

# Marudhar Kesari Jain College for Women, Vaniyambadi



## *Meeting Minutes 2007-2008*

*28.06.2007*

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

Ms. I. Angeline Nirmala, Head, Department of English called to order the regular meeting of the NAAC - IQAC at 10.30am on 28.06.2007 in Seminar Hall.

### **II. Roll call**

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

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

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

- a) Ms. I. Angeline Nirmala read the minutes from the last meeting and discussed the action plan of the year 2007-2008. The minutes were approved as read.
- b) Ms. I. Angeline Nirmala chalked out the year plan.

### **IV. Open issues**

- a) New IQAC members selected
- b) Action plan for the year were discussed
  - To offer employment oriented course and skill-based courses to the students by inviting some eminent persons from outside institutions.
  - Motivating students to participate/ present papers in seminar, symposium and workshops
  - Making students participate in associate-activities and extension activities and training them in life skills
  - To organize a soft skill programme to all the final year students

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



### **V. New business**

Various committees like Examination Committee, Convocation Committee, Placement Cell, Fine arts Committee, Grievance Cell and Discipline Committee were framed in for the implementation of the above plans.

### **VI. Adjournment**

Ms. I. Angeline Nirmala adjourned the meeting at 12.15pm.

Minutes submitted by : Ms. I. Angeline Nirmala

Minutes approved by : Dr. D. Karunakaran

# Marudhar Kesari Jain College for Women, Vaniyambadi



## *Composition of members*

As on 28.06.2007

1. Chairperson : Dr. D. Karunakaran
2. Coordinator : Ms. I. Angeline Nirmala
3. Team members :
  - i. Ms. V. Shenbagapriya
  - ii. Ms. S. Celine
  - iii. Ms. S. Vijayabharathi
  - iv. Ms. S. Bharathi
  - v. Ms. G. Shobarani
  - vi. Ms. D. Jasmine Priskilla
  - vii. Ms. M. Rani
4. Members from management
  - i. Sri C.Lickmichand Jain, Secretary
  - ii. Sri D.Uthamchand Jain, Joint Secretary
5. Nominee from the local society
  - i. Mr.G.Pari, Chartered Accountant, Vaniyambadi
6. Administrative Officer
  - i. Ms. N.Anuradha

# Marudhar Kesari Jain College for Women, Vaniyambadi



## *Exit Meeting*

*10.04.2008*

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

MS. I. Angeline Nirmala, Head, Department of English called to order the regular meeting of the NAAC - IQAC at 11.00am on 10.04.2008 in Seminar Hall.

### **II. Roll call**

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

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

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

Ms. I. Angeline Nirmala 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 2007-08.

Ms. I. Angeline Nirmala, coordinator submitted the IQAC report to the Principal

- b) All the relevant steps for implementation of the discussed plans where taken and which is reflected in the input submitted.

### **V. Adjournment**

Ms. I. Angeline Nirmala adjourned the meeting at 11.50am.

Minutes submitted by : Ms. I. Angeline Nirmala

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: **2007 – 2008**

### **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 offer employment oriented course and skill-based courses to the students by inviting some eminent persons from outside institutions.
2. Motivating students to participate/ present papers in seminar, symposium and workshops
3. Making students participate in associate-activities and extension activities and training them in life skills
4. To organize a soft skill programme to all the final year students
5. To provide faculty improvement training programme

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 eager to apply it professionally with due consideration for ethical and economical issues.
- To achieve these goals and objective 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 a.m to 3.00 p.m
- 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**

Six buses are operated on all working days from Tirupattur, Vaniyambadi, Ambur, Alangayam, Natrampalli, velakkalnatham, Pernambut, Madhanur (near Gudiyatham) and Gudiyatham 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)**

During this year 2007 - 2008 the institution has started three new academic degree courses

- B.A English literature

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- B.Sc Bio Technology
- M.Sc Bio Chemistry

### 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
- Biochemistry : Diploma in Medical lab Techniques
- 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

For the academic year 2007- 2008 First year UG and First year PG come under Semester Pattern prescribed by the University

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

Nil

### 7. Initiative towards faculty development programmes

- On 21.07.07 and 22.07.07 the Center for training in Culture and Creativity, Chennai has conducted workshop on Quality Improvement Programme for the faculty members. This programme was useful to all the faculty members.

