



Annai College of Arts & Science

Quality Education for Today & Tomorrow

Accredited by NAAC with "B" Grade & Recognized by UGC under Section 2(f) & 12(B)
Affiliated to Bharathidasan University, Tiruchirappalli. E-mail: acasdmn@gmail.com

**ANNAI COLLEGE OF ARTS AND SCIENCE, KOVILACHERI,
KUMBAKONAM 61502**

(Affiliated to Bharathidasan University, Tiruchirappalli)

**1.4.1. Institution obtains feedback on the syllabus and its transaction
at the institution from the following stakeholders**

- Action taken report of the Institution on feedback report as stated in
the minutes of the Governing Council



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IQAC CHAIR PERSON

Principal

Annai College of Arts & Science
Kovilachery, Kumbakonam-612 503



Annai College of Arts & Science

Quality Education for Today & Tomorrow

Kovilacheri, Kumbakonam - 612 503. Ph : 0435 2453007

A Unit of K.K.O.Mohamed Ibrahim Educational and Charitable Trust

(Muslim Minority Institution)

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Minutes of the Meeting of First Governing Council

Date and Time: 23.06.2021 at 10.00 am

Venue: Chairman office

Chairman and Members present

S.NO	NAME & DESIGNATION	POSITION
1.	Mr.M.Anwar Kabir	Chairman
2.	Mr.M.I. Abdul Gafoor	Correspondent
3.	Mr.M.I.Humayun Kabir	Secretary
4.	Mr.M.I. Ahmed Yasin	Joint Secretary
5.	Mr.S.Elanchezhiyan	Senior Faculty
6.	Dr.J.Loyola Peeris	Senior Faculty
7.	Dr.Anand Karunakaran D.J.S	External Educational Expert- Bishop Heber College (Autonomous), Trichy
8.	Nayeem A Khan	External Industrial Expert-HR & Trainer,TCS-Chennai
9.	Hajee Dr.S.Ismail Mohideen	University Nominee
10.	Dr.S.P. Manicka Vasugi	Principal

The First Governing Council meeting was conducted on **23/06/2020** at 10.00 am in the Chairman cabin. The Chairman has introduced each member to others, welcomed all members and emphasized the importance of the first meeting. He informed the members that the Management has provided good infrastructural facilities to the College and a good beginning is made. He complimented the hard work of the Faculty members and Principal for producing a good result and admission. He wished that the Institute will maintain its position and improve the results further.

The Principal has formally welcomed the Chairman and all members of the Governing Council and presented the detailed agenda. The Governing council has considered it item-wise and deliberated as highlighted below. The contents of Items revised based upon the suggestions of the GC Members are underlined and given in the final proceedings enclosed.

1.1 To approve the Vision and Mission of the Institute

Vision

Resolution:

Our Chairman suggest to informed that vision of the Institute should include environment protection and cultural heritage, Chief Executive Officer, Annai Group of Institution., suggested to include the words like keywords such as quality to reflect the importance of NAAC accreditation.

Accordingly the Principal has revised the Vision and included in the proceedings for approval.

Mission

Resolution:

Our Chairman suggest to informed that Mission of the Institute should include preserve forestation and socially responsible,. Accordingly the Principal has revised the Mission and included in the proceedings for approval.

1.2 To approve Five –Year Plan

Resolution:

The Council pointed out to offer corporate- specific training programmes to enhance placement for developing managerial skills. Hajee Dr.S.Ismail Mohideen, University Nominee informed to increase the Research Centres approved by Bharathidasan University for the promotion of the departments. Our Chairman suggest to apply for new course in the Under graduate Degree and to go for permanent affiliation. The Five-Year Plan is given in the proceedings for approval.

1.3 To approve the Organization Chart/Ornogram

Resolution:

Our Chairman advised the Principal to modify the Organization chart and pointed out to include the positions of Accounts Officer, Administrative Officer, PRO and to make the ERP Administrator to report to the Principal. The Principal explained the members that the Organization Chart shown represents the current positions and new positions can be created and shown in the chart as the Institute grows. However, she agreed to include such positions in the organization chart, for future expansion. The revised Organization chart is given in the proceedings for approval.

1.4 To approve for composition IQAC Cell

Resolution:

The Council perused the approval of new members in the composition of the IQAC Cell for further execution.

1.5 To approve for revised course fee

Resolution:

The Council perused and ratified the revised course fee by the discussion with the CEO and Finance Officer by considering the rural background and financial background of the students

1.6 To approve Add-on-Program and Certificate Courses

Resolution:

It is resolved to approve as such.

1.7 To approve Teaching/Non-teaching staff Recruitment, promotion and relieving procedures

Resolution:

The Council suggested organizing FDP for atleast one week in every semester to encourage internal promotion of eligible faculty members. The Principal has agreed and introduced this provision in the proceedings. Our Chairman stating that “in the event of misconduct, misappropriation of funds or causing loss to the College, forgery, indiscipline, violation of College rules and regulations, the faculty member or non-teaching staff or an employee concerned at any level will be suspended immediately pending enquiry”.

