
20.	Ms.G.Vijayalakshmi	Lecturer	Mgt. Studies	-
21.	Mrs.P.Meenambigai	Assistant Professor	Micro & Bio	<i>P.Meenambigai</i>
22.	Mrs.G.Krishnapriya	Assistant Professor	Chem & Phy	<i>G.Krishnapriya</i>
23.	Ms.K.Vennila	Assistant Professor	CA	<i>K.Vennila</i>
24.	Ms.J.S.Jeya Preethika	Assistant Professor	Mathematics	<i>J.S.Jeya Preethika</i>
25.	Mrs.N.Ambika Devi	Coordinator	IQAC	-
26.	Mrs.N.Nalini	Coordinator	IQAC	<i>N.Nalini</i>
27.	Ms.B.Ramya	President / Alumni	Vritcham Alumni Association, NSCAS	<i>B.Ramya</i>
28.	A.V.Dhivya	Student Representatives	II M.Sc. Microbiology	<i>A.V.Dhivya</i>
29.	P.Sugirtha Devi	Student Representatives	II M.A. English	<i>P.Sugirtha Devi</i>



S. S. M.
Coordinator
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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2015 - 2016

Date: 02.05.2016

S. No	Discussion Topic	Action Taken
1.	NAAC 1 Cycle	NSCAS has been accredited with 'A' Grade by National Assessment and Accreditation Council (NAAC) on 01.05.2015. The Peer team honored the noteworthy achievements of the college and its efforts in maintaining equality and standards in its educational activities.
2.	ISO 9001:2008 certification	In recognition of our quality management system in rendering service to the student community, TUV Rheinland Ltd an ISO certifying body has awarded us the ISO 9001:2008 certificate (Third Time) . The Recertification Audit for the continuation of the certification was conducted on 21 st and 22 nd January 2016.
3.	Awards Received	<ul style="list-style-type: none"> ❖ Consumer club of our college has received "Best Consumer Club Award - 2015" from the Department of Civil Supplies and Consumer Production Act on 29.06.2015. ❖ Our college has received "Appreciation Award" for encouraging the students to participate in more competitions for Kamarajar Birthday Celebration from Vidiyal Illakiya Mandram. ❖ Our college has received "Appreciation Certificate" for organizing Blood Donation camp from Tamil Nadu State Control Society and Tamil Nadu State Blood Transfusion Council on 15.07.2015. ❖ Our college has received "Recognition Award" for organizing Blood Donation camp from Mr.Perarasu, Film Director in Meenakshi Mission Hospital, Madurai. ❖ Our college has received "Kalam Award - 2015" for encouraging the students to participated in Essay and Verse Writing competitions in A.K.D.Dharma Raja Women's College, Rajapalayam. ❖ Our college has received "அறிவு திருக்கோயில் விருது" for encouraging the students to participate in more competitions from கலியரசர் கலைத்தமிழ்ச் சங்கம் on 04.12.2015. ❖ Our college has received the "IAB Blind Empowerment Champions 2016 – Diamond Zone" award from Indian Association for the Blind on 19th February 2016.

4.	Awards received by the faculty members	<ul style="list-style-type: none"> • Dr.S.Chitra, Principal has been awarded “Dr.Abdulkalam Gold Medal Award 2015” for outstanding excellence in the field of Social Service and Education from Global Economic Progress and Research Association on 15.10.2015. • Dr.S.Chitra, Principal has been awarded “Bharat Vidya Shiromani Award” for outstanding achievements in the field of education from International Institute of Education and Management on 18.12.2015. • Dr.S.Chitra, Principal has been awarded “பாரதிதாசன் விருது” for encouraging the students to participate in more competitions from கவியரசர் கலைத்தமிழ்ச் சங்கம் on 04.12.2015. • Dr.M.Devaki, Head, Department of Tamil has been awarded “பாரதிதாசன் விருது” for encouraging the students to participate in more competitions from கவியரசர் கலைத்தமிழ்ச் சங்கம் on 04.12.2015. • Ms.P.Karthika, Lecturer in Department of CS & IT has been awarded “Best Consumer Club Coordinator” from Department of Civil Supplies and Consumer Production Act on 29.06.2015. • Dr.A.Komathi and Mrs.Susheela Sankar, Vice Principals and Dr.A.Saranya and Dr.M.Devaki, Heads have been received “அக்னிச் சிறகு” award for participating in essay and verse writing competition on the topic “காலம் வென்ற கலாம்” for Dr.A.P.J.Abdul Kalam லட்சிய கனவு விதைப்பு விழா 2015 organized by Department of Multimedia, Alpha College of Arts and Science and Kavirasan Tamil Mandram, Porur on November 2015.
5.	National Level Achievement	<ul style="list-style-type: none"> ➤ Ms.P.S.Dhivya of III B.Sc. Microbiology won III Prize and Cash Award of Rs.7,000/- in All India Essay Contest on “Nuclear Science and Technology” organized by Department of Atomic energy, Government of India from 20th October 2015 to 30th October 2015.
6.	Infrastructure Development	<ul style="list-style-type: none"> • A new block was built and its Opening Ceremony was held on 06th May 2015. • A new administrative block was commenced by the management on 26th February 2016 for the hostel administration.

