

Theni Melapettai Hindu Nadargal Uravinmurai
NADAR SARASWATHI COLLEGE OF ARTS & SCIENCE, THENI



Accredited by NAAC with 'A' Grade
Approved under 2(f) and 12(B) Status of UGC
Permanently Affiliated to Mother Teresa Women's University, Kodaikanal
An ISO 9001:2008 Certified Institution



**INTERNAL QUALITY ASSURANCE CELL
CIRCULAR**

NSCAS / 17.04.2018 / IQAC 1

17.04.2018

It is informed to all the IQAC members and Heads that, Management Review Meeting for the academic semester December 2017 – April 2018 will be held on 30.04.2018 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. Presentation of input for MRM by the heads
2. Finalization of Action Taken Report for 2017 - 2018
3. Academic and Administrative plan discussion for 2018 – 2019




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ARTS & SCIENCE
VADAPUDUPATTI, ANNANJI (PO)
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ATTENDANCE SHEET

Nature of Program: Meeting with IQAC Committee Members

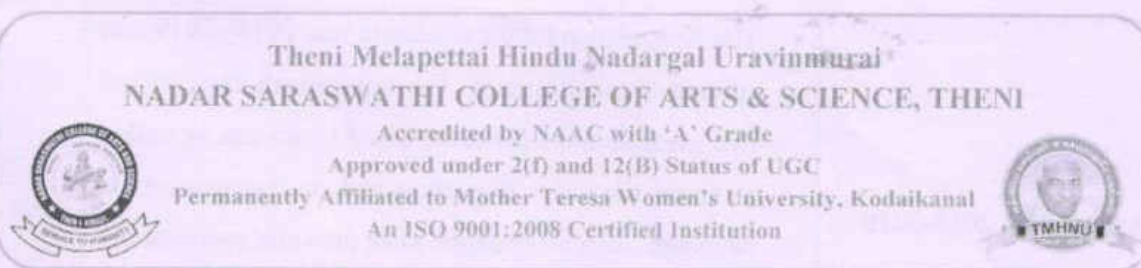
Date: 30.04.2018

S.No	Name	Designation	Department	Signature
1.	Mr.T.Rajamohan	General Secretary	TMHNU	
2.	Mr.A.S.R.Maheswaran	Secretary / Industrialist	NSCAS	
3.	Mr.C.Kaliraj	Joint Secretary	NSCAS	
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.	Mrs.M.Sathiyabama	Assistant Professor	Tamil	
17.	Ms.G.Shalini	Assistant Professor	English	
18.	Mrs.T.Krishnaveni	Assistant Professor	Commerce	
19.	Mrs.A.Mangala	Assistant Professor	Mgt. Studies	

S.No	Name	Designation	Department	Signature
	vigneswari			
20.	Mrs.P.Meenambigai	Assistant Professor	Micro & Bio	P.M.G.
21.	Ms.S.Chitra Devi	Assistant Professor	Chem & Phy	SC
22.	Mrs.A.Devibala	Lecturer	CS & IT	A
23.	Ms.K.Vennila	Assistant Professor	CA	K.Vennila
24.	Ms.R.Ramya	Assistant Professor	Mathematics	Ramya
25.	Mrs.N.Nalini	Coordinator	IQAC	N. Nalini
26.	Mrs.M.Meena	Coordinator	IQAC	Meena
27.	Ms.B.Ramya	President / Alumni	Vritcham Alumni Association, NSCAS	B. Ramya
28.	S.Raheema	Student Representatives	II M.Sc. Microbiology	Raheema
29.	N.Shanmugapriya	Student Representatives	II M.Sc. (CS & IT)	Shanmugapriya




Coordinator
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF ACADEMIC & ADMINISTRATIVE MEETING HELD ON 30.04.2018

