

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, Kodalkamal  
An ISO 9001:2015 Certified Institution



**INTERNAL QUALITY ASSURANCE CELL**

**CIRCULAR**

**NSCAS /11.11.2019/ IQAC/1**

**14.11.2019**

It is informed to all IQAC members and Heads that Management Review Meeting for the academic semester June 2019 – November 2019 will be held on 14.11.2019 at 3.00 pm in the Kamarajar Arangam. It is our privilege to invite you for the meeting to have a valid discussion and share your news on all the matters related in enhancing the quality of the institution.

**Agenda**

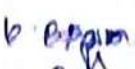








1. Presentation of Input for MRM
2. Finalization of action taken report for Odd semester of 2019 – 2020
3. Academic and Administrative plan discussion for Even semester of 2019 – 2020

**COORDINATOR**

  
**PRINCIPAL**

**To**

**Departments:**

1. Head, Department of Tamil 
2. Head, Department of English 
3. Head, Department of Commerce 
4. Head, Department of Management Studies 
5. Head, Department of Microbiology and Biochemistry 
6. Head, Department of Chemistry & Physics 
7. Head, Department of Computer Science and Information Technology 
8. Head, Department of Computer Application and History 
9. Head i/c, Department of Mathematics 

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## ATTENDANCE SHEET

**Nature of Program:** Meeting with IQAC Committee members **Date:** 14.11.2019

S.No	Name	Designation	Department	Signature
1.	Mr.C.Kaliraj	Secretary/ Industrialist	NSCAS	
2.	Mr.K.Vanniyarajan	Joint Secretary	NSCAS	
3.	Mr.K.Subburaj	Joint Secretary	NSCAS	
4.	Mr.Veerumandi	Auditor	BMQR	T. Veerumandy
5.	Dr.S.Chitra	Principal	NSCAS	
6.	Dr.A.Komathi	Vice Principal	NSCAS	
7.	Mrs.Susheela Sankar	Vice Principal	NSCAS	
8.	Dr.A.Saranya	Head	Micro & Bio	
9.	Dr.M.Devaki	Head	Tamil	
10.	Mrs.R.Umagandhi	Head	English	
11.	Mrs.G.Mahalakshmi	Head	Commerce	
12.	Dr.S.Devimeenakshi	Head	Chem & Phy	
13.	Mrs.R.Uma	Head	CA	
14.	Mrs.K.Sivakami	Head (i/c)	Maths	
<b>Executive Members</b>				
15.	Mrs.M.Sathyabama	Asst.Professor	Tamil	
16.	Mrs.K.Shenbaha Priya	Asst.Professor	English	
17.	Mrs.V.Sangeetha	Asst.Professor	English	
18.	Mrs.G.Amala	Asst.Professor	Commerce	
19.	Dr.R.Mithiya	Asst.Professor	Mgt.Studies	
20.	Mrs.R.Nithya	Asst.Professor	Micro & Bio	
21.	Mrs.G.Baby Sri Pratha	Asst.Professor	Chem & Phy	
22.	Ms.P.Nithya	Asst.Professor	CS & IT	
23.	Mrs.K.Vennila	Asst.Professor	CA	

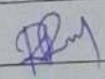
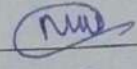
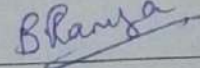
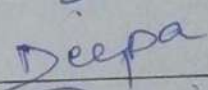
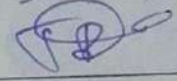


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24.	Ms.R.Ramya	Asst.Professor	Maths	
25.	Mrs.M.Meena	Coordinator	IQAC	
26.	Ms.B.Ramya	President/Alumni	Virutcham Alumni Association, NSCAS	
27.	Ms.Deepa	Student Representative	II M.Sc Microbiology	
28.	Ms.T.Deepika	Student Representative	II M.Sc IT	

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**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF MANAGEMENT REVIEW MEETING HELD ON 14.11.2019**

<b>Input</b>	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	Input for MRM and Power point presentations of various functional areas.		
	Required resource persons	The members of the management and all the faculty members.		
<b>Quality Initiatives</b>	<b>Discussion Topic</b>	<b>Decision or Action</b>	<b>Due Date Timeline</b>	<b>Responsibility</b>
	➤ Review of the Action Points from the previous meeting.	The Principal welcomed the gathering and the management appreciated the steadfast work done for the odd semester 2019 -2020.	-	-
	Development Programs	✓ Professional Development Programme on "Role of Teachers in Higher Education"		All the faculty members
<b>Quality Assurance Initiatives</b>	Customer feedback for each functional area	★ The overall customer feedback for the teaching learning process for the academic semester June 2019 – November 2019 is <u>92.24%</u> . ★ The overall customer feedback for the supporting services for the academic semester June 2019 – November 2019 is <u>81.31%</u> . The heads of the functional areas have to take due steps to improve student satisfaction.		