7.	Awards received by the students	<ul style="list-style-type: none"> ➤ Ms.I.Muthamil Sudar of II B.Sc. Mathematics has been awarded “இளம் கலாம் விருது - 2015” and got I Prize and Cash Award Rs.3001/- in Essay Writing Competition for Dr.A.P.J.Abdulkalam’s 85th Birthday Celebration organized by A.K.D.Dharma Raja Women’s College, Rajapalayam on 28th November 2015. ➤ Ms.S.Reeshma of III B.Sc. Chemistry has been awarded “கலாம் கவிச்சுடர் விருது - 2015” and got II Prize and Cash Award Rs.2001/- in Verse Writing Competition for Dr.A.P.J.Abdulkalam’s 85th Birthday Celebration organized by A.K.D.Dharma Raja Women’s College, Rajapalayam on 28th November 2015. ➤ 128 students have been awarded “இளங்கவி விருது”, 255 students have been awarded “இலக்கிய ஒளி விருது” and 171 students have been awarded “ஒவியக் கலைஞன் விருது” for participating in the competitions from கவியரசர் கலைத்தமிழ்ச் சங்கம் on 4th December 2015. ➤ 30 students of our college got “Appreciation Certificate” for their talents in various activities from தேனி கலை இலக்கிய மையம், தேனி on 20th December 2015.
8.	State Level Achievement	<ul style="list-style-type: none"> ➤ Ms.S.Mohana Priya of III B.Sc. (IT) is selected as a Junior Journalist and attended three days training in Aanantha Vikatan at Chennai on 6th July 2015. ➤ Ms.R.Lavanya of III BSc. (IT) won I Prize in Speech Competition at இளைஞர் எழுச்சி நூள் conducted by Educational Department at Anna University, Chennai on 15th October 2015. ➤ Ms.M.Priyanka of II B.A. Tamil got I Prize and Cash award of Rs.1,500/- in State Level Verse Writing Competition for 69th Independence Day Celebration conducted by கவியரசர் கலைத்தமிழ் சங்கம், பரமத்தி வேலூர் on 04th December 2015. ➤ Ms.G.Monisha of III B.Com. (CA) participated in State NSS Republic Day Parade Camp held at Sports Development Authority of Tamil Nadu Tennis Stadium, Nungambakkam, Chennai from 17.01.2016 to 26.01.2016.
9.	Library Resources	489 books have been purchased and 81 National and International Journals have been renewed. 4 journals have been newly subscribed.

10.	Parent's SMS communication	The electronic media was used for communication to parents. SMS related to fee payment, holidays, last working day was intimated through SMS.
11.	Chennai Flood Donations	<p>The students and faculty members contributed to the Chennai Relief Flood.</p> <p>➤ Rs.1,64,770/- was donated to the Government of Tamil Nadu on 15th December 2015.</p> <p>➤ Rs.2,000/- was donated to the Indian Red Cross Society, Tamil Nadu Branch on 29th December 2015.</p>
12.	New courses instigated	The courses instigated for the academic year 2015-2016 are B.Sc. Physics and two value added courses - Certificate Course in Yoga and Lingua Treata .
13.	Staff and student welfare	<p>➤ Safety insurance policy was arranged under the United India Insurance Company Limited, Theni. 3 students have been benefitted with the amount of Rs.1,34,569/-.</p> <p>➤ Incentives were given to the faculty members, who published their papers in journals and proceedings. 19 faculty members have been benefitted with the amount of Rs.10,750/-.</p>
14.	Results of outgone students (April 2015)	The results of the outgoing students of Under Graduate, Post Graduate and Research Scholars in April 2015 was 96.7%.
15.	University Rank	We have produced 25 Rank Holders in the academic year 2014-2015.
16.	MoUs	<p>We have 9 MoUs.</p> <ul style="list-style-type: none"> ★ MoU with Mother Teresa Women's University, Kodaikanal for DDE courses. ★ MoU with Win ways (Pvt.) Ltd, Madurai for conducting the Value Added Courses LAMP. ★ MoU with Regional Council of ICWAI, Madurai for Conducting ICWAI (Foundation) classes. ★ MoU with Kalvi Institute Pvt. Ltd., Madurai for Conducting Tally classes. ★ MoU with Developing Library Network (DELNET), New Delhi for using e-resources. ★ MoU with ICT Academy of Tamil Nadu (ICTACT). ★ MoU with NRT Hospital, Theni. ★ MoU with Shine Tech installs Digital Multimedia Language Lab Software ETNL. ★ Membership with Confederation of Indian Industry (CII).