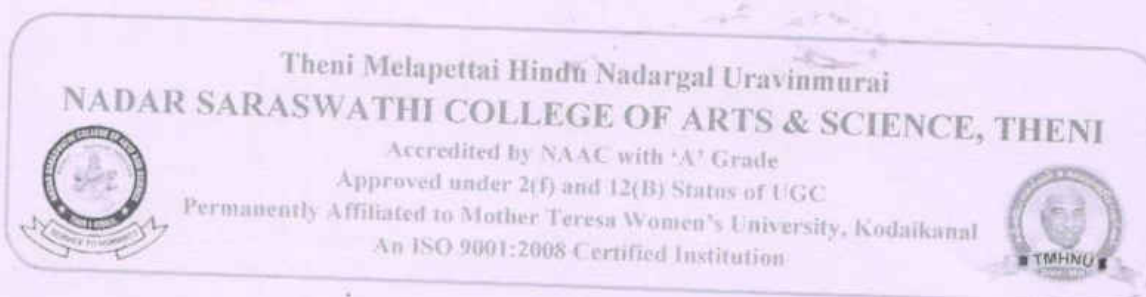
Input	MRM Called by	Dr.S.Chitra, MR	
	Meeting place and time	Kamarajar Arangam, Nadar Saraswathi College of Arts & Science, Theni at 3.00 pm.	
	Required attendees	List enclosed.	
	Required resources	Academic and Administrative Plan	
	Required resource persons	The members of the IQAC and heads of the departments.	
Discussion Topic		Decision or Action	Responsibility
Review of the Action Points from the previous meeting.		✓ The Principal welcomed the gathering and appreciated all the Heads and faculty members for their tiresome work and service rendered for the academic year 2017-2018.	-
QI	Courses to be Introduced	The new courses to be instigated from 2018-2019 was discussed. <ul style="list-style-type: none">○ M.Sc. Physics○ M.Phil. Chemistry○ B.A. History○ M.Sc. Computer Science○ M.Sc. Information Technology	
PAI	Faculty Requirement	• Faculty requirement for the departments were discussed and the appointments will be given preferably to faculty who meet the UGC requirements for the Post of Assistant Professors in various fields.	All the HoDs

QI	Annual Plan 2018-2019	<ul style="list-style-type: none"> The Annual plan for the academic year 2018– 2019 was submitted and discussed. The departments can conduct two guest lectures per semester. Alumni can be called as Guest speakers. Workshop and conferences on the need basis can be arranged after the submission of the complete plan and a discussion session with the management. 	All the HoDs
QI	IQAC Co-ordinates	<ul style="list-style-type: none"> IQAC will plan and conduct the faculty and student orientation program at the start of the academic year. The faculty development program and need based faculty training and staff training will be conducted by the IQAC. 	IQAC
QI	Bridge Course	<ul style="list-style-type: none"> Bridge Course is planned for all the fresher's to enhance the gap between school and college level studies. All the departments are asked to prepare bridge course materials and question papers to evaluate the students. IQAC will scrutinize and follow up the press work for the material preparation. 	All the HoDs and faculty members
QI	World Guinness Record	<ul style="list-style-type: none"> The management has a proposal for trying to create a World Guinness Record by a logo formation. We have to put in our utmost effort and render our cooperation in this regard. 	All the faculty members
QI / PAI	Infrastructure Facility	<ul style="list-style-type: none"> Instruments are to be purchased for the Science laboratories. Digital Library is to be replenished with new higher end systems. Office automation software and sewing machines are to be enhanced for the ensuing academic year. 	All the HoDs
PAI	Communication Skill argumentation Programs	<ul style="list-style-type: none"> The course Lingua Treata, TOEIC are to be continued and MaFoi is yet to be signed up with an MoU. And they will be handling Language enhancement programs and placement regarded programs in the VAC for the ensuing academic year. 	--

