



Madurai Kamaraj University

(University with Potential for Excellence)

Re-accredited by NAAC with 'A' Grade in the 3rd Cycle



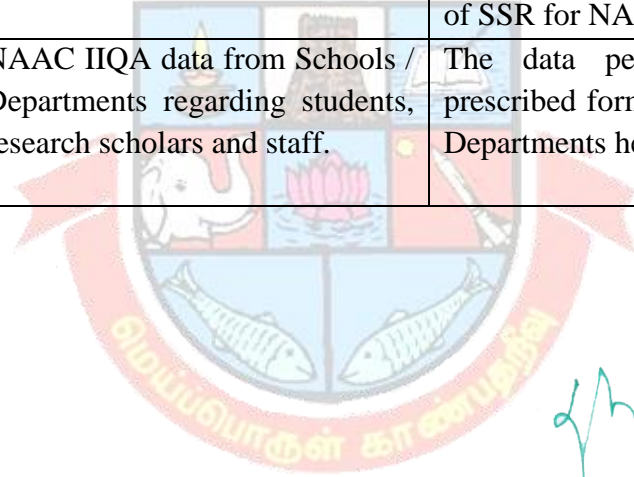
IQAC MEETINGS

ACTION TAKEN REPORT - ACADEMIC YEAR 2018-2019

S. No	Date of meeting	Suggestions / Decisions	Action Taken
1	05.11.2018	Conducted a meeting with Chairpersons/Heads to direct them to organize a meeting with parents of all students.	The parents' meeting is conducted on 21.11.2018 at all the Schools/Departments and suggestions are recorded.
2	12.11.2018	Academic Audit for the years 2013-14 to 2017-18 by inviting External Experts.	Academic Audit has been conducted for all the Schools/ Centres between 18 th to 28 th November 2018 and the reports are consolidated.
3	28.11.2018	To prepare data for NIRF, Academic Audit and AQAR from all the Schools and Centers for the current year. (incomplete)	A Circular has been sent to all the Schools and Centers to fill up the AQAR, Academic Audit formats for the current year.
		It is resolved to process the data collected for NIRF ranking for the year 2018-19.	Data processing for NIRF has been initiated.
		To request for extension of date (one week) for data submission to NIRF.	Requisition related to the extension of date has been made.
		To strengthen the data on placement / employment status of students of 2017-18 by collecting the contact details of out-going students.	Direction has been given to the Chairperson / Heads to collect the contact details of outgoing students to strengthen the placement records.
4	11.12.2018	Preparation of Annual Quality Assurance Report.	AQAR has been prepared and is to be consolidated to uploaded in the website.
		To improve Swayam MOOC / Online Course as a part of curriculum	A letter is sent to the registrar and through CBCS, Swayam MOOC courses is made mandatory for all students.

5	18.12.2018 & 28.12.2018	Consolidation of Annual Quality Assurance Report for the years 2013-14 to 2017-18.	The reports has been consolidated and made ready for uploading in the website.
6	11.03.2019	Administrative and Academic Audit	The report of the Academic and Administrative Audit held during 18 th to 28 th November 2018 is consolidated.
		State level workshop on Global Ranking on 22.03.2019	The work arrangement regarding the conduct of the seminar is discussed among the members and Committees are formed.
		Preparation of Annual Report 2018.	An e-mail dated 15.03.2019 regarding the preparation of Annual report for the year 2018 is sent to the Chairpersons/Head of various Schools/ Departments.
		NAAC preparation – preliminary work.	A format for collecting data for the NAAC (Fourth Cycle) has been discussed and prepared.
7	21.03.2019	One day state level workshop on ‘Global Ranking of Universities: Present Scenario’.	Successfully conducted the workshop. 254 participants from various colleges belonging to 12 districts attended and benefited from the workshop.
8	02.04.2019	To initiate the process for NAAC preparation and Collection of Student Feedback Forms.	A liaison member from the each School / Centers is nominated for collecting the data.
			A format for NAAC data collection is circulated with the members for discussion.
			Student Feedback Proforma is sent to the Chairpersons/Heads by e-mail dated 24.04.2019.
			List of alumni members for five years is invited from the Schools by e-mail dated 03.04.2019.
		NAAC preparation.	NAAC preparatory work has been discussed.
IIQA – Clarification received from NAAC.	E-mail regarding the clarification has been sent to all the Chairpersons by E-mail dated 22.07.2019.		
9	24.04.2019	Online Feedback survey from stakeholders (Student, Teacher,	Five Google forms incorporating all

		Alumni, Employer & Parent)	the questions of the feedback of stakeholders are designed and an icon is placed on IQAC website. Student Feedback Proforma is sent to the Chairpersons/Heads by e-mail dated 24.04.2019.
		Collection of student contact details for NAAC Student's Satisfactory Survey.	E-mail dated 24.04.2019 has been sent to all Chairpersons / Heads requesting the student's contact details for Student Satisfactory Survey.
10	06.06.2019	Preliminary Meeting on Administrative and Academic Audit.	The formats of AAA received from Dr. M. Selvam, Alagappa University, Karaikudi have been circulated among the members.
		Preparation of NAAC SSR.	Preliminary steps for the preparation of SSR for NAAC are discussed.
11	21.06.2019	NAAC IQA data from Schools / Departments regarding students, research scholars and staff.	The data pertaining to IQA in prescribed formats requested from the Departments heads on 02.07.2019.



Director (IQAC)