1.8 To approve the guidelines for Faculty, students, Non-Teaching, Examination, HR.

Resolution:

The members of Governing Council appreciated the efforts of the Management and Principal in bringing out a well drafted, standard guidelines, rules and regulations for Students, Faculty Members and Non-Teaching Staff. It was approved as such.

1.9 Infrastructure facilities created and proposed

Resolution:

It is resolved to approve to include Auditorium in the list of facilities proposed for future. The revised content is given in the proceedings for approval.

1.10 To approve for New Courses in UG, PG and Research Departments**Resolution:**

It is resolved to approve as such.

1.11 To approve for E-Governance**Resolution:**

Our Chairman appreciated the initiation taken by Mr.M.Parthiban for implementing E-Governance in Library, LMS, Office, Social Clubs and Department activities and suggested to develop the software in all areas related to academic and non-academic.

1.12 Academic Performance and Feedback analysis:**Resolution:**

The Governing Council members appreciated the hard work and efforts of faculty members and the good academic system created and implemented by the Principal that has resulted in securing a very good result by securing the Overall Percentage of the outgoing batch is 98% in Bharathidasan University Examination. The council also appreciated the departments of securing University Rank holders in UG and PG departments. The students feedback report was analyzed and action taken in the Council.

1.13 Corona impact and Covid Centre**Resolution:**

The Governing Council members approved for Covid Centre in our Campus due to Covid impact.

1.14 On-Line Classes and Examination**Resolution:**

As per the G.O passed the classes to be organized only through Online mode and the University Examination to be organized as per the G.O.

1.15 To approve API Score for faculty performance appraisal

Resolution:

It is resolved to approve the same. The Governing Council members appreciated the Principal for designing and implementing a standard format for Faculty Performance Appraisal.

1.16 To approve the salary revision, increment for Teaching and Non-teaching staff.

Resolution:

It is resolved to approve the same.

1.17 To approve remuneration for Guest Speakers and allowance for Head of the Institution

Resolution:

It is resolved to approve the same.

1.18 To approve the activities of Social club

Resolution:

Our Chairman suggest to include more activities to be given to outreach the society measures and keen attention with special care to be given to the female students by counseling and motivational videos.

1.19 To approve for NCC in our campus by FSFS mode

Resolution:

It is resolved to approve the same.

1.20 To approve the students activities beyond the curriculum

Resolution:

The Council suggest to involve the students beyond the curriculum and the Principal agreed to do the same.

1.21 Training and Placement activities

Resolution:

The Council suggest to offer more placement to the students and to organize Career Skill.

1.22 To approve for Bridge Course/Induction Programme/Value Added Programme/Skill based Programme.

Resolution:

The Council ratified the courses as per suggested by the department with the approval of Principal

1.23 To approve the Psychological counselor for the students

Resolution:

It is resolved to approve the same.

1.24 Academic target planned and achieved during the year 2020-2021

Resolution:

The council appreciated the academic activities achieved and suggests to prepare as report

1.25 Academic and other target planned to be achieved in the academic year 2021-2022

Resolution:

It is resolved to approve the same. The Council suggested to involve students in organizing seminars, programmes, etc.

1.26 Proposal to prepare documentation for submission of AQAR and SSR (II Cycle-NAAC)

Resolution:

It is resolved to approve the same

1.27 Any other matters regarding academic.

The Chairman, suggested to enhance in the research, result and placement, an adoption scheme practiced in a College which secured highest result, shall be followed. The Principal replied that our Institute has a standard academic system in place to take care

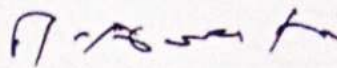
of the slow-learners, enable them to improve their knowledge and enhance the result. It will be implemented more effectively during the coming academic year.



Prepared by: Principal

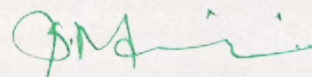
Principal

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Approved by: Chairman

CHAIRMAN
Annai College of Arts & Science
Kovilachery Kumbakonam-612 503



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ACTION TAKEN REPORT OF THE INSTITUTION

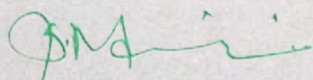
(Only considerable percentages have been considered and addressed in the appended table)

S. No.	FEEDBACK	ACTION TAKEN
I	Students' Feedback for Faculty and College Faculty Performance	<p>Reports of feedback from students for the teachers were compiled and shared with Google forms to each department.</p> <p>Additionally, the IQAC has also shared the reports of the annual internal academic audits with each Department.</p>
II	Feedback Form - Questionnaires for Students for Designing and to Review the Syllabus The Syllabus was <ul style="list-style-type: none"> 70 % of students were inadequate with the relevance of the syllabus to the background for benefiting from the course. 20% of students' background for benefiting from the course was syllabus Just adequate. 	<p>These concerns have been shared with the relevant authority for consideration and appropriate action</p>
	Feedback General	
III	<p>students were happy with the academic environment of the college. 40-45 % of respondents rated the landscaping of the college premises as</p> <ul style="list-style-type: none"> Developing analytical skills Communication Skill Availability of optional subjects within the course Availability of interdisciplinary courses (only for PG courses) Knowledge base 	<p>The institution is satisfied with its performance in these parameters and commends the administrative staff for the proper maintenance of the college.</p>

