

Marudhar Kesari Jain College for Women, Vaniyambadi



Meeting Minutes 2008 - 2009

13.06.2008

I. Call to order

Ms. I. Angeline Nirmala, Head, Department of English called to order the regular meeting of the NAAC - IQAC at 11.30am on 13.06.2008 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

III. Approval of minutes from last meeting

- a) Ms. I. Angeline Nirmala read the minutes from the last meeting
- 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
 - Career Guidance, Placement Cell and Alumni Association to be strengthened.
 - 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
 - To get ISO certification for the institution

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- Research activities will be further enhances. More collaborative works will be undertaken.

V. New business

Various committees were framed in for the implementation of the above plans.

VI. Adjournment

Ms. I. Angeline Nirmala adjourned the meeting at 12.30pm.

Minutes submitted by : Ms. I. Angeline Nirmala

Minutes approved by : Dr. D. Karunakaran

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Composition of members

As on 13.06.2008

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. Bharathi
 - iv. Ms. G. Shobarani
 - v. Ms. D. Jasmine Priskilla
 - vi. Ms. K. Amudha
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. Ms. N.Anuradha

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Exit Meeting

28.03.2009

I. Call to order

MS. I. Angeline Nirmala, Head, Department of English called to order the exit meeting of the NAAC - IQAC at 01.00pm on 28.03.2009 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

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 2008-09.

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 01.30pm.

Minutes submitted by : Ms. I. Angeline Nirmala

Minutes approved by : Dr. D. Karunakaran

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The Annual Quality Assurance Report (AQAR) of the IQAC

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

Year: **2008 – 2009**

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. Career Guidance, Placement Cell and Alumni Association to be strengthened.
2. To offer employment oriented course and skill-based courses to the students by inviting some eminent persons from outside institutions.
3. Motivating students to participate/ present papers in seminar, symposium and workshops
4. Making students participate in associate activities and extension activities and training them in life skills
5. To organize a soft skill programme to all the final year students
6. To get ISO certification for the institution
7. Research activities will be further enhances. More collaborative works will be undertaken.

All the relevant steps to implement the above plans where 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.

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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.

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- Overdue charges at Re 1/- per day shall be imposed for each daybook 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.

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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)

- We have given proposal for MBA programme under AICTE

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3. Innovations in curricular design and transactions

- The institution follows the syllabus prescribed by the Thiruvalluvar University
- Credit Based Choice System is implemented

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 2008- 2009 First year UG and First year PG come under CBCS 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 26.09.2008 Center for training in culture and creativity, Chennai has conducted workshop on Internal Quality Assurance 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

English:

- Department of English conducted a meeting on 9th September 2008 on “Student visas” spoken by Mr. Stetson Sanders from USA. Organized by American consulate Chennai.
- On 10th September 2008 Ragini Gupta of American consulate spoke on “ Higher Education in the US.”
- The Department is proposed to conduct Literary Fest on 25th Feb2009.

Tamil:

- G.Saranya II B.Sc Maths won first prize in the oratorical competition conducted by Thirupattur Kamban Kazhagam on 27.07.08, and also won second prize in the Perarignar Anna centenary celebration conducted by Sacred Heart College, Tirupattur, Ms.M.Ammurani, II B.Sc Maths won second prize conducted by Sacred Heart College, Tirupattur & Thanthai Periyar Engineering College, Vellore.
- Our students participated in cultural competition conducted by VIT, Vellore and won Many Prizes.
- R.Sowmiya of II B.Sc Maths, M.Nirmala of II.B.Sc Physics won Second Prize in the competition conducted by Vaniyambadi. Muthamigh Mandram on 04.01.09.

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Maths:

- On 8th Sep 2008 Department of Mathematics conducted special meeting Dr. M.Murugan Professor & Head School of Science Tamil Nadu Open University spoke on “ Application of Mathematics “
- On 18.10.08 conducted seminar on “Application of Mathematics in different fields”.

Physics:

- On 16.10.08, the department conducted a special meeting Dr. Alpheius Benjamin Reader in Physics Voorshes College Vellore, spoke on Importance of Physics.
- On 29.01.09, the department conducted National Level Seminar 170 students from 15 colleges participated.
 - Prof. Dr. Balakrishna, Madras, Christian College, Chennai.
 - Prof. Dr. Porchezian, Pondicheery University
 - Prof. Dr. P.Jaimon Yohanan, Cochin University, Kerala.
 - Prof. Dr. K.Thiyagarajan JNT University Andhra Pradesh were the resource persons.