PAI	Placement Training	<ul style="list-style-type: none"> All the third UG students will be indulged in the placement training and they will be given equal opportunities to appear for on and off campus drives. 	Placement Coordinator and Trainers
PAI	Library resources	<ul style="list-style-type: none"> All the departments are asked to submit the library book requirements mentioning the increase in title numbers / new editions / new authors. 	All the HoDs and faculty members
QAI	Academic Audit	<ul style="list-style-type: none"> The academic audit for the ensuing year will be conducted in the month July 2018, September 2018, February 2019 and April 2019. The external audit for ISO 9001:2008 will be conducted in the month of November 2018. 	All the HoDs
QAI	Feedback	<ul style="list-style-type: none"> 360° feedback will be collected from the students, parents, alumni and employers for the ensuing year. For the students the feedback the software will be prepared and executed by the Department of Computer Application. 	All the HoDs and faculty members
QI	Others	<ul style="list-style-type: none"> Incentive will be given to the faculty members for those who; <ul style="list-style-type: none"> Publish their books and papers in journals and proceedings. Awarded with Ph.D. Get through SET / NET examinations. All the HODs and faculty members are asked to motivate the students to do online courses to enhance their knowledge. 	All the HoDs and faculty members




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ATTENDANCE SHEET

Nature of Program: Meeting with IQAC Committee Members

Date: 03.05.2019

S.No	Name	Designation	Department	Signature
1.	Mr.T.Rajamohan	General Secretary	TMHNU	
2.	Mr.A.S.R.Maheswaran	Secretary / Industrialist	NSCAS	
3.	Mr.C.Kaliraj	Joint Secretary	NSCAS	
4.	Mr.V.Vishwanathan	Lead Auditor / External Member	TUV Rheinland, Coimbatore	
5.	Mr.K.Deepak	Auditor / External Member	TUV Rheinland, Coimbatore	
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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.	Dr.S.Devi Meenakshi	Head	Chemistry & Physics	
14.	Mrs.R.Uma	Head	CA	
15.	Mrs.V.Ananthi	Head	Mathematics	
Executive Members				
16.	Mrs.M.Sathiyabama	Assistant Professor	Tamil	
17.	Mrs.K.Shenbaha Priya	Assistant Professor	English	
18.	Mrs.V.Sangeetha	Assistant Professor	English	
19.	Mrs.G.Amala	Assistant Professor	Commerce	

S.No	Name	Designation	Department	Signature
20.	Mrs.A.Mangala vigneswari	Assistant Professor	Management Studies	—
21.	Mrs.P.Meenambigai	Assistant Professor	Micro & Bio	
22.	Ms.S.Chitra Devi	Assistant Professor	Chem & Phy	Chitra Devi
23.	Ms.P.Nithya	Assistant Professor	CS & IT	P. Nithya
24.	Ms.K.Vennila	Assistant Professor	CA	
25.	Ms.R.Ramya	Assistant Professor	Mathematics	Ramya
26.	Mrs.N.Nalini	Coordinator	IQAC	
27.	Mrs.M.Meena	Coordinator	IQAC	Meena
28.	Ms.B.Ramya	President / Alumni	Vritcham Alumni Association, NSCAS	
29.	S.Durgha	Student Representatives	II M.Sc. Microbiology	Durgha S
30.	M.Kavitha	Student Representatives	II M.Sc. (CS & IT)	



S. S. S.
Coordinator

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ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2018 - 2019

Date: 03.05.2019

S. No	Discussion Topic	Action Taken
1.	Courses Introduced	❖ M.Sc. Physics, M.Phil. Chemistry, B.A. History, M.Sc. Computer Science and M.Sc. Information Technology were introduced.
2.	Programs Organized	❖ Conference / Seminar There is a handsome of activities carried out throughout the year for equipping the students. Two National Conferences, 3 Workshops, 3 awareness programs, 7 FDPs, 3 Exhibitions were conducted. ❖ Industrial Visits In this academic year we arranged 3 Industrial Visits to enhance the practical skills of the students. ❖ Guest lectures 41 guest lectures have been arranged by all the departments.
3.	World Guinness Record Official Attempt	A World Guinness Record on LARGEST HUMAN IMAGE OF AN EYE logo formation was tried on 12th July, 2018 on account of our Karmaveerar Kamarajar's Birthday Celebration.
4.	Aram Seivom Program – Vendhar TV	NSCAS jointly with Vendhar TV organized a television show “அறம் செய்வோம் - மாணவ மாணவியர் விவாத மேடை” on the topic “சமுதாய வளர்ச்சி சாத்தியமாவது நல்லவர்களால்! வல்லவர்களால்!” on 12.09.2018. The Chief Guest was Mrs.Jeyanthasri Balakrishnan, M.A., M.Phil., Ph.D. (English), M.Ed., M.A., Ph.D. (Tamil), Public Speaker. The programme was telecasted in the Vendhar TV on 14.10.2018, 21.10.2018, 28.08.2018, 04.11.2018 and 11.11.2018.

