



**SRI KANYAKA PARAMESWARI
ARTS & SCIENCE COLLEGE FOR WOMEN
CHENNAI - 01**



**ACTION TAKEN REPORT
MEETING HELD ON 29.08.2022**

S.No	Discussions	Action Taken
1.	Decide about the maintenance of previous year documents	Documents were maintained as per instruction
2.	To appoint new committee for feedback process	New feedback committee was formed
3.	To formulate 10 years plan	Formulated the Strategic plan for NAAC cycle 3

P. Barani Kumari

IQAC COORDINATOR

Dr. T. Mohanashree

PRINCIPAL

**Dr. T. MOHANASHREE
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**ACTION TAKEN REPORT
MEETING HELD ON 12.09.2022**

S.No	Discussions	Action Taken
1.	Heads of Criteria 1 & 3 to submit their action plan after comparing with other institutions	Reports were submitted for the same by the Criteria heads
2.	Discuss about funding provided for research projects	Initiative was taken regarding funding of Research Projects
3.	Discuss about the Add on Courses	New Add on courses were implemented

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**ACTION TAKEN REPORT
MEETING HELD ON 14.09.2022**

S.No	Discussions	Action Taken
1.	Heads of Criteria 2 & 5 to submit their action plan after comparing with other institutions	Reports were submitted for the same by the Criteria heads.
2.	Analyse the changes to be made for NAAC cycle 3	Changes were implemented as discussion
3.	Discuss the changes to be implemented in Teaching Learning Process	Teaching learning Process was enhanced.

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**ACTION TAKEN REPORT
MEETING HELD ON 21.09.2022**

S.No	Discussions	Action Taken
1.	Heads of Criteria 4,6 & 7 to submit their action plan after comparing with other institutions	Reports were submitted for the same by the Criteria heads.
2.	Discuss the Installation of lift	Lift was installed in College Campus
3.	Proposed to start a Health Centre in the Campus	Health Centre was set up in the Campus in tie-up with Apollo Hospitals

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**ACTION TAKEN REPORT
MEETING HELD ON 26.09.2022**

S.No	Discussions	Action Taken
1.	Discussion on CO, PO, PSO	Changes in the calculation of CO PO PSO were made
2.	Decided the syllabus to be covered for Internal Assessment	Syllabus for the internal assessment was finalised and informed to the faculty members
3.	Fix threshold values for course outcome attainment	New threshold values were fixed

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**ACTION TAKEN REPORT
MEETING HELD ON 11.10.2022**

S.No	Discussions	Action Taken
1.	Allotment of supporting staff for each criteria	Appointed the supporting staff as per discussion
2.	Criteria heads to submit their action plan	Action plan was submitted
3.	Discussed about Institutional Best Practice	Institutional Best Practice were finalised

P. Sarani Kumari

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**ACTION TAKEN REPORT
MEETING HELD ON 25.11.2022**

S.No	Discussions	Action Taken
1.	Feedback process to be enhanced	Feedback process Mind Map was initiated for enhancement
2.	Decide about Internal Assessment schedule	Schedule for Internal Assessment was finalised

P. Barani Kumari

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**ACTION TAKEN REPORT
MEETING HELD ON 20.12.2022**

S.No	Discussions	Action Taken
1.	Analyse Academic Audit Consolidation Report	Decided the areas to be enhanced based on previous year report
2.	Discuss IQAC activities	IQAC activities schedule was formulated
3.	Criteria heads to submit the action plan	Action plan was submitted

P. Parani Kurnai
IQAC COORDINATOR

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**ACTION TAKEN REPORT
MEETING HELD ON 10.03.2023**

S.No	Discussions	Action Taken
1.	Discussed on the number of FDP, Conference and Paper Presentation by faculties	Faculties attended various conferences, FDP and published papers in reputed journals
2.	To Announce External academic Audit Date	Files for the External Audit was Prepared and Maintained.
3.	Discussed about Criteria wise common question.	Criteria wise common questions were prepared for the audit

P. Banani Kumari

IQAC COORDINATOR

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**ACTION TAKEN REPORT
MEETING HELD ON 15.03.2023**

S.No	Discussions	Action Taken
1.	To finalize the documents to be submitted for audit	List of documents were prepared as per discussion
2.	Discussion about the Extension Activities of the departments	Departments submitted the Extension Activities list

P. Parani Kurani

IQAC COORDINATOR

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