



# M.M.E.S. WOMEN'S ARTS AND SCIENCE COLLEGE



Accredited by NAAC with B<sup>+</sup> Grade, CGPA 2.74 out of 4  
Certified Under Section 2(f) of the UGC Act 1956 – (An ISO 9001:2015 Certified Institution)  
Affiliated to Thiruvalluvar University  
Hakeem Nagar - Melvisharam- 632 509. Phone: 04172 – 266167  
Email: mmeswc@yahoo.in Website : mmeswc.edu.in

Page : \_\_\_\_\_  
Date : \_\_\_\_\_

Action Plan

## ACTION PLAN.

### ACADEMIC YEAR - 2023 - 2024.

- \* Preparing calendar of events - 2023 - 2024.
- \* To sign more MOU.
- \* To promote Research activities by Organizing Seminars, Conferences & Workshops.
- \* To register in Institutional Innovation Council.
- \* Strengthening the placements of students.
- \* Enhancing the use of Digital Technology.
- \* To strengthen the relationship with Alumnae.
- \* To work on Accreditation process.

*Dr.*

*Dr.*

Dr. Freda Gnanaseivam, Ph.D.,  
Principal  
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Agenda Items

Page :  
Date :

DISCUSSION: 18.10.2023

It was discussed:

→ TO remember former students forever.

5 It is advised to make past pupils to attend all Institutional programs, so that they can maintain the good rapport with fellow students and Institution.

→ Review of activities conducted by different department is taken. The coordinators and all the HODs are advised to take necessary measure to enhance internship, Industrial visit, Educational tour...etc. Further review of new MoU Signed with different institutions / Industries were discussed.

10

→ It was also discussed that all faculty members need to focus on both qualitative description and Evidentiary support to be attached for SSR Submission. The team members are also advised to visit NAAC SOP and NAAC Manual for seeking clarity to answer questions.

20

*V.R.D. HAN*  
*Dr. Freda Gnanaselvam, Ph.D., Principal*  
*M.M.E.S. Women's Arts & Science College*  
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*N. S. Krishnan*  
*G. Ravi*  
*J. Yogesh*  
*M. P. Ch*  
*Salma Farhan*  
*M. N. P. Kaly*  
*S. S. Sultana*  
*N. G. S*

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Number & S/L Page :  
Date :

ACTION TAKEN:

- The Alumnae meet was conducted on 28.10.2023.
- Various Departments signed MoU Successfully.
- The Self-Study Report - (SSR) with required documents was submitted in NAAC website.

B. Senthil

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## ACTION TAKEN:

→ The uploading of Student Satisfaction Survey (SSS) for Cycle 2 of NAAC Accreditation was completed.

→ It was informed to all department staff to work on academic and Departmental calendar through Head of Department.

→ Students and faculties of all departments enrolled in various Online certified courses, Government initiated courses like SWAYAM, NEVRT.. etc.

*B. Smt*

*Dr. Freda*

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Date : \_\_\_\_\_


CIRCULAR 22.01.2024

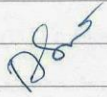
The Internal Quality Assurance Cell (IQAC) has scheduled for a meeting on 23.01.2024 at the IQAC Conference hall. All the members of IQAC are requested to attend the meeting.


The Agenda details are given below.

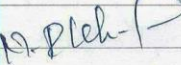
**AGENDA:**

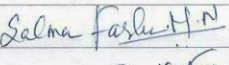
- \* Institutions Innovative Council.
- \* Placement Cell.
- \* Paperless Campus.

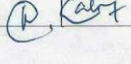
  
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M. G. Ravi

  
V.R.D. Ravi

  
M. P. Ravi

  
Salma Faruk H.N

  
R. Karthi

  
N. Ravi

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## DISCUSSION:

23.01.2024

It was Discussed:

→ To encourage the Creativity of Students with new ideas & innovations to create Start ups and Entrepreneurial Ventures. Further they also suggest all faculty members and coordinators to Organize the activities as per the schedule.

→ To Organize Softskill Training Programme to all final year students by Specialized faculty through Career Guidance and Placement Cell.

→ To make Digitalized Campus through limited usage of papers.

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Page : \_\_\_\_\_

Date : \_\_\_\_\_

## ACTION TAKEN:

Various Departments conducted Seminars, Workshops related to Entrepreneurial Ventures.

→ The Career Guidance and Placement cell actively Participating in guiding the students for their higher studies and Job opportunities. Further planned to conduct Soft Skill Training Programs in upcoming months.

→ The initial step in making Paperless (or) Digitalized campus is started through EMBASE an Online platform in which faculties use the App to mark students attendance.

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CIRCULAR.

13.02.2024

The Internal Quality Assurance Cell (IQAC) has scheduled for a meeting on 14.02.2024 at the IQAC conference hall. All the members of IQAC are requested to attend the meeting. The Agenda details are given below:

## AGENDA:

- \* Access to OPAC Software.
- \* Research and Development.
- \* Cultural Fest.

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*[Signature]* 13/2  
*[Signature]* 13/2/2024

S. Ramesh Kumar G. Ravi P. K. K.

V. R. D. HKS

*[Signature]*

*[Signature]*

Salma Faruk M.H

*[Signature]*

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## DISCUSSION:

14.02.2024.

It was Discussed:

→ To make world class infrastructure of library through OPAC software. This enable the staff and students to easy access of books and e-Journal through digital platform.

→ To encourage the faculty members to complete their pursuit of Doctoral Degree program. Further advice to undertake research activities and publish research papers in UGC care listed Journal.

→ To Organize Talent Search program through cultural fest. It provides an opportunity for students to exhibit their hidden talents.

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Page : \_\_\_\_\_  
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## ACTION TAKEN:

→ The insight to access of Ulele- OPAC software is circulated for all departments through circular.

→ All Department faculties were constantly working on Research articles and also published their Journals.

→ The duty of staff was assigned to guide and encourage students for their active participation in cultural fest.

*B. S.*

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