5.	Contribution to Social Welfare	<ul style="list-style-type: none"> ➤ NSCAS students, faculty and staff members contributed Rs.3,50,000/- to Kerala Relief Fund. ➤ They also contributed to Kaja cyclone relief fund materials of Rs.82,152. And for Kaja cyclone relief fund materials – Rice was contributed.
6.	Government Scheme Initiation	<p>☞ PMKVY</p> <p>The department of Management Studies organized “BFSI Accounts Executive Course” under Pradhan Mantri Kaushal Vikas Yojana for Technical Institution sponsored by All India Council for Technical Education (AICTE) with the fund amount of Rs.22,500/- on 27.04.2018. 20 degree holders were attended the programme.</p> <p>☞ Unnat Bharat Abhiyaan</p> <p>NSCAS initiated “Unnat Bharat Abhiyaan”, a flagship program of Ministry of Human Resource Development (MHRD) on 29th October, 2018. NSCAS have adopted the cluster of villages under this scheme are Alagarnayakanpatti, Ammapuram, Alagapuri, Gullapuram and D.Vadipatti.</p> <p>☞ Innovation Club</p> <p>NSCAS initiated “Innovation Club” under Ministry of Human Resource Development (MHRD) for Atal Banking of Institutions on Innovation Achievements (ARIIA) on 15th October, 2018.</p>
7.	Awards & Achievements	<p>☞ Mr.V.Neelamegam, Silambam Master has received “வ.உ.சிதம்பரனார் விருது” from சிவானந்த குருகுலம், தமிழ்நாடு பாரம்பரிய கலை கலாச்சார சங்கம் on 23.12.2018.</p> <p>☞ NSCAS has received “Galactic Gratitude League Award” from Kalvi Higher Education and Research Institute and Voice Training and Research Institute on 01.05.2019.</p>

8.	Infrastructure Facility	<ul style="list-style-type: none"> ✎ Thirty instruments have been purchased for Science Laboratories in the worth of Rs.6,03,508/- ✎ Fifty computer systems were purchased for Digital Laboratory of Rs.13,16,640/- and two projectors of Rs.53,400/- ✎ Office Automation Software has been installed of Rs.2,10,000/- ✎ Sewing Machine was purchased for the course, Fashion Design and Technology of Rs.1,28,000/- ✎ Eleven Green Boards, 140 set Bench and Desks, 65 Wooden Stools were purchased. ✎ Two buses were purchased. ✎ NSCAS has extended infrastructure with "Day Scholar Mess". Breakfast and lunch are sold to day scholar students and faculty members.
9.	Library Resources	<ul style="list-style-type: none"> • 598 books were purchased. • 96 journals were renewed and 5 journals were newly subscribed.
10.	University Ranks	➤ We have produced 21 Rank Holders in the academic year 2017-2018.
11.	Results of outgone students (April 2018)	The results of the outgoing students of Under Graduate, Post Graduate and Research Scholars in April 2018 was 95.47%.
12.	MoUs	<p>We have 9 MoUs;</p> <ul style="list-style-type: none"> ✎ Developing Library Network (DELNET), New Delhi for using e-resources. ✎ ICT Academy of Tamil Nadu (ICTACT). ✎ Winways Infomatics Private Ltd, Madurai for conducting the Value Added Courses Active English, LAMP and Python Programming. ✎ Shine Tech installs Digital Multimedia Language Lab Software ETNL. ✎ Manavalakkalaimandram (Arivu Thirukoil), Theni for Conducting Value Added Course Diploma Course in Yoga. ✎ EDU Panacea, Theni for conducting Value Added Course Lingua Treata. ✎ Hari Om Trust, Theni for conducting Value Added Course Certificate Course in Spoken Hindi. ✎ Voice Training and Research Pvt. Ltd., Madurai for conducting Value Added Course TOEIC, TOEFL ITP and Lingua Skills ✎ Ma Foi Strategic Consultants Pvt Ltd for conducting Placement Preparatory Program and Campus to Corporate Connect (CCC) & JRI.

