

# Marudhar Kesari Jain College for Women, Vaniyambadi



*Meeting Minutes 2006 - 2007*

*17.11.2006*

## **I. Call to order**

Ms. A. Dhanalakshmi, Head, Department of Commerce called to order the regular meeting of the NAAC - IQAC at 2.00pm on 17.11.2006 in Seminar Hall.

## **II. Roll call**

Dr. D. Karunakaran, Principal conducted a roll call. The following persons were present:

- a) Head of the Departments
- b) Management members

## **III. Approval of minutes from last meeting**

Ms. A. Dhanalakshmi read the minutes from the last meeting and recommendations of the NAAC peer team. The minutes were approved as read.

## **IV. Open issues**

- a) Initially Dr. D. Karunakaran apprised about the award of NAAC Grade on seven aspects, and also explained the related issues.
- b) IQAC members selected
- c) Action plan for the year were discussed
  - To provide knowledge based education and training in skill based courses in addition to conventional degree
  - Encouraging students to participate/ present papers in seminar, symposium and workshops
  - To pursue research skill in almost all department students and staff through conducting seminars and guest lectures organized by outside organization
  - Encouraging students to participate in extension programme and co- and extra curricular activities

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- To offer employment oriented course to the students by the introduction of value addition course
- d) The following major recommendations and observation listed by the peer team were explained.
- The college general library needs strengthening.
  - The establishment of a full-fledged career guidance cell providing information and guidance relating to various educational opportunities is very necessary. Similarly the placement cell may also be strengthened.
  - Some more academicians and educationists in their Academic Advisory Bureau must be added up.
  - Explore the possibility of introducing courses in emerging areas like Biotechnology, Microbiology, Fine arts etc.
  - Hostel facility to be strengthened
  - Proficiency in English language has become a necessity for students aspiring to work at national and international levels.
  - Enrollment in some courses is not encouraging. At present very few students are enrolling for M.C.A and M.Sc.(Computer Science) courses. Similarly, B.Sc. (Interior Design & Décor) has also very limited enrollment.
  - The alumni association may be strengthened. This can be done by keeping track of every outgoing student by the respective departments.
  - Full use of E-mail facility may be made in this regard by the departments and the past students.
  - The Management may explore the possibility of starting NCC unit in the college.
  - The need and desirability of providing the Gym in the college premises may also be examined.

## **Marudhar Kesari Jain College for Women, Vaniyambadi**



### **V. New business**

#### a) Remedial measures

- The library will be strengthened by purchasing more number of books
- Placement cell will be strengthened
- New courses will be started
- The reasons for low enrollment may be analyzed and necessary remedial steps may be taken.
- Appointing a committee will strengthen the alumni association.

### **VI. Adjournment**

Ms. A. Dhanalakshmi adjourned the meeting at 4.05pm.

Minutes submitted by : Ms. A. Dhanalakshmi

Minutes approved by : Dr. D. Karunakaran

# Marudhar Kesari Jain College for Women, Vaniyambadi



## *Composition of members*

As on 17.11.2006

1. Chairperson : Dr. D. Karunakaran
2. Coordinator : Ms. A. Dhanalakshmi
3. Team members :
  - i. Ms. I. Angeline Nirmala
  - ii. Ms. S. Sujatha
  - iii. Ms. V. Shenbagapriya
  - iv. Ms. S. Celine
  - v. Ms. S. Vijayalakshmi
  - vi. Ms. D.Chitra
4. Members from management
  - i. Sri C.Lickmichand Jain, Secretary
  - ii. Sri D.Uthamchand Jain, Joint Secretary
5. Nominee from the local society
  - i. Dr.Ambika, GH, Vaniyambadi
6. Administrative Officer
  - i. Mr. L. Krishnan

# Marudhar Kesari Jain College for Women, Vaniyambadi



## *Exit Meeting*

*16.04.2007*

### **I. Call to order**

Ms. A. Dhanalakshmi, Head, Department of Commerce called to order the regular meeting of the NAAC - IQAC at 10.00am on 16.04.2007 in Seminar Hall.