	<ul style="list-style-type: none"> <li>➤ Results of Quality Audits - Internal Quality Audit 4/2019 held on 09.10.2019.</li> </ul>	<p>There were no NCs identified in the Audit No. 4/2019.</p> <ul style="list-style-type: none"> <li>★ The heads of functional areas must closely monitor the department activities to ensure that Opportunity for Improvement (OI) do not occur.</li> </ul>		All the faculty members
Quality Assurance	<ul style="list-style-type: none"> <li>➤ Result analysis for April 2019</li> </ul>	<ul style="list-style-type: none"> <li>➤ The overall pass percentage of the students for April 2019 92.88 is %.</li> </ul> <p>All the teaching faculty members must take due steps on the slow learners and increase their excellence in studies.</p>		All the faculty members
	<ul style="list-style-type: none"> <li>➤ Special Achievements - Students</li> </ul>	<ul style="list-style-type: none"> <li>➤ Two students have won first prize in poster presentation in National level symposium.</li> <li>➤ Three students received first prize and third prize with cash award for Tamil poetry and Oratorical competition conducted by Tamil Valartchi thurai, Theni.</li> <li>➤ Two students received second prize and third prize with cash award for Oratorical and Tamil poetry competition conducted by Murasoli Arakattalai, Theni.</li> </ul>		--
Post accreditation quality initiatives	<ul style="list-style-type: none"> <li>❖ Programmes Organized</li> </ul>	<p>The departments have conducted various programs like guest lectures, national conference, seminars, etc. They are;</p> <ul style="list-style-type: none"> <li>• International Seminar – 1</li> <li>• International Popular Lecture Series - 1</li> <li>• National Conference – 1</li> <li>• State level Seminar – 1</li> <li>• State level Workshop – 1</li> <li>• Awareness programs - 1</li> <li>• Interdepartment Competition – 1</li> </ul>		All the faculty members
	<ul style="list-style-type: none"> <li>❖ Library resources to be enriched</li> </ul>	<ul style="list-style-type: none"> <li>• Library has subscribed 108 National and International Journal for Rs.1,32,730/-</li> </ul>		--
	<ul style="list-style-type: none"> <li>❖ Recruitment of qualified faculty as per UGC guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>		HoDs

Suggestions made by the Senior Management	Improve Teaching & Learning Process along with Teacher Quality.	<ul style="list-style-type: none"> <li>• All the department faculty members have to take steps to publish more papers in International / National level journals which in turn would improve their self-efficiency.</li> <li>• Faculty members are motivated to register their doctoral degree.</li> <li>• All the department faculty members have to take due steps to apply for funded research projects to various agencies which in turn will improve the quality of research.</li> <li>• Necessary steps have to be taken to improve the library usage by the faculty members and students.</li> <li>• All the department faculty members have to take due steps to teach some moral values to the students.</li> </ul>		All the faculty members
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 Management Representative



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ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2019 – 2020

Date: 14.11.2019

S.No	Discussion of the Topic	Action Taken
1.	Courses Introduced	➤ B.Sc Zoology affiliated to the Mother Teresa Women's University, Kodaikanal has been initiated from this academic year 2019 – 2020.
2.	Awards received	<ul style="list-style-type: none"> <li>➤ NSCAS has received ISO 9001:2015 certification from BMQR on November 2019.</li> <li>➤ NSCAS received Silver Zone Awards in IAB Blind Empowerment Championship 2020 organized by Indian Association for the Blind.</li> </ul>
3.	Programs Organized	<ul style="list-style-type: none"> <li>➤ Conference/Seminar Handsome of activities were carried out throughout the year for equipping the students. One International conference, Two National level conference, Two state level seminar, One International level seminar, Three State level Workshops, Four Innovation cell Leadership talk, One International level Popular Lecture series, One Hands on training programme and One Awareness camp, Eight FDPs were conducted.</li> <li>➤ Industrial Visit 14 industrial visits and 1 Educational tour were arranged to enhance the student's practical skill.</li> <li>➤ Guest Lectures 23 Guest speakers were invited for lectures from various departments to improve the student's skill on current scenario.</li> </ul>
4.	Day Celebrations	➤ 6 Special days like Independence Day, Commerce Day, World Entrepreneur's Day, Teachers Day, Nutritional Week and Ozone