13.	IQAC Programs	<p>The Internal Quality Assurance Cell organized the following programs;</p> <ul style="list-style-type: none"> ➤ IQAC jointly with Department of Computer Science and Information Technology organized an Administrative Training Programme on “Tamil Typing, MS Excel and MS PowerPoint and CorelDraw X7” for Non-Teaching Staff members on 28th July, 04th August and 11th August, 2018. ➤ Professional Development Programme on “Development of uniqueness in NAAC practice for enhancing educational excellence and Preparedness for the changing scenario in higher Education” on 19th November, 2018. ➤ Faculty Orientation Programme to the new faculty members on 12th June, 2018. ➤ Students Orientation Programme to the fresher’s on 27st July, 2018.
14.	Cleared Competitive Examinations	<ul style="list-style-type: none"> ➤ P.Revathi of III BBA has cleared National Accounting Talent – Junior Level Examination held on May, 2018. ➤ A.Abinaya of II B.Com has cleared CA Foundation Examination held on 20.07.2018. ➤ P.Princiya Evangelin of II B.Com has cleared CMA Foundation Examination held on 23.08.2018.
15.	Cleared Online Courses	<ul style="list-style-type: none"> ☞ Nine students from commerce department have cleared NPTEL Online Course on the topic “Financial Statement and Analysis” on 18.05.2018. ☞ Seven students from commerce department have cleared NPTEL Online Course in November, 2018. ☞ Three faculty members have completed online courses through NPTEL.
16.	Special Prize Achievements	<p>Students are to be appreciated for their special outputs in bringing laurels to the college.</p> <ul style="list-style-type: none"> • S.Janani of II B.A. Tamil was selected for participating in the “Training Programme for Journalist in Puthiya Thalaimurai” organized by Puthiya Thalaimurai, Madurai on 19.09.2018. • K.K.Abitha of I M.A. English attended the Internship programme organized by Eachenvillai Govt. Higher Secondary School at Kanniyakumari from 12.11.2018 to 24.11.2018. • Six students of II M.Sc. Microbiology have attended Internship Training on “Microbiological Techniques” at Theni Government Medical College Hospital, Kanavilakku from 14.05.2018 to 12.06.2018.

17.	Special Achievements Sports	<ul style="list-style-type: none"> Six students participated in the 9th International Karate Championship 2018 organized by Shito Ryu Karate School of India at Clarks Awadh (5 Star Hotel), Lucknow. The students won many prizes in the sports events at the national level. They are 8 Gold Medals, 7 Silver Medals, 4 Bronze Medals.
18.	College Journal "JOMSAH"	The college journal was published – "Journal of Management, Science and Humanities (JOMSAH)" with the two volumes June 2018 & December 2018 ISSN No.: 2395-0625. Thirteen, and twenty two research papers respectively based on Management, Science and Humanities have been published.
19.	Publication of proceeding	<p>We have published one proceeding in this academic year.</p> <ul style="list-style-type: none"> The department of Chemistry and Physics has published International Conference Proceedings with the ISBN No.: 978-93-87871-88-5 on September, 2018. Seventeen research papers have been published in it.
20.	Faculty Welfare	<p>Incentives were provided to the faculty members for those who published their books and papers in journals and proceedings.</p> <ul style="list-style-type: none"> Dr.S.Devi Meenakshi, Head and Assistant Professor, Department of Chemistry and Physics has published a book on the topic "Corrosion Resistance of Rebar Steel in Simulated Concrete Pore Solution" published by LAP LAMBERT Academic Publishing, Germany in the month of August, 2018. Dr.D.Thalaiselvi, Assistant Professor, Department of Tamil has published a book on "வரைச்சிலம்பு" published by துளசி பதிப்பகம், தேனி on 24th September, 2018.
21.	Faculty Served as Resource Person	Ten faculty members have acted as a resource person and judges in various events
22.	Placement Cell	Placements cell organized various programs as an off campus, an on campus drive, a soft skill training programme, a power seminar and two career guidance programmes for the benefit of the students.
23.	Library Activities	<ul style="list-style-type: none"> Knowledge Board GK Test was conducted on 25th March 2019. Brain Enigma - "A Challenging Chaser – Quiz Competition" was conducted in March 2018.