### **II. Roll call**

Dr. D. Karunakaran, Principal conducted a roll call. The following persons were present:

- a) Head of the Departments
- b) Management members
- c) IQAC members

### **III. Approval of minutes from last meeting**

Ms. A. Dhanalakshmi read the minutes from the last meeting. The minutes were approved as read.

### **IV. Issues on Discussion**

- a) Submission of IQAC report for the year 2006-07. Ms.A.Dhanalakshmi, coordinator submitted the IQAC report to the Principal
- b) All the relevant steps to implement the discussed plans where taken and which is reflected in the input submitted.

### **V. Adjournment**

Ms.A.Dhanalakshmi adjourned the meeting at 11.00am.

Minutes submitted by : Ms. A. Dhanalakshmi

Minutes approved by : Dr. D. Karunakaran

# Marudhar Kesari Jain College for Women, Vaniyambadi



## The Annual Quality Assurance Report (AQAR) of the IQAC

Name of the Institution: **Marudhar Kesari Jain College for Women, Vaniyambadi**

Year: **2006 – 2007**

### Part A

The Plan of the action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

1. To provide knowledge based education and training in skill based courses in addition to conventional degree
2. Encouraging students to participate/ present papers in seminar, symposium and workshops
3. To pursue research skill in almost all department students and staff through conducting seminars and guest lectures organized by outside organization
4. Encouraging students to participate in extension programme and co- and extra curricular activities
5. To offer employment oriented course to the students by the introduction of value addition course

All the relevant steps to implement the above plans were taken and which is reflected in the input submitted below

### Part B

#### 1. Activities reflecting the goals and objectives of the institution

- The goals and objectives of the institution is to create and sustain a community to learning in which students acquire knowledge and keen to apply it professionally with due consideration for ethical and economical issues.
- To achieve these goals and objective, the value addition courses and training in skill based courses were given to enable the students to pursue the degrees

# **Marudhar Kesari Jain College for Women, Vaniyambadi**



## **Our Mission**

The Trust invoked, inter alia, the following twin as part of their mission in the field of higher education for rural women.

- To develop a premier center of excellence for women emancipation and empowerment.
- To establish an educational institution to impart formal education blended with quality, innovation and social relevance.

## **Our Vision**

To ensure the achievement of the above said mission, the college invoked the following vision to pursue.

- To offer skill and value-based higher education and generate worthy human capital out of the rural population.
- To offer opportunities to identify the latent talents in the students and teachers and help them self-actualize their potentials.
- To upgrade the quality of life of the rural and semi-urban women in and around Vaniyambadi, thereby contributing to the development of the socio-economic status of women.

## **Career Guidance Cell**

Organize pre placement training on soft shells, Campus recruitments, Industrial Visits and projects for students.

## **Grievance Cell**

Establishes a support between the students and the staff and it strives for elimination of unfair atmosphere, a suggestion box is kept for this purpose.

## **Examination Cell**

Comprises the teaching faculty to decide the scheme of examination and submission of terminal examination & monthly test marks and report sheets.

## **Marudhar Kesari Jain College for Women, Vaniyambadi**



### **Progress Report**

Tests and terminal examinations are conducted regularly for students. Model Examination is conducted before University Examination and the results are sent to their parents. Failed students are offered model reexamination. Unless they pass in that examination they are not permitted to write the ensuing University Examinations. This practice brings a good result in University Examinations.

### **Identity Card**

Laminated Identity Card is supplied soon after admission for the full period of study subject to production on demand at any time.

### **Library**

- The library, the wonderful place, is open to all members of the college on every working day. Every student, on being enrolled in the college becomes a member of the college library.
- Strict silence shall be observed in the library.
- No member shall take any printed book or notebook into the library without the permission of the Librarian.
- Each member is allowed to borrow two books at a time. Two borrower's tickets will be issued to each member. If a borrower's ticket is lost, the member has to report the loss to the librarian immediately in writing. A duplicate ticket will be issued on payment of Rs 10/- (ten rupees)
- Books must not be marked or defaced. The pages should not be earmarked. Students should examine each book before borrowing it and report to the librarian any damage found therein.
- Periodicals placed on the magazine racks should not be mishandled and should be replaced on the racks after use.
- Reference books and periodicals will not be loaned, but will be available for reference within the library.