		day were observed by various departments to create the awareness to the students regarding their importance.
5.	Funds Received	➤ Mrs.Susheela Sankar, Head of Department of Management Studies received a grant of Rs.1,10,250 for Research Project from Pondicherry University on the topic "Swot analysis for Academicians – With Special Reference to Theni District of Tamilnadu" on October 2019.
6.	Library resources	➤ 838 books have been purchased and 108 National and International Journals have been subscribed at the cost Rs.3,05,885 and Rs.1,46,230 respectively for this academic year.
7.	Library activities	➤ Library has conducted awareness programme on Utilization of Library resources for Nadar Saraswathi CBSE school students on 13.07.2019.
8.	Infrastructure development	<ul style="list-style-type: none"> <li>➤ Adobe software of worth 1,60,194 was purchased for Computer Science Laboratory.</li> <li>➤ HP Laser Printer 1020 plus of worth Rs.20,400 was purchased for Computer Science Laboratory.</li> <li>➤ HP Laptop was purchased of worth Rs.46,500</li> <li>➤ Michelson Interferometer was purchased for Science Laboratory in the worth of Rs.39,978.</li> <li>➤ Lever, Auxanometer, Kuhne on Wooden Stand, Fermentation, Ganong S Light Screen, Ganong photo meter were purchased for Science Laboratory of worth Rs.13,747.</li> <li>➤ A LG refrigerator was purchased in the worth of Rs.20,000</li> </ul>
9.	Management contribution to students	➤ For the welfare of students Management has contributed Rs.23,580 and Rs.1,03,105 for 3 sports achievers and 12 economically weak students respectively
10.	Bi-annual Journal & Proceeding publication by NSCAS	<ul style="list-style-type: none"> <li>➤ NSCAS has published bi-annual journal called Journal of Management, Science and Humanities (JOMSAH). June volume 2019 published Eight research papers - ISSN: 2395- 0625.</li> <li>➤ NSCAS has published 3 proceedings in this academic year.</li> </ul>
11.	MoUs	<p>NSCAS have 9 MoUs</p> <ul style="list-style-type: none"> <li>➤ Developing Library Network (DELNET), New Delhi for using e-resources.</li> <li>➤ ICT Academy of Tamilnadu (ICTACT)</li> </ul>



		<ul style="list-style-type: none"> <li>➤ Winways Informatics Private Ltd, Madurai for conducting the Value Added Courses - Active English, LAMP and Python Programming.</li> <li>➤ Shine Tech installs Digital Multimedia Language Lab Software ENTL.</li> <li>➤ Manavalakkalaimandram (Arivu Thirukovil), Theni for conducting Value Added Courses – Yoga.</li> <li>➤ EDU Panacea, Theni for conducting Value Added Course - Lingua Treata.</li> <li>➤ Hari OM Trust, Theni for conducting Value Added Course - Certificate Course in Spoken Hindi.</li> <li>➤ Voice Training and Research Pvt.Ltd., Madurai for conducting Value Added Course - TOEIC, TOEFL ITP and Lingua skills.</li> <li>➤ Ma Foi Strategic Consultants Pvt Ltd for conducting Placement Preparatory Program and Campus to Corporate Connect (CCC) &amp; JRI.</li> </ul>
12.	University Ranks	➤ NSCAS produced 30 Rank Holders in the academic year 2018 – 2019.
13.	Results of Outgone Students (April 2019)	➤ The results of the outgoing students of Undergraduate, Postgraduate and Research Scholars was 94.91%.
14.	Faculty participation & Achievements	<ul style="list-style-type: none"> <li>➤ 8 faculty members of NSCAS acted as a resource person in various institutions.</li> <li>➤ 12 faculty members presented paper/poster in various programmes conducted by various institutions.</li> </ul>
15.	Book Publication	➤ Mrs.J.Malarvizhi of Management Studies has published a book on the title “Muyartchiai Muthanmaipaduthu”.
16.	Paper publication in Journals and Proceedings	➤ NACAS faculty members published 25 and 8 papers in various reputed journals and proceedings respectively.
17.	NPTEL exam	➤ 19 faculty members cleared NPTEL course during September 2019 to November 2019.
18.	IQAC Programs	➤ IQAC has organized Faculty Orientation Programme and Faculty Training Programme for new teaching faculty members.