24.	Club Activities	<p>In this Academic Year, the following social service rendering activities are carried out by various clubs.</p> <p>The team organized Swachh Pakhwara Campaign, Open Defecation Free, cleaning at our campus, Temple and welfare agencies, training programme on "Disaster Management", blood group identification camp, Pen sales, Joy of Giving, one awareness programmes, two guest lectures, nine day celebrations, ICTC Visit, one rally, one voter id registration camp, etc., NSS Students attended special camp at Vadapudhuatti, Ammapatti, Ammapuram, Madhurapuri villages from 15.12.2018 to 21.12.2018. Tree Plantation, Data Collection, Field Visit to Farming area, Drama on Eradication of Plastics, competitions like Slogan Writing, Poster Making and Drawing on the theme Competitions on Eradication of Plastics, Guest Lectures, Temple Cleaning, Exhibition on Creating Awareness among Customers, Nutritional Food and self-employment and Rally.</p>
25.	IQAC Newsletter.	Two Issues of IQAC Newsletter were released.
26.	Suvadugal	College magazine "Suvadugal" was released in the college day.
27.	AQAR submission	AQAR 2017-2018 was uploaded in the College website on 27.09.2018.
28.	NIRF Submission	NIRF 2017-2018 was uploaded in the College website on 30.11.2018.
29.	Fund Applications	Applied for three " DST – FIST project PG College Level O " for Microbiology, Biochemistry and Chemistry Laboratory under the division R & D Infrastructure to Ministry of Science and Technology, Government of India on 14 th June, 2018.
30.	Funded Programs Organized	<p>☞ The department of Chemistry and Physics & Mathematics organize National Science Day and Mathematics Day for school students sponsored by Tamil Nadu State Council for Science and Technology (TNSCST) with the fund amount of Rs.1,80,000/- on 7th and 8th December, 2018. Quiz, Exhibition, Popular Lectures and Workshops were conducted. Totally 404 students were participated in National Science Day and 523 students were participated in National Mathematics Day. Totally 23 schools were participated in the programme.</p>
31.	Academic audit.	Department-wise academic audit was done twice in a semester.

32.	Evaluation System Feedback	<p>Evaluation on academic, supporting services, parents, alumni and employer were done.</p> <ul style="list-style-type: none"> ★ The overall customer feedback for the teaching learning process for the academic semester June 2018 - November 2018 is 93%. ★ The overall customer feedback for the supporting services for the academic semester June 2018 - November 2018 is 85.09%. ★ The overall parent's feedback analysis (June 2018 – November 2018) is 88.64%. ★ The overall alumni feedback analysis (June 2018 – November 2018) is 90.75%. ★ The overall customer feedback for the teaching learning^f process for the academic semester December 2018 – April 2019 is 91.68% ★ The overall customer feedback for the supporting services for the academic semester December 2018 – April 2019 is 89.27%.
33.	Environment Awareness Programme	<ul style="list-style-type: none"> ➤ Rally on “World Population Day”. ➤ Nilavembu Kasayam distribution was distributed to the students, faculty and non-teaching staff members. ➤ Rally on “Dengue Awareness was done at Vadaputhupatti. ➤ National level training program on “Disaster Management”.




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