Bio-chemistry:

- Department of Bio Chemistry conducted DMLT and Medical Transcription course; Certificates were issued to the participants.
- A State Level Seminar ‘Biofest’ 2009 was conducted on 4th March 2009.

Computer Science & Computer Applications:

- 06.11.08 & 07.11.08 Soft Skill Training Programme for all the Final year UG students was conducted Prof. G.Ravindaran, Dr. K.Alex, Prof. John Paul from St.Josephe College Trichy were the Resource persons.

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- On 05.12.08 Mr.L.M.V.Rama Murthy & Mr. Raj Ganesh Soft Career Guru Technology gave presentation on Open Source Technologies and relevance for individuals career.
- A National level Seminar on “Cyber Security” was conducted on 28.02.09 the Resource persons are from Cyber Society of India.

Interior Design & Décor:

- Conducted Inter Department Competition on 21st November 08 in Profile Writing, Sketch on Historical movements. Dress Designing. It is proposed to conduct “ Cafeteria” on 24.02.09.

Commerce:

- Two days seminar and Training Programme for Faculty members on Internal auditing Assurance conducted on 26.09.08.

Dr.D.Amarchand, Chennai.

Ms.S.Bhanusree, Chennai.

Dr.G.V.Kumar, Channai.

Dr. S.Bhoon, Chennai were the resource persons.

- A National Level Seminar on “Understanding Consumer A Re New look” was conducted on 14.03.09.

Business Administration:

- On 04.08.08 conducted a meeting on CADD Exam by Mr.M.Ajmal Hussain. Conducted B-Blast 09 Inter Department Competition.

NSS:

- On 12.09.08 NSS inauguration by Prof. Ratna Nataraj on 10.01.09 Around 200 NSS Volunteers went on procession to enlighten the Road Safety Measures awarness on Aids, Smoking, Drinking. Regional Transport Officer Mr.A.Arunachalam started the procession. Town Police Inspector Mr. Kathirvel participated.

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- Mr. R. Deepika II BCA, S.V.Anuradha III BBA, Ms.Nirmala II Phy, Ms.M. Saranya II Maths won prizes in the competition conducted by DKM College & Auxilium College, Vellore.

YRC:

- Youth Red Cross & Career Guidance conducted Special Meeting on “Life Style for a healthy and Happy living” by Dr.G.H.Ikramulla Director Ikram Hospital, Vaniyambadi.

Placement Cell Career Guidance:

- Soft Career Guru Technologies, Chennai, conducted recruitment drive for BBA students 4 students got Campus Selection.
- Ms.Swathi of BCA and Ms.Keerthana of B.Sc Computer Science were selected by Wipro Technologies on Off Campus Interview.

Fine Arts and Cultural:

- Fine Arts and Culture Committee Conducted inter departmental Competition. Kollu Celebration was conducted from 30.09.08 to 07.10.08.

Rotaract Club:

- On 03.10.08 installation of Rotract Club. Office bearers Rtn Ajith Balan District Association Chairman spoke on importance of mother on the eve of ‘Mothers Day’.

Karuna Club:

- On 03.10.08 conducted a seminar on personality development through Ahimsa and Karuna. Shri A.R. Shanthilal Nohar Vice – President Karuna international was the Chief Guest.On 08.11.08 students visited Karunai illam, Vaniyambadi donated Rs. 10,000/-.
- On 22.11.08 Hostel students visited Karunai illam, Vaniyambadi and provided food to the children.

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On 14.02.09 Annual Convocation was conducted Dr.Mayilsamy Annadurai, Project Director, Chandrayan- I, ISRO Bangalore was the Chief Guest Mr. C.Rajendran IAS, District Collector, Vellore was the Special Guest.

Thirteen students secured University Rank Ms.S. Uma Mageswari MCA secured 1st Rank Ms. Nabiha Fathima of B.Sc Interior Design & Décor secured 1st Rank. B.Sc Physics, B.Sc Interior Design & Decors, BBA, MCA, M.Sc Computer Science secured 100% results.

Department of Physical Education:

- Annual Sports meet was conducted on 17th Feb 2009. Dr. Sumanth Raman TV Personality, Chennai was the Chief Guest. Ms.Anaka National Junior Champion Girls less than 15 Chennai was the Special Guest.
- Chief Guest distributed the prizes for University players and winners of the various events.