## **Marudhar Kesari Jain College for Women, Vaniyambadi**



- Overdue charges at Re 1/- per day shall be imposed for each day book is overdue. Absence from the college shall not be admitted as an excuse for delay in returning a book.
- The Librarian may recall any book at any time even before the expiry of the normal period of the loan.
- If a member has lost or damaged one book of a set, the whole set has to be replaced by the member.
- No member of the staff or student is allowed to lend the library books to any one in or outside the college.
- Any book, which is in great demand, shall be lent only for three days.
- Library books and library tickets must be returned to the Library at the end of the academic year, on the date specified by the Librarian.

### **Laboratory**

- Lab Time 9.00 am to 3.00 pm
- Well-equipped air-conditioned laboratories.
- Multimedia systems with Internet Access.
- The Lab contains, 5 servers, 183 Systems with 25 printers.
- U.P.S with a capacity of 35KVA
- Microprocessor laboratory

### **Physical Education**

Physical Education is an integral part of the college curriculum. Every student must undergo the course of physical training prescribed by the college or be a member of N.S.S. The students' attendance and progress certificate will not be complete without 75% attendance in the physical education classes or N.S.S activities.

### **N.S.S**

Our college has two units of National Service Scheme with two programme officers and with 200 volunteers. The activities of N.S.S have two spheres i.e., regular and special camp activities.

## **Marudhar Kesari Jain College for Women, Vaniyambadi**



### **Bus-Facilities**

Four buses are operated on all working days from Tirupattur, Vaniyambadi and Ambur, with regular boarding stages on the way to college. The bus fare will be collected from each student yearly on the stipulated date.

### **Hostel**

Separate hostel accommodation with all amenities is provided. Healthy Vegetarian food is served to the hostel inmates.

### **Canteen**

A canteen is functioning to cater to the needs of the staff and students.

### **University Examinations**

A Student will be eligible to appear for the University examinations, if,

- She has put in the requisite 75% attendance
- Her conduct and progress in studies during the year have been satisfactory and
- She has paid all the fees and arrears of fines and has obtained a “no Dues” clearance from the respective heads of departments.

### **Project Work & Industrial Training**

The students of Business Administration, Computer Science and Computer Applications take up project work in different companies outside the campus, under the guidance of the faculty members to gain adequate knowledge. Commerce & Management students go for Industrial Training & Bank Training to equip themselves in their subjects.

### **2. New Academic programmes initiated (UG & PG)**

A proposal for starting B.A English literature, B.Sc Bio Technology and M.Sc Bio Chemistry was submitted to the University

## **Marudhar Kesari Jain College for Women, Vaniyambadi**



### **3. Innovations in curricular design and transactions**

The institution follows the syllabus prescribed by the Thiruvalluvar University

The college gives in value addition courses to all the students

- English : Communication Skills
- Mathematics : Basic Mathematics
- Computer Science : Microsoft Office
- Computer Application : Multimedia and its Applications
- Commerce : Yoga and Tally
- Business Administration : Management Skills
- Interior Design & Décor : Handicrafts and Nutrition

### **4. Interdisciplinary Programmes started**

Necessary academic main and allied subjects are handled by the inter departments.

- English, Tamil, Urdu and Hindi languages are handled by the respective department for all the departments
- Department of Mathematics is handling allied subjects for B.Sc Computer Science, BCA and MCA
- Department of Computer Science is handling allied subjects for B.Sc Mathematics, BBA and B.Sc Interior Design and Décor
- Department of Commerce is handling allied subjects for BBA, BCA and MCA

### **5. Examination reforms implemented**

Under University pattern no change can be introduced in the University pattern of question setting and conduction of examination

### **6. Number of candidates qualified Net/SLET**

One candidate has qualified her Net examination

## Marudhar Kesari Jain College for Women, Vaniyambadi



### 7. Initiative towards faculty development programmes

On 27th October 2006, Center for training in culture and creativity, Chennai, has conducted workshop on creative problem solving and personality development for teachers. This programme was useful to all the faculty members.

