

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

**Action Taken Report**

On the decisions of the IQAC meeting held on 15.06.2017, 23.09.2017 and 28.10.2017

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

Sno.	Decision	Action Taken
1	Value Education(VE) for I year UG Students.	<ul style="list-style-type: none"><li>• VE classes are handled as a series of lectures at Vivekananda centre for the benefit of the students.</li><li>• Class room teaching are scheduled and are handled by the faculty.</li></ul>
2	Mentoring classes for the students.	Mentor was assigned and mentoring sessions were conducted.
3	Academic Audit to be monitored at periodic intervals.	Academic Audit was conducted by Hods. Students lacking in attendance are cautioned and syllabus completion status of all subjects are monitored by Hods .
4	Workshop on Telephone etiquette, English communication to be scheduled.	Training sessions on Telephone etiquette, English communication organized for Non-teaching staff.
5	Smart classroom installation to be initiated.	Smart classroom installation is completed as part of innovation in teaching and learning.

6	Ecological park visit.	Students were taken to Ecological park visit under Environmental studies.
7	Workshops on 'Transforming teachers into knowledge creators' to be scheduled.	Workshop on 'Transforming teachers into knowledge creators' and 'Teaching and training methodology' is organised.
8	Careful monitoring of Lesson plan and internal components.	Respective HODs to check the Lesson plan and internal Components given to the student. Internal components should be made interesting and exciting for the students.
9	Decisions were taken on the conduct of the MOPYuva Sammaan Award function.	MOP Yuva Sammaan Awards function is organized and winners announced.
10	In keeping with the Silver Jubilee celebrations of the college, initiation of the Certificate courses, UG Diploma and PG Diploma Courses were initiated.	Brochures were finalized and Courses were introduced from June 2018.
11	Departments to submit Academic audit and mentoring reports for the Odd semester.	Departments submitted academic audit and mentoring reports.
12	Departments to update MIS entry online.	Departments updated MIS.

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**Action Taken Report**

**On the decisions of the IQAC meeting held on 18.12.2017 and 13.04.2018**

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

Sno.	Decision	Action Taken
1	Planning for the Upcoming National level Seminar on 'Role of Autonomy and quality Assurance in Higher education' scheduled on 22 <sup>nd</sup> and 23 <sup>rd</sup> January 2018.	National level Seminar on 'Role of Autonomy and quality Assurance in Higher education' is organized.
2	Workshop on 'Research documentation' and 'Advancements in teaching methodologies' to be scheduled.	Workshop on 'Research documentation' and 'Advancements in teaching methodologies' is organized.
3	Board of Studies to be completed and Departments to look for options to introduce relevant market oriented subjects.	All Departments conducted their respective Board of Studies with introduction or revision of curriculum relevant to the industry needs.
4	Series of workshops and FDPs to be organised for Faculty during the month of June 2018.	Workshops Organised - <ul style="list-style-type: none"><li>• Fitness workshop</li><li>• Bonding as a team</li><li>• Computer skills</li><li>• Happiness at the workplace</li></ul>
5	Departments to present lesson plans.	Lesson plan were presented by all departments on 12-13 <sup>th</sup> of June 2018.
6	Workshop is scheduled for the administrative staff.	Workshop on Workplace productivity was Organized for the administrative staff.

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7	Workshop on 'Fire control mechanisms' and 'Cybercrimes' to be scheduled.	Workshop on 'Fire control mechanisms' and 'Cybercrimes' is organized.
8	Departments to submit Academic audit and mentoring reports for even semester.	Departments submitted academic audit and mentoring reports.
9	Foreign universities for summer course.	Foreign universities for summer course collaboration are initiated.
10	Orientation for new faculty to be scheduled.	Orientation for the new faculty is organized.
11	First year orientation for the students.	Orientation for I year students and workshop for mothers is organized.
12	Departments to submit plan of action for next academic year.	Departments submitted the plan of action to the Principal.