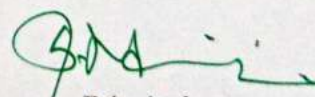
IV	FEEDBACK ON TEACHERS	
	<ul style="list-style-type: none"> All of the respondents rated the Communication between teacher and students as 'Excellent and Very Good. 	
	<ul style="list-style-type: none"> All of the respondents rated the ACAS students' Contributions in the Ability to design and evaluate assignments as 'Excellent' and 'Very Good 	The college has an active Placement Cell that serves as an interface between the students and employers. Through the forum of 'Add-on Courses,' the college provides access to career-oriented courses to prepare the students for the emerging needs of the field.
	<ul style="list-style-type: none"> Some of the respondents rated the ACAS students' Coverage of syllabus and Encouragement by the teacher for student participation as 'excellent'. <p>Most of the respondents rated the ACAS students' Coverage of syllabus and Encouragement by the teacher for student participation as 'Very Good' and 'Good'.</p>	
V	Library	
	<p>i Some of the students' 36 % respondents 'Good' Along with secondary study material, all course books should be available in the library so that students may avail them freely or cheaply.</p>	These concerns have been shared with the relevant authority for consideration and appropriate action.
	21% Excellent and 25 % Very Good, 40% Good Accessibility of books and journals and Availability of latest e books and e journals	
VI	Institutional Environment	
A	<p>i Students also wanted frequent career counselling sessions so that they have more knowledge about their post-collegiate professional options</p>	The institution has taken cognizance of this parameter and these concerns have been shared with the relevant

	35.5 % Good , 26 % Excellent, 26.7 % Very Good of respondents stated that the Placement Guidance and Career counseling cell.	authority for consideration and necessary action.
B	28.5 % of respondents rated the 'Attitude of college towards extracurricular activities at ACAS as 'Excellent and 'Very Good' while 23.9% of respondents have expressed their dissatisfaction.	The institution has taken cognizance of this parameter and these concerns have been shared with the relevant authority for consideration and appropriate action
C	38 % of respondents rated the 'Student council relationship as 'Very Good and 'Good.'	The institution is very Good with its performance in this parameter as most of the respondents have expressed satisfaction with the availability of academic freedom and feel that they are able to innovate within the framework of prescribed syllabus and organize seminars, talks etc.
VII	Alumni's Feedback for College and Institution	
	86 % of respondents feel that the college has positively contributed to their personal and professional	
	<p>In our college, as the part of IQAC feedback process, we have conducted alumni meet on department wise. In that meet, we have conducted a survey on alumni through a questionnaire.</p> <p>Population: 963</p> <p>Sample size: 300</p> <p>After the collection of the respondent's questionnaires, we start the analyzing the data by quantitative analysis as per the analysis we come to the following conclusions.</p> <p>89% of the alumni said that the admission process of the college is very good.</p> <p>72% of the alumni said that fee structure of the college is good.</p> <p>68% of the alumni agreed that environment of the college is good.</p> <p>74% of the alumni agreed that infrastructure of the college is very good.</p> <p>82% of the alumni agreed that faculty involvement is very good.</p>	The institution is satisfied with its performance in this parameter of feedback analysis of Alumnis

	<ol style="list-style-type: none"> 1. Admission procedure is made terms parent to all the levels. 2. Staff members are insisted to interact with the students positively. So that good report will develop between students & staff. 3. Classrooms are constructed to make a positive classroom and climate. 4. Transport facility is made to facilitate to most of the students to reach their home in time. 5. Discipline is maintained strictly and it is insisted to the staff member. 	The institution is satisfied with its performance in these parameters and shall work to consistently improve its performance percentages
IX	Staff Feedback – Action Report	
	<ol style="list-style-type: none"> 1. Staff members are encouraged for using ICT faculties their feedback is seriously taken and their grievances are rectified. 2. Research work of the staff members is encouraged and their participation of workshop, journal publication is promoted positively. 3. Staff members are given priority in the payment process. 4. Promotion process of the staff member's are truly transparent. 5. Staff members are allowed to make decision based on the situation they face. 6. Physical condition of the staff members is cared personally with health centre provided in-campus. 7. Staff members are allowed to do their work in their own style thus resulting in joy satisfaction. 8. Staff members are personally cared and their problems are solved with care. 9. Students are trained to respect the staff members and will assaulter the staff members occur it is taken in to auction severely. 	The institution is satisfied with its performance in this parameter


 IQAC CHAIR PERSON




 Principal

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