

**M.O.P.VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)**

**Action Taken Report**

**On the decisions of the IQAC meeting held on 05.04.2016 and 15.10.2016**

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

<b>Sno.</b>	<b>Decision</b>	<b>Action Taken</b>
1	Orientation programme for the newly recruited faculty to be scheduled in June 2016.	Orientation programme for the newly recruited faculty is organized.
2	A workshop to be organized for faculty members on 'Innovative teaching methodology' during June 2016 and 'Emergency response' during July 2016.	Workshops organized for faculty on 'Innovative teaching methodology' and 'Emergency response'.
3	A workshop to be scheduled on MS-word, Leadership skills, Tally and MS Excel for Non-teaching staff.	Workshop on MS-word, Leadership skills, Tally and MS Excel are organized for Non-teaching staff.
4	First year student orientation programme to be scheduled during June 2016. Workshop for Mothers (Mom's Club) on 'Dealing with teenage daughters' to be scheduled on the same day.	First year orientation programme is organized for the students.
5	IQAC to organize Open circle meetings to share the best practices every alternate Friday.	Open circle meetings organized and best practices shared.
6	Value added Courses to be offered Under Centre for Excellence – Kaushal kendra:	Students registered for the Value added courses and classes commenced.

M.O.P. Vaishnav College for Women  
(Autonomous)  
No. 20, IV Lane, Nungambakkam High Road  
Chennai-600 034

7	Introduction of a "Mentor card" for the students to track their personal and Academic achievements. Mentoring sessions to be scheduled twice every semester.	Mentoring Cards introduced and students are mentored regularly.
8	Online EVS examination is planned as part of Innovative process adopted in teaching and learning	EVS examination conducted online for the students.
9	Outside Library visits planned	Outside library visits to prominent libraries in the city were arranged and completed for II and III year students.
10	Departments to submit Academic audit for the Odd semester.	Departments submitted academic audit reports
11	Ministry to organize campaigns to promote cleanliness, ban on plastics in campus	Ministry organized campaigns to promote cleanliness, ban on plastics in the campus.

## M.O.P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)

### Action Taken Report

**On the decisions of the IQAC meeting held on 04.01.2017 and 01.03.2017**

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

Sno.	Decision	Action Taken
1	Planning of the logistics for the conduct of the National level Seminar on “Quality Initiatives in Teaching, Learning and Evaluation”.	National level Seminar on “Quality Initiatives in Teaching, Learning and Evaluation” is organized.
2	Decision were taken with respect to Power Talks for PG students.	Current and relevant topics were identified for the Power Talks and organized.
3	Decisions taken with respect to Admissions Online Application form filling for the admission during the year 2017 – 18.	All the decisions taken were implemented giving due attention to cost of application for various courses, date of sale of online applications, general Brochure, Disclaimers, handling queries etc.
4	Conduct of Staff workshops on ‘Practice before you preach’ and ‘Team Building.	Staff workshops to empower teaching & Non-teaching staff were organized as per the scheduled dates
5	Departments to submit Academic audit.	Departments submitted Academic Audit reports.
6	Manuals to be revised for the conduct of all activities.	Manuals related to all the activities were revised.

M.O.P. Vaishnav College for Women  
(Autonomous)  
No. 20, IV Lane, Nungambakkam High Road  
Chennai-600 034

7	Institutional and faculty Feedback forms for to be available for the students to fill online.	Students filled the feedback online.
8	Orientation programme for newly recruited faculty is to be scheduled for the next academic year.	Orientation programme for the newly recruited faculty organized.
9	Departments to submit Timetable, lesson plan and department action plan for the next academic year.	Departments submitted timetable, lesson plan and department action plan.
10	Departments to update MIS entry online by April 2017.	Departments updated the MIS.