### 8. Total number of seminar and workshops conducted / attended

Date	Department	Competition & Topic
30/07/06	Mathematics	Drawing Competition
05/10/06	Mathematics	Special meeting in importance of statistical aspects
10/10/06	Mathematics	Quiz Competition
01/12/06	Mathematics	Inter School Competition
27/09/06	Biochemistry	Biochemistry is mother of all disciplines
02/08/06	Business Administration	Business Environment
16/10/06 17/10/06	Business Administration	Sales promotion competition

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05/12/06	Business Administration	Advertising Management
08/01/07	Business Administration	Job Evaluation & Art of living
22/11/06	Business Administration	National conference on Paradise shifts in Advertisement, Future of Advertisement in print media Challenges
08/06/06	Computer Science and Computer Applications	Inter Hardware demo
21/06/06	Computer Science and Computer Applications	Blue tooth technology seminar
30/08/06	Computer Science and Computer Applications	NET Architecture & Dynamic Web designing seminar
14/09/06	Computer Science and Computer Applications	Online Quiz Competition
29/11/06	Computer Science and Computer Applications	ComTech 2006
11/09/06 & 12/09/06	Physics	‘HR event ‘

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23/09/06 & 24/09/06	Physics	National level, conference on medical Physics & Radiation safety
31/09/06	Physics	CTS Interview
8/01/07	Physics	Regional level seminar
21/1/07	Tamil	“Mutthamizh Mandram”
24/1/07	Physics	Concentrating on various aspects of Physics
02/12/06	Commerce	Prospects of common currency in south Asia
04/12/06 & 05/12/06	Commerce	Internal Quality assessment
31/01/06	Commerce	Recent Trends in Banking
28/01/06	Commerce	National Conference on Indianization of Management thought

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03/02/07	Commerce	National Conference on E-Commerce & ITS IMPORTANCE IN PRESENT SCENARIO
15/03/07 & 16/03/07	Commerce	International Symposium
10/01/07	Commerce	Stress Management
14/01/07 & 20/01/07	Commerce	Commerce BONANZA
03/02/07	Commerce	E-Commerce & E-Banking
15/02/07 & 16/02/07	Commerce	International Symposium

### 9. Research related projects

8 M.Phil research project were carried out

### 10. Patents generated

Nil

### 11. New collaborative research programmes:

Nil

### 12. Research grants received from various agencies:

Nil

# Marudhar Kesari Jain College for Women, Vaniyambadi



## 13. Details of research scholars:

### a) Faculty

Completed PhD – Nil

Registered for PhD – 4

Completed M.Phil – 8

### b) Students

Nil

## 14. Citation index of faculty members and impact factor:

Nil

## 15. Honors / Awards to the faculty:

### a) Faculty

Best Teacher Ghanaguru Awards organized by Lions Club, Tirupattur

- Ms. I. Angeline Nirmala, Head, Dept of English
- Ms. S. Celine, Head, Dept of Computer Science
- Ms. S. Sujatha, Head, Dept of Mathematics

### b) Student

Participated in Republic Day Parade, New Delhi

- S. Nandhini, III B.Sc Physics

## 16. Internal resources generated:

Internal resources were generated by conducting various value added courses by various departments.

- English : Communication Skills
- Mathematics : Basic Mathematics
- Computer Science : Microsoft Office
- Computer Application : Multimedia and its Applications
- Biochemistry : Diploma in Medical lab Techniques
- Commerce : Yoga and Tally



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- Business Administration : Management Skills
- Interior Design & Décor. : Handicrafts and Nutrition

### 17. Details of departments getting SAP, COSIST (ASSIST) / DST, FIST, etc. assistance / recognition:

Nil

### 18. Community services:

In addition to department wise programmes community services are undertaken by

- NSS
- RRC
- Youth Red Cross
- Karuna Club
- Rotaract Club
- Jain Yuva Utsav etc.

