



M.O.P. Vaishnav College for Women (Autonomous)

(College affiliated to the University of Madras & Re-accredited at "A++" Grade by NAAC)

No.20, IV Lane, Nungambakkam High Road, Chennai - 600 034. India.

Phone : 044 - 2833 0262 / 2833 0677 Fax : 044 - 2833 0385

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INTERNAL QUALITY ASSURANCE CELL


Action Taken Report

**On the decisions of the IQAC meeting held on 4th May 2020, 3rd July 2020
and 11th Sep 2020**

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

Sno.	Decision	Action Taken
1	Principal suggested all the heads of departments to organise webinars on latest trends during covid pandemic. Principal informed an FDP on Online teaching and learning technologies will be scheduled in month of June	Webinars on Impact of covid on personal finances, digital transformation were conducted. FDP on Online teaching and learning technologies organized for all faculty.
2	During pandemic, all faculty members are suggested to take and complete online courses in Udemy, Coursera or Swayam etc to enhance their knowledge.	All faculty members completed online courses.
3	Gsuite for online classes	Online classes are handled using Google workspace for education. Online lectures are enhanced with combination of ICT tools and various pedagogies.
4	Admissions 2020-21	Admissions commenced online as per UGC guidelines
5	Video Lectures	Faculty members prepared recorded video lectures.
6	Training for Nonteaching staff	Training given on MS-Word and Advanced Excel.
7	Departments are instructed to conduct all department activities online. Student Induction Programme (Freshers Orientation session) to be planned online during the month of August	Departments organised all activities online. Freshers orientation programme organized in August.

8	A workshop on Framing and attainment of POs, PSOs and Cos is scheduled in month of November 2020	Workshop on Framing and attainment of POs, PSOs and Cos organized.
9	Departments informed to update online MIS entry and submit data for NIRF ranking 2020	Departments submitted MIS reports
10	Departments to submit mentoring report for odd semester during last week of November	Departments submitted mentoring reports
11	Academic Council meeting	Academic council meeting held on 30 th Nov 2020.
12	Ministries to submit the proposal for the parliamentary session.	Student Parliamentary session held online.


IQAC Co-ordinator

COORDINATOR
INTERNAL QUALITY ASSURANCE CELL
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Chairperson of the IQAC

Principal
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Action Taken Report

**On the decisions of the IQAC meeting held on 4th January 2021, 3rd February 2021
and 25th March 2021**

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

Sno.	Decision	Action Taken
1	Head of the Departments to host respective department meetings regularly on Google Meet. Sessions to be recorded, and documents – Time table, lesson plans, activity planner, curricular and co-curricular activities to be filed and sent bi-annually to the IQAC.	Departments organized department meetings online and sent report to IQAC.
2	Academic Audit is tentatively scheduled in the Month of May 2021 for the I PG for the academic year 2020-21	Academic audit held for the academic year 2020-21 for PG I years.
3	Upon Completion of Academic Audit, the departments are requested to submit elaborate reports on Guest Lectures, Workshops, Seminars, Conclaves, National & State level symposiums, Campaigns, Research Projects, Student and Staff Paper Presentations, Student and Staff Publications, List of Staff as Resource Person	Departments submitted MIS and uploaded the details online for the academic year 2020-21.
4	Govt. permitted colleges to function from 8 th Feb 2021	Lab classes are scheduled in the college for the students as per SOP.

5	External Academic Audit to be organized by departments by 15 th March 2021.	All departments organised External Academic Audit by March 2021 and submitted reports.
6	Workshop on Importance of Vaccination to be scheduled during Mar 2021. Training session on Effective Communication and Social etiquette for Non-teaching staff to be organized.	Workshop on Importance of Vaccination is organized. Effective Communication and Social etiquette workshops organized for Non teaching staff.
7	Feedback link on Institution and Faculty will be available online to students during first week of April 2021.	Student feedback collected online from 10 th April 2021 to 14 th April 2021.
8	All Department faculty and research scholars to publish at least one research article in SCOPUS/UGC care list Journals before April 2021.	Faculty published papers in SCOPUS/UGC care list Journals.
9	Steering Committee for NAAC SSR Submission 4th cycle was formed.	Steering Committee for NAAC SSR started working on the criterions.
10	All faculty members to work on the PSO, CO and Activity Planner for the next academic year.	Departments reviewed and submitted PSO, CO and Activity Planner for the academic year 2021-2022.
11	Departments to submit workload and lesson plan for next academic year	Departments submitted workload and lesson plan
12	Principal discussed constitution of various committees for next academic year	Various committees are constituted by the Principal

R. Leavany

IQAC Co-ordinator

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H.P.

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On the decisions of the IQAC meeting held on 15th July 2021 and 24th Sep 2021

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

Sno.	Decision	Action Taken
1	An FDP on NAAC criterion is scheduled during August 2021	FDP on NAAC Criterion is organized.
2	Workshop to be scheduled for teaching and non-teaching staff on covid practices and protocols respectively during August 2021	Workshops on Covid practices and protocols organized.
3	Workshop on MS-Excel and Emergency control to be scheduled during September 2021.	Workshops organized on MS-Excel and Emergency control.
4	Induction programme for newly recruited faculty members on Code of conduct, welfare schemes, service and leave rules, lesson plan preparation and assessment methodology are scheduled during August 2021.	Induction Programme for newly recruited faculty members organised.
5	All faculty members are instructed to adopt revised blooms taxonomy to write learning outcomes, prepare lesson plans and question papers for internal assessments	Faculty adopted revised blooms taxonomy for lesson plans and internal assessments question paper setting.
6	Departments are instructed to conduct all department activities online. Student Induction programme(Freshers Orientation session) to be planned online during the month of September 2021.	Department activities are held online and Fresher Orientation programme is organized.

7	II, III year UG students to register online for Value added courses under Kaushal Kendra during August/September 2021	Students registered for Value added courses and classes commenced.
8	IIQA is planned to submit by end of October 2021.	IIQA submitted.
9	Faculty members are motivated to work towards research publications and patents	Faculty members published patents
10	Departments are instructed to submit academic audit and mentoring reports for Odd semester	Departments submitted Academic Audit and mentoring reports
11	Faculty members are instructed to submit e-content lectures	Faculty members e-content lectures are recorded in Naalanda and uploaded in MOP Classroom portal

R. Geetha

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