### 8. Total number of seminar and workshops conducted / attended, Inter-college & state level & National level Seminars organized in our college

Date	Department	Competition & Topic
5/10/07	Mathematics	Special meeting in “Astronomy, why should we care about it”
8/2/08	Mathematics	Quiz competition
18/2/08	Mathematics	Special meeting on learning & teaching Mathematics in a better way
27/8/07	Biochemistry	Recent trends in medical biochemistry &biotechnology
3/12/07	Biochemistry	Histology an overview and bioprocess technology
27/08/07	Biotechnology	Recent trends in medical biochemistry &biotechnology
31/12/07	Biotechnology	Histology an overview and bioprocess technology
06/08/07	Physics	Essay &poem competition Drawing &Essay

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		Competition
12/09/07	Physics	Environment awareness
26/09/07	Physics	Poem competition
3/2/08	Physics	Workshop on career guidance programme
13/11/07	Physics	Fine Arts Competition
18/09/07	Commerce	Empowering Marudharvani's
13/08/07	Commerce	Workshop on M.O.N.E.Y for Personal Development
16/11/07	Commerce	State level colloquium on quality a way of life
31/10/07	Commerce	Career guidance
06/02/08	Commerce	Career options & communication skills
20/02/08	Commerce	The Book I love most
21/07/07 & 22/07/07	Commerce	Quality improvement programme
16/08/07 & 17 /08/07	Commerce	Human Rights
18/08/07	Commerce	Mine show & quiz programme
30/08/07 & 31/08/07	Commerce	Prospects for medicinal Tourism
24/01/08	Commerce	Inter collegiate meet
1/02/08 & 02/02/08	Commerce	Commits 2008

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15/02/08	Commerce	Risk Management in Banking
17/08/07	Business Administration	Paper presentation, Marketing and Quiz
1/02/08 & 2/02/08	Business Administration	Paper presentation, Marketing and Quiz
05/03/08 & 06/03/08	Business Administration	Paper presentation, Marketing and Quiz
12/12/06	Computer Science And Computer Applications	IT Trends & career opportunities
27/07/07	Computer Science And Computer Applications	Soft skills programme
09/08/07 & 10/08/07	Computer Science And Computer Applications	Soft skill programme
17/11/07	Computer Science And Computer Applications	Emerging Trends in IT
22/02/08	Computer Science And Computer Applications	Mobile Computing

### 9. Research related projects

8 M.Phil Research Projected carried out

### 10. Patents generated

Nil

### 11. New collaborative research programmes:

Nil

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

Nil

### 13. Details of research scholars:

#### a) Faculty

Completed PhD – Nil

Registered for PhD – 1

Completed M.Phil – 8

#### b) Students

Nil

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

Nil

### 15. Honors / Awards to the faculty:

Ms.R.Supriya of B.Sc Computer Science participated in Republic Day Parade, New Delhi

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

Course materials are given to all the students if needed.

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### 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

#### a) NSS:

The following programmes were conducted

- Conducted Special Camp in Yelgiri- Statistical Survey, Free Medical Camp in association with Rotract Club, AIDS Awareness Programme, Free Eye Camp and Cultural Programme.
- Conducted Personality Development Programme.

#### b) Youth Red Cross

- Conducted 31<sup>st</sup> World Blood Donation Day Awareness Meeting

#### c) Karuna Club:

- Members of the club visited orphanage near Vaniyambadi and helped the children over there in various ways.
- Conducted 20th National Environment Day essay competition.

#### d) Eco Club:

- Conducted Eco awareness meeting.

#### e) Humour Club:

- Conducted special meeting-chief guest SUN TV fame, Erode Mahesh.
- Screened a cartoon show on 27.02.2008.

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### f) Rotaract Club:

- Apollo hospital, Chennai conducted free Asthma medical camp in Dr.Rehman Hospitals, Vaniyambadi on 24.06.2007. Our students rendered their services

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

- Thirty eight Lecturers were appointed in the following departments
  - Six Lecturers in Department of English
  - Two Lecturers in Department of physical
  - Nine Lecturers in Department of mathematics
  - Four Lecturers in Department of Business Administration
  - Four Lecturers in Department of Computer Science
  - Four Lecturers in Department of Computer application
  - One Lecturers in Department of physics
  - Two Lecturers in Department of Tamil
  - Two Lecturers in Department of Bio-chemistry
  - One Lecturers in Department of Bio-technology
  - Three Lecturers in Department of commerce.
- Five Non-teaching staffs were appointed in the academic year.