19.	Cleared competitive exams	<ul style="list-style-type: none"> <li>➤ 13 students of NSCAS cleared NPTEL online exam on various disciplines during November 2019.</li> <li>➤ 2 students of Chemistry department has selected for the post of GDS BPM.</li> <li>➤ M.Ruba of III B.Com CA 'A' has cleared CA foundation course exam on 13.10.2019.</li> <li>➤ 6 of our Alumni students has cleared PMKVY exam conducted on 20.06.2019 and 09.08.2019.</li> </ul>
20.	Special awards in Kalasangami	<ul style="list-style-type: none"> <li>➤ In this academic year NSCAS has initiated special awards for the students who have achieved in their extra-curricular activities through Kalasangami.</li> <li>➤ K.Lavanya of I BBA - Kalaitharakai award</li> <li>➤ M.Ragavi of II M.Sc Microbiology - Kalaitharani award</li> <li>➤ S.B.Sowndarya of I M.A English &amp; R.Thangam of I B.Com - Kalaithendral award</li> <li>➤ E.Gowsalya of II M.Com, K.Madhumitha of III B.Sc IT and R.Priti of I B.Sc Microbiology - Best individual performer award</li> </ul>
21.	Laurels of our students in Co-curricular & Extra-curricular activities	<ul style="list-style-type: none"> <li>➤ D.Maheswari of II M.A Tamil won I Prize of Rs.10,000 in Tamil verse writing and M.Ragavi of II M.Sc Microbiology won III Prize of Rs.5000 in Tamil oratorical competition conducted by Tamil valartchi thurai, Theni.</li> <li>➤ 6 students have participated and won I place in "22<sup>nd</sup> All India Karate and Kung-Fu Championship – 2019" organized by National Shotokan Karate Federation at Periyapavadi Sengundhar Thirumana Mandapam, Namakkal.</li> <li>➤ Six students have participated and won prizes in "9<sup>th</sup> South India level all style Karate and Kung-Fu champ – 2019" organized by J.A.Shito – Ryu Sports &amp; Karate – Do Association at Layola Composite PU College, Bangalore.</li> <li>➤ Eight students have participated and won prizes and Good Lift award in "2<sup>nd</sup> Tamilnadu State Intercollegiate Power lifting championship 2019" organized by Tamil Nadu Powerlifting association and Sree Shakthi Institution of Engineering and Technology, Coimbatore.</li> </ul>



		<ul style="list-style-type: none"> <li>➤ 54 students have participated and won prizes in MTWU Intercollegiate tournament organized by Mother Teresa Women's University, Kodaikanal.</li> </ul>
22.	Placement cell activities	<ul style="list-style-type: none"> <li>➤ Career guidance programme for students was conducted on 30.08.2019 &amp; 13.09.2019</li> <li>➤ Pre placement training programme for students was conducted on 10.09.2019</li> </ul>
23.	Club activities	<p>In this Odd semester of 2019 – 2020 has conducted various Programmes through various clubs</p> <ul style="list-style-type: none"> <li>➤ NSS has conducted Swachhta Pakhwara Introduction, Campus cleaning, Door to Door Campaign and cleaning programme at Vadaputhupatti, Cleanliness at Welfare Agencies program at Karunai Illam, Clean Institution declaration programme, rally on the topic Eat well and Live Well, National Nutrition Month – Oath celebration, Swachhata Hi Seva – 2019 was celebrated by collecting Plastics in NSCAS campus, Youth awakening day celebration, National Unity day pledge taken, Constitution day.</li> <li>➤ Consumer club has organized Awareness programme on GAS, Field visit to TAT bulk, National consumer day celebration.</li> <li>➤ YRC has conducted Field visit, Sadbhavana Diwas, Awareness programme to school children on the topic "Safety and healthy life"</li> <li>➤ Green club organized field visit to Horticulture college and Research centre, Periyakulam</li> <li>➤ RRC organized cleaning programmes under Swachhta Pakhwara scheme.</li> <li>➤ All clubs jointly organized International Drug Abuse day, World population day, National deworming day, Fit India movement programme, Awareness programme under the topic enhancing physical and mental health for younger generation, Mahatma Gandhiji 150<sup>th</sup> Birthday celebration, Vigilance awareness week, World AIDS day by LOGO Formation and Mass Facial Painting.</li> </ul>
24.	IQAC Newsletter	June 2019 to November 2019 have to be released in December 2019 newsletter
25.	Suvadugal	College magazine suvadugal will be released in College Annual Day

26.	AQAR preparation	AQAR for 2018 – 2019 preparation is going on
27.	SSR Preparation	SSR for NAAC second cycle preparation is also going on.
28.	NIRF submission	NIRF was uploaded for the academic year 2018 -2019 on 19.12.2019
29.	Academic audit	Two academic audit was conducted for this semester