#### a) NSS & RRC

The following programmes were conducted

1. AIDS awareness programme was conducted
2. NSS special camps
  - Free sapling
  - Blood donation
  - Eye camp in Tirupattur

were conducted.

#### b) YRC

The various activities of this club are

- Two Blood Donation camps were conducted.
- One special Blood Donation camp in connection with President Dr. Abdul Kalam's visit to Ambur.
- Students collected 50kgs of rice and donated it to an orphanage in Vaniyambadi

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### c) Karuna Club

- Donated Rs. 4000/- to Tribal Health care center in Sittlingi.
- Donated cooking vessels, clothes and Tape Recorder to an orphanage and Blind School located in Vaniyambadi and Bargur.
- Conducted an awareness programme about meditation

### d) Reader's Club

Conducted a special meeting on 14.02.2007 regarding the "Importance of Reading Habit"

### e) Rotaract Club

- Organized a seminar on "Legal Aid and Legal Literacy" along with Tirupattur Taluk Legal Aid Committee.
- Conducted "Free Mega Health Camp" on 28<sup>th</sup> January 07 in association with Srimathi Madi Devi Nemichand Surana Charitable Trust, Vaniyambadi and PES Medical College, Kuppam and 2500 patients were benefited.

### f) Jain Yuva Utsav

Organized two-day in-house programme for school students.

## 19. No. of teachers and officers newly recruited:

- One officer was appointed in this academic year.
- 19 lecturers were appointed in various departments
  - One lecturer in Dept. of Mathematics
  - One lecturer in Dept of Computer Science
  - Six lecturers in Dept of Computer Applications
  - Three lecturers in Dept of Biochemistry
  - Two lecturers in Dept of Business Administration
  - Two lecturers in Dept of Interior Design and Doer.
  - Two lecturers in Dept of Commerce
  - One lecturer in Dept of Physics

## 20. Teaching and Non-Teaching ratio:

The teaching and non-teaching ratio 63: 19

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### 21. Improvement in the Library Services:

- a) Library is furnished with new books and a computer system
- b) Books shelves are newly purchased to 5 accommodate reference book for 2007
- c) Computer with printer facility is provided

### 22. Number of New book / journals subscribed and their values:

Number of new books added in Library:

- a) Books : 677  
Amount : Rs. 1, 94, 423
- b) Journals : 35  
Amount : Rs. 35,249

### 23. Number of courses for which student's assessment of teachers is introduced and action taken on the student feed back:

For all the UG and PG courses feed back from the students were collected by using 10 parameters. The performance appraisal of the staff is evaluated by using the above feedback parameter. The parameter in which the score is less than 60% is identified an area, which needs improvement. The teachers are shown these reports and are advised to improve their performance; this is monitored by the principal.

### 24. Unit cost of education:

Including salary component: Rs. 11785.87

Excluding salary component: Rs. 17525.04

### 25. Computerization of administration and the process of admission and examination results issue of certificates:

- Students' information system is maintained
- Library information system is also maintained

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### 26. Increase in the infrastructure facilities:

- ❑ Rs. 2,00,582 was spent towards purchase of laboratory equipments
- ❑ 35 computers with advanced configuration were installed during the academic year 2006-07
- ❑ Rs. 13,81,500 was spent for computer lab
- ❑ Furniture worth Rs. 2,84,586 was purchased

### 27. Technology upgradation:

- ❑ Smart Card (Digital Identity Card) is provided to all students

### 28. Computer and Internet access and training to teachers and students:

- ❑ All the computers are inter connected
- ❑ A separate internet lab is been maintained
- ❑ Computer knowledge is imparted to all students and teachers

### 29. Financial Aid to student:

- ❑ In this year 388 students received Tamilnadu State Government Scholarship (TSGS)
- ❑ A sum of Rs. 6,01,623 has been received and distributed to the students

### 30. Activities and support from Alumni Association:

- ❑ Alumni students were given preference in recruitment of lecturers in various departments of our college
- ❑ Alumni Association special meet was conducted on 06 – 01 – 2007. Ms. I. Angeline Nirmala, Head, Department of English spoke about the Importance of Alumni Association
- ❑ Alumni Registration form was uploaded in the college website

## Marudhar Kesari Jain College for Women, Vaniyambadi



### 31. Activities and support from the Parents – Teachers:

Parents are in constant touch with the teachers. On 05.11.2006 parents – teachers meeting was conducted to discuss about the improvement of the performance of the students.