### 20. Teaching and Non-Teaching ratio:

The teaching and non-teaching ratio 77:23

### 21. Improvement in the Library Services:

- a) Library is furnished with new furniture; tracks and new books are purchased.
- b) Tutorial Compact Discs are purchased for MCA students
- c) Library information system implemented



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

Number of new books added in Library:

- a) Books : 2824
- Amount : Rs. 6, 82, 297
- b) Journals : 42
- Amount : Rs. 21,890

### 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 more 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. We have 10 UG courses and 5 PG courses

### 24. Unit cost of education:

- Including salary component: Rs. 12375.17
- Excluding salary component: Rs. 17862.60

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

- Staff members attendance is fully computerized
- Departmental data is computerized
- Students' information system implemented
- Library information system implemented

### 26. Increase in the infrastructure facilities:

- Rs. 2,83,546 spent towards purchase of laboratory equipments
- 38 computers with advanced configuration were installed during the academic year 2007-08

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- Rs. 13,81,500 spent for computer lab
- A Gallery is constructed in Hockey Ground. Rs.25, 00,000 was spent on it.

### **27. Technology upgradation:**

- Inbuilt computer – LCD projector is provided in Seminar Hall
- Smart Card (Digital Identity Card) is provided to all students every year.

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

- A separate internet lab is been maintained
- Multimedia course is conducted to the MCA students
- Computer knowledge is imparted to all students and teachers

### **29. Financial Aid to student:**

- In this year 300 students received Tamilnadu State Government Scholarship (TSGS)
- A sum of Rs. 2,37,620 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
- On 27.07.07, Ms.J.Deepalakshmi, Software Test Engineer, Cognizant Technologies, an alumnae, spoke about IT trends and Career opportunities
- Ms.Malarvizhi, Software Engineer, Wipro Technologies has a constant touch with us and sending us mails regarding career opportunities
- On 15.02.08, Alumni Association special meet was conducted. On that occasion Ms.V.Maivizhi BA., B.L spoke about Importance of having alumni association.

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

Parents are in constant touch with the teachers. On 09.02.2008 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.

- On 07.08.07 AIDS awareness programme was conducted by NSS and RRC. Dr. Varadharajan was the chief guest
- Karuna Club conducted a programme on 12.10.2006. Mr.A.Subramanian, Nuclear Scientist, Kalpakkam spoke about “Meditation is Medicine”
- On 02.02.2008 and 03.02.2008, Yoga and Meditation class “Anapana” was conducted by Mrs. Vijayalakshmi and Team, Dhamma Setu Vipassana Meditation Center, Chennai

### 33. Performance in Sports Activities

#### National level player

Name	Department
1. Reehana Paraveen	Computer Applications

#### University Players

2. K.Sumithra	Mathematics
3. G.Meena	Computer Applications
4. M.Kalaimagal	Business Administration
5. P.Chitra	Computer Science
6. S.Saranya	Commerce

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7. C.Sathiya Computer Applications
8. A.Sheeba Business Administration
  - Ms. R.Supriya of Dept. of Computer Science was selected for Republic Day parade in New Delhi
  - Our College conducted Tamil Nadu State level Sports Meet for School students. 1000 students participated in the meet

### 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 interhouse 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 soft skill programme was conducted by Department of Computer Science and Computer Applications on 09/08/07 & 10/08/07.
  - One career guidance programme was conducted on 27.07.07, Ms.J.Deepalakshmi, Software Test Engineer, Cognizant Technologies, an alumnae, spoke about IT trends and Career opportunities

### 37. Placement services provided to students:

- Students attended the off campus interview at VIT conducted by WIPRO Technology on 4th Oct 2007, 2 students were offered job.

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- ❑ Career guidance training programme for all Final year students conducted by resource person Mr. P. Dinakaran and Team, Human Engineering Bangalore on 03.11.2007.
- ❑ Career options and communication skills, programme conducted by Dr. P. Sivakumar, Director Santhome Institute and Prof. Thirumavalavan, coordinator Santhome Institute on 6th Feb 2008.

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

#### **Summer Courses**

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

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

- ❑ BCA & BSC computers science department conducts soft skill training programmes.
- ❑ 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 and faculty member from students.
- ❑ Placement of students in reputed multi-national companies for final year students
- ❑ Use of water harvesting and renewable resources in order to sensitize the students about the benefits.
- ❑ Use of educational aids such as LCD and overhead Projector.
- ❑ Periodical seminar by senior faculty member and outside experts.

## Marudhar Kesari Jain College for Women, Vaniyambadi



- Faculty development training programme conducted by the commerce department
- Compiling past examination questions and making them available to the students
- Compiling the frequently asked questions in the examination.
- Periodical visit to Industrial units.

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

Nil

### **41. Any other relevant information**

Nil

## **Part C**

### **Future Plan**

To get ISO certification for the institution.

*Name & Signature of the Coordinator, IQAC*

*Name & Signature of the Chairperson, IQAC*