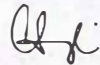


IQAC External Meeting – 06.01.2022

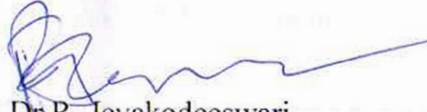
Action Taken report for the IQAC Internal Meeting held on 19.08.2021

S.No.	Activities	Responsibility	Action taken
1	Implementing an effective method of collecting feedback from parents on online assessment & evaluation. Taking a decision after discussing in the Senatus	Controller of Examinations	Feedback questionnaires on Online Assessment for students, faculty, exam office staff and parents were evolved by the Examination office and CHRD, the responses were received and analysed. The feedback from parents were collected through the Advisor-Advisee system.
2	Updating the college website about PhD guides, their specialization, available vacancies, and the registration norms Ensuring that all faculty members know the incentives offered by the management for research	R&D Cell	Guide list is updated on the website and updating of rest of the details is in process. Mails have been sent to all departments regarding the privileges provided by the college management towards enhancement of research.
3	Clarifying the MoU process with the college legal advisor	Part V	Received legal opinion on 06.12.2021 through mail. Clarification is in process.

S.No.	Activities	Responsibility	Action taken																				
4	Reconstituting the Internal Complaints Committee immediately	CWS	Members for the Internal Complaints Committee 2021-22 <table><tr><th>Committee Designation</th><th>Name and Designation of the Member</th></tr><tr><td>Chairperson/Presiding Officer</td><td>Dr. Nimma Elizabeth, Associate Professor and Head of Department of Physics</td></tr><tr><td>Legal representative</td><td>Advocate Samidurai, High Court, Madurai Bench</td></tr><tr><td>NGO representative</td><td>Mrs. Parvathavarthini - Managing Trustee, Littles Trust, Centre for Children</td></tr><tr><td>Senior Academic Member</td><td>Dr. Carmel Richard, Associate Professor, Department of Mathematics</td></tr><tr><td>Senior Academic Member</td><td>Mrs. Alice Eliza Sherin, Associate Professor of Social Work, Department of Social Sciences</td></tr><tr><td>Non-Teaching Staff Member - Male</td><td>Mr. Sylvester Bennet, Centre for Communication and Multimedia</td></tr><tr><td>Non-Teaching Staff Member - Female</td><td>Mrs. Rajathi Saravanan, office of the Dean of Student Services</td></tr><tr><td>Other Member</td><td>Dr. Ann Nirmala Carr Coordinator, Centre for Women's Studies and Assistant Professor, Department of Social Sciences</td></tr><tr><td>Student Members</td><td>1. K. Harini - II Year M.Sc. Psychology 20ppy005@dc.edu.in 2. Thanga Dharshana - III Year B.Sc. Zoology 19zoo041@dc.edu.in 3. Aiswarya Jothi Bala - III Year B.A. English [SF] 19enge003@dc.edu.in</td></tr></table>  15/09/2021	Committee Designation	Name and Designation of the Member	Chairperson/Presiding Officer	Dr. Nimma Elizabeth, Associate Professor and Head of Department of Physics	Legal representative	Advocate Samidurai, High Court, Madurai Bench	NGO representative	Mrs. Parvathavarthini - Managing Trustee, Littles Trust, Centre for Children	Senior Academic Member	Dr. Carmel Richard, Associate Professor, Department of Mathematics	Senior Academic Member	Mrs. Alice Eliza Sherin, Associate Professor of Social Work, Department of Social Sciences	Non-Teaching Staff Member - Male	Mr. Sylvester Bennet, Centre for Communication and Multimedia	Non-Teaching Staff Member - Female	Mrs. Rajathi Saravanan, office of the Dean of Student Services	Other Member	Dr. Ann Nirmala Carr Coordinator, Centre for Women's Studies and Assistant Professor, Department of Social Sciences	Student Members	1. K. Harini - II Year M.Sc. Psychology 20ppy005@dc.edu.in 2. Thanga Dharshana - III Year B.Sc. Zoology 19zoo041@dc.edu.in 3. Aiswarya Jothi Bala - III Year B.A. English [SF] 19enge003@dc.edu.in
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S.No.	Activities	Responsibility	Action taken
5	Investigating the possibility of adding more hands to CIT and bring to Senatus for discussion Implementing a module for stock checking	CIT	The matter was represented to the HR The module implementation is in process
6	Following up on the use of Turnitin software with the R & D cell	Library	Regarding the use of Turnitin, the Librarian has verified with the University Librarian
7	Creating a module to track the student's applications for jobs and their progress in placement	CGPC	CIT is working on it
8	Inclusion of UGC files for audit compliance	IQAC	Updating the list of files to be maintained in the Departments, Centres and offices (including UGC files) is in process
9	Implementing waste segregation at the campus offering alternative options for paper cups in the canteen	CES	- Planning has been done for composting pit to segregate and recycle the waste generated in the campus - Suggestions have been given to the canteen staff to use cups made up of corn starch and sugarcane waste
10	Arranging for exclusive groups session for I UG on pandemic situation	Counselling Unit	Exclusive group sessions for I UG students are being organised. A group session was facilitated by the Counsellor for all the I UG and I PG students as part of the Student Induction Programme organised by the Deans of Student Affairs

S.No.	Activities	Responsibility	Action taken
			Interactive group sessions are being moderated Department wise. Among 46 sessions moderated during this semester, 4 group sessions are handled exclusively for I year students. Sessions for students of other departments are scheduled to be held between January and March 2022


 Felicia Shirly
 Mrs. Felicia Shirly & Dr.R. Jeyakodeeswari
 IQAC Coordinators


 Dr. Christianna Singh
 Chairperson IQAC