### 32. Health service:

The institution made use of the service of Dr. Ambika, GH, Vaniyambadi in case of necessity.

- ❑ Rotaract club, Rotaract club of Vaniyambadi, PES Hospitals, Kuppam jointly organized a 'Mega free Health Camp' on 28 – 01 – 2007
- ❑ Karuna Club conducted on awareness programme on Meditation on 12 – 10 – 2006.
- ❑ On 12 – 08 – 2006 NSS organized an awareness programme 'Healthy Youth for Health India', Dr. P. VisagaPerumal was the chief guest
- ❑ Rotaract volunteers were taken to Rehman Hospitals for free asthma medical camp

### 33. Performance in Sports Activities

#### a) University Players

Name of the Student	Department
1. R. Sumithra	Mathematics
2. S. Saranya	Commerce
3. G. Meena	Computer Applications
4. K. Prema	Commerce
5. M. Kalaimagal	Business Administration
6. K.S. Sangeetha	Computer Science

**b) Ms. S. Nandhini of Dept. of Physics was selected for Republic Day parade in New Delhi**

## **Marudhar Kesari Jain College for Women, Vaniyambadi**



### **34. Incentives to outstanding sports persons:**

- ❑ In addition to awards of certificates, cups and medals for the winners, university players in sports activities, the management hires trainers from outside to train the students in various fields
- ❑ Inter collegiate and inter-house competitions and friendly matches are conducted to prepare students perform confidently outside the college
- ❑ Extra nourishment is given to the students during the training period.

### **35. Students achievement and awards:**

- Refer college day report \*\*\*\*\* - Annexure

### **36. Activities of guidance and counseling unit:**

- ❑ Full time placement cell is functioning in the college with faculty members as coordinators
- ❑ One career guidance programme was conducted

### **37. Placement services provided to students:**

- ❑ 3 Campus interview was held and 2 of our students were placed in the concern
- ❑ The students attended the interview at VIT, conducted by WIPRO
- ❑ Campus interview was conducted by MaFoi consultants Limited, Hosur on 26<sup>th</sup> October 2006, 2 students were selected
- ❑ The students attended interview in CTS, One student is selected

### **38. Development Programme for the non-teaching:**

#### **Summer Course**

- ❑ Communication skills classes were conducted
- ❑ Software training course was also conducted

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### 39. Any other relevant information the institution wishes to add:

- Adequate computing infrastructure in terms of PCs, LAN, Internet etc for use by faculty and students
- Code of conduct for students and faculty members including professional ethics and social responsibilities
- Involvement of students in faculty recruitment process by way of judging communication abilities of potential faculty members in a lecture delivered at the time of recruitment
- Feedback on the performance of faculty members from students
- Placement of students reputed Multi-National companies for final year students
- Use of educational aids such as LCD and over head projector
- Organizing self development courses such as Art of Living, Meditation and Yoga for students to help them in living a life full of joy
- Use of Water Harvesting and renewable resources in order to reutilize
- Periodical seminars by senior faculty members and outside experts
- Faculty development training programme conducted by the commerce department
- Compiling past Examination Questions and making them available to the students
- Compiling answers to Frequently Asked Questions in the examinations
- Periodical visits of industrial units
- Maintaining records of every student
- Student motivation practices

## Marudhar Kesari Jain College for Women, Vaniyambadi



### 40. Linkage development with National/ International, Academic/ research bodies

Nil

### 41. Any other relevant information

Nil

## Part C

### Future Plan

It has been planned to offer employment oriented and skill based courses to the students and to provide faculty improvement training programme.

*Name & Signature of the Coordinator, IQAC*

*Name & Signature of the Chairperson, IQAC*