17.	Funded UGC projects – applied	<ul style="list-style-type: none"> • Five of our faculty members applied for UGC minor research projects. • Eight students with two faculty members applied for TNSCST student project scheme.
18.	IQAC Programs	<ul style="list-style-type: none"> • IQAC organized an International Seminar on “International Research in Humanities and Science, Globalization, Context and Differences” on 13th August 2015. 260 delegates had participated in the event. • A State Level Awareness Program on “Networking of Rivers” was conducted on 7th October 2015. 291 students had participated in the event. • The cell organized a Faculty Training Program on “Computer Practice and Communication Skills” from 11th June 2015 to 19th June 2015. • A Faculty Development Program was organized on “Psychology of dealing the adolescent’s Inter and Intra Personal Complications” on 11th June 2015. • A Faculty Orientation program to the new faculty members was organized from 08th to 10th June 2015 and on 03rd and 04th December 2015. • The cell organized “Career Guidance Program” on 18th September 2015. • “NSCAS Newsletter” was published on 4th November 2015. • Parents Meet was organized on 21st and 22nd June 2015 for the parents of the fresher students.
19.	Interdisciplinary Conference	The department of Tamil and English organized a one day National Level Conference on “Knowledge of Trilingual is Ingress to All Languages” on 30 th January 2016.
20.	EDC Programs	The Department of Management Studies organized “Entrepreneurship Development Program” from 10 th August 2015 to 17 th August 2015.
21.	Student Orientation Program	<ul style="list-style-type: none"> • Placement Cell organized “Orientation Program” for I year UG, PG and M. Phil students on 24th June 2015. • The department of Commerce organized ICWAI Orientation Program on 7th July 2015. • The Value Added Course Committee organized Tally Orientation Program on 21st July 2015.

22.	Professional Development and Administrative Training Programs	<ul style="list-style-type: none"> The Computer Science laboratory organized Staff Training Program on “Hardware assembling and troubleshooting” to the new non-teaching staff members on 10th June 2016. The department of Mathematics organized Faculty Development Programme on “Mathematics - Teaching Methods” on 13th June 2015. The department of Tamil organized Faculty Development Program on “தமிழைக் கற்போம் - கற்பிப்போம்” on 27th June 2015. The department of Chemistry and Physics organized Faculty Development Program on “How to improve Research Culture on Biomaterials and Water Treatment” on 27th June 2015. The department of Management Studies organized Faculty Development Program on “Time Management” on 1st August 2015. The department of Computer Application and Computer Science and Information Technology organized Faculty Development Program on “Pre-Press Publishing” on 04th, 05th and 09th August 2015.
23.	National level achievements in Sports	The students participated in various national level sports and games and won 22 Gold Medals, 11 Silver Medals and 10 Bronze Medals . Our college got two Overall Championship Trophy in the events.
24.	Bridge Course	Bridge courses were conducted from 22 nd June 2015 to 27 th June 2015
25.	Mupperum Vizha	<p>The marvelous achievements of the Principal and the faculty members were appreciated by celebrating “முப்பெரும் விழா” by the Theni Melapettai Hindu Nadargal Uravinmurai. The celebrations of முப்பெரும் விழா were</p> <ol style="list-style-type: none"> 1. Teachers Day Celebration 2. Nationally Accredited with ‘A’ Grade by NAAC 3. Appreciation to the Principal for getting Dr.Abdul Kalam Gold Medal Award.
26.	Important Day Celebration	Day celebrations are the most extravagant on NSCAS campus. 22 day celebrations were conducted in the academic year 2015-2016.

27.	Feedback Analysis	<ul style="list-style-type: none"> ★ The overall customer feedback for the teaching learning process for the academic semester June 2015 - November 2015 is 88.9%. ★ The overall customer feedback for the supporting services for the academic semester June 2015 - November 2015 is 84.53%. ★ The overall customer feedback for the teaching learning process for the academic semester December 2015 – April 2016 is 89.88%. ★ The overall customer feedback for the supporting services for the academic semester December 2015 – April 2016 is 86.75%. ★ The parent's feedback for the academic year June 2015 – April 2016 is 86.20%. ★ The alumni feedback for the academic year June 2015 – April 2016 is 91.94%.
28.	Placement Cell	Placement cell conducted three on-campus drive and made students to participate in 7 off campuses and three training programs.
29.	Library Activities	<p>KNOWLEDGE BOARD TEST</p> <p>Knowledge Board GK Test 2015 was conducted on 24th February 2016. The General Knowledge Test assesses the skills and knowledge all students need to begin effective careers as professional educators.</p> <p>BRAIN ENIGMA'15</p> <p>"A Challenging Chaser – Quiz Competition" was conducted on 03rd March 2016.</p>
30.	IAS Guidance Cell	The cell organized one guest lecture on the topic "Indian Constitution" on 27 th November 2015.
31.	NSS Special Camp	➤ NSS students attended the special camp at Oonjampatti village from 14 th to 18 th December 2015.




Management Representative
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