9. Research related projects

14 M.Phil Research Projected carried out

10. Patents generated

Nil

11. New collaborative research programmes:

Nil

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 – 14

b) Students – Nil

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14. Citation index of faculty members and impact factor:

Nil

15. Honors / Awards to the faculty:

Nil

16. Internal resources generated:

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

- Computer Application : Dot Net Course
- Hostel Students : TALLY

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

YRC:

Youth Red Cross & Career Guidance conducted Special Meeting on “Life Style for a healthy and Happy living” by Dr.G.H.Ikramulla Director Ikram Hospital, Vaniyambadi.

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NSS:

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PLACEMENT CELL CAREER GUIDANCE:

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19. No. of teachers and officers newly recruited:

- Thirty Lecturers were appointed in the following departments
 - Seven Lecturers in Department of English
 - One Lecture in Department of Physics
 - Five Lecturers in Department of mathematics
 - One Lecturers in Department of Business Administration
 - Three Lecturers in Department of Computer Science
 - One Lecturers in Department of Computer application
 - Four Lecturers in Department of Tamil
 - Three Lecturers in Department of Bio-chemistry
 - Two Lecturers in Department of Bio-technology
 - Two Lecturers in Department of commerce.
 - One Lecture in Department of Interior Design and Decor
 - Twelve Non-teaching staffs were appointed in the academic year.

20. Teaching and Non-Teaching ratio:

The teaching and non teaching ratio 74:26

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 with networking

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

Number of new books added in Library:

- a) Books : 1714
Amount : Rs. 4, 84, 833.80
- b) Journals : -

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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. 12964.47

Excluding salary component: Rs. 17525.04

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

- Office Administration is fully computerized
- Students' information system implemented
- Library information system implemented with networking

26. Increase in the infrastructure facilities:

- ❑ Rs. 6,78,913 spent towards purchase of laboratory equipments
- ❑ 38 computers with advanced configuration were installed during the academic year 2007-08
- ❑ Rs. 11,35,595 spent for computer lab
- ❑ The Auditorium was extended with the cost of Rs.12,00,000

27. Technology upgradation:

- ❑ New Computer lab with 40 computer system installed

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

- ❑ A separate internet lab with broad band facility is maintained
- ❑ Dot Net 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. 3,56,205 has been received and distributed to the students
- ❑ Rs.3,06,198 of Farmer's Relief fund is provided to needy students

30. Activities and support from Alumni Association:

- ❑ Ms.Vijalakshmi, Siemens Technology, an Alumnae is sending us news about Career Opportunities in IT field
- ❑ Rural Job Mela conducted in Auxilium College for the out going students is been intimated to the out gone students
- ❑ Hindustahan software Ltd conducted project training for the past students in their campus
- ❑ Invictus invited the past students for off campus interview on Dec 06.07.08
- ❑ On 14th February 2009 Alumni Association meet was conducted.

31. Activities and support from the Parents – Teachers:

Parents are in constant touch with the teachers. On 18.10.2008 and 24.01.09 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.

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- Youth Red Cross & Career Guidance conducted Special Meeting on “Life Style for a healthy and Happy living” by Dr.G.H.Ikramulla Director Ikram Hospital, Vaniyambadi.

33. Performance in Sports Activities

- **National Level Players**
 - C.Sathya of BCA
 - P.Sasirekha of BBA
- **University Players**
 - D.Sudhasani of B.Com
 - K.Prema of B.Com
 - B.Gomathy of B.Sc Bio Chemistry
 - G.Kayalvizhi of B.Sc Bio Chemistry
 - R.Rajalakshmi of B.Sc Bio Chemistry

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.

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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. Career guidance training and campus interview are conducted
- 06.11.08 & 07.11.08 Soft Skill Training Programme for all the Final year UG students was conducted Prof. G.Ravindaran, Dr. K.Alex, Prof. John Paul from St.Josephe College Trichy were the Resource persons. Soft Career Guru Technologies, Chennai, conducted recruitment drive for BBA students 4 students got Campus Selection.

37. Placement services provided to students:

- Soft Career Guru Technologies, Chennai, conducted recruitment drive for BBA students 4 students got Campus Selection.
- Ms.Swathi of BCA Ms.Keerthana of B.Sc Computer Science were selected by Wipro Technologies on Off Campus Interview.

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:

- 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.

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- ❑ 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.
- ❑ 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

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Part C

Future Plan

- To upgrade ISO certification
- To strengthen placement cell

Name & Signature of the Coordinator, IQAC

Name & Signature of the Chairperson, IQAC