



# Dr. N.G.P. ARTS AND SCIENCE COLLEGE

An Autonomous Institution Affiliated to Bharathiar University, Coimbatore  
 An Institution of Kovai Medical Center Research & Educational Trust  
 Accredited by NAAC, Included under 2(f) & 12B of UGC Act, 1956  
 Dr.N.G.P. - Kalapatti Road, Coimbatore-641048,

## The Internal Quality Assurance Cell (IQAC)

### Action Taken Report (AY 2016-17)

S. No.	IQAC Meeting No. and Date	Agenda/Discussion topic in the IQAC meetings	Action taken subsequently on the agenda points discussed in the IQAC meetings.
1	Meeting No.:01 Date: 20.06.2016	College with Potential Excellence	Coordinator for preparing the documents for submission of proposal identified and further directions towards the submission of proposal for the same were discussed
		Preparation of Senate Report and Annual Report for Bharathiar University	Senate report and Annual reports were prepared and submitted to Bharathiar University
		Finalization of department files	List of files to be maintained in all departments for documentation of all the initiatives were identified, listed and circulated to all HoDs and Faculty
		Guidelines for the departments	Action Plan for the departments towards quality enhancement were finalized and circulated to all HoDs and Faculty
		Various cells and Clubs of the College	Guidelines for initiating the activities of various cells and clubs functioning in the institution are finalized and circulated to the Coordinators for effective implementation
2	Meeting No.:02 Date: 06.07.2016	Department File maintenance	Numbers of files maintained in the department were reorganized to meet the requirements of NAAC and other quality maintenance initiatives of the institution.
		Discussion on Suggestions given by NAAC peer team	Following strategic plans were drafted to meet the suggestions of NAAC peer team: Annual strategic plan of the departments to be submitted to IQAC at the beginning of the Academic year. Periodical review of the departments will be scheduled to monitor the implementation of plans as per schedule

3	<b>Meeting No.:</b> 03 <b>Date:</b> 12.07.2016	Publication of Newsletters- Decided to Publish Newsletters twice per year for IQAC and one per year by all departments	Newsletters published twice per year for IQAC and one per year by all departments
		Regular updation of website	An exclusive team was constituted and College website was regularly updated
		Bridge course : Syllabus and material	The syllabus and material for Bridge course were prepared by the offering departments and the same are maintained in department
		Committee for Friday assembly to be constituted	A committee was constituted to organize the Friday assembly
		Class committee meetings to be held thrice a semester	Committee meetings were held thrice in a semester to monitor the efficiency of Teaching-learning process
4	<b>Meeting No.:</b> 04 <b>Date:</b> 14.7.2016	Selection of External Members for IQAC	External members were inducted in to IQAC executive committee
		Intimation of department activities to IQAC	Circular was sent and an exclusive drive was installed to update the activities of the departments on day to day basis
5	<b>Meeting No.:</b> 07 <b>Date:</b> 21.12.2016	Academic Audit Criteria and the Scaling system	Academic Audit Criteria and the Scaling system were finalized and auditors were identified
6	<b>Meeting No.:</b> 08 <b>Date:</b> 2.1.2017	OBE Initiatives	Workshops and FDPs conducted to orient staff for the effective implementation of OBE
7	<b>Meeting No.:</b> 09 <b>Date:</b> 13.2.2017	Extra Credits	Criteria for the award of extra credits to students were discussed and finalised
8	<b>Meeting No.:</b> 10 <b>Date:</b> 15.3.2017	Introduction of B.Sc. Chemistry from the Academic Year 2017-18	Proposal was submitted to University to introduce B.Sc. Chemistry from the Academic Year 2017-18
9	<b>Meeting No.:</b> 11 <b>Date:</b> 27.4.2017	Submission of abstracts of PG project to Center for Research	Abstract of PG projects submitted to Center for Research
		Publication regulations for M.Phil and Ph.D Research scholars	Publication regulations for M.Phil and Ph.D Research scholars were finalized. Minimum of one publication for M.Phil and 2 for Ph.D. made mandatory

*B. Kalbur*  
Coordinator-IQAC



*M. G. S.*  
Principal