

MANNAR THIRUMALAI NAICKER COLLEGE

(Founded by the Tamilnadu Naidu Mahajana Sangam)

An Autonomous Institution, Affiliated to Madurai Kamaraj University
A Linguistic Minority Co-educational Institution/ Re-accredited with 'A'
Grade by NAAC

PASUMALAI, MADURAI – 625 004



ADMINISTRATIVE AUDIT ACTION TAKEN REPORT

2018 - 2020

CONTROLLER OF EXAMINATIONS

ACTION TAKEN REPORT

(2018 - 2020)

The Administrative Audit was conducted on 23.10.2020, External expert Prof.E.Ramaganesh, Director, IECD, Bharathidasan University; Trichy-23 recommended a few best practices as Confidentiality in the Conduct of Examinations, Security System, Automation, Infrastructure and Data Base Maintenance. The following actions were taken by the Office of the Controller of Examinations against the suggestions given in the report:

Suggestion 1: Choices in Core paper be experimented

Action Taken:

- From the Academic year 2021-2022 onwards, Outcome-Based Education (OBE) Curriculum was implemented in all the UG and PG Programmes.
- Under this framework, for all PG Programmes, two Core-Elective Courses with THREE choices were implemented in the III and IV semesters. Each Core-Elective course is offered for six hours with six credits.
- For all the UG Programmes, two Core-Elective Courses with THREE choices were implemented in the V and VI semesters. Each Core-Elective course is offered for five hours with five credits.

Suggestion 2: Self- Study Courses be experimented

Action Taken:

- The Department of BBA (Aided) offers “General Knowledge” course as Self Study Paper to all the UG Students with one extra credit.

- In the syllabi for all UG and PG Programmes, CO5 (Vth unit) is offered as self-study portion for students to learn by themselves and to submit individual assignments which carry five marks as part of CIA component.

Suggestion 3: Workshop in Evaluation Reforms be periodically organised

Action Taken:

- Organised Two Training Programmes on Attainment Calculation and setting Question Papers based on Blooms Taxonomy and Cos.

Suggestion 4: Criterion Reference Evaluation be experimented.

Action Taken:

- CIA and Summative exam marks are collected question wise so as to calculate OBE attainment.
- The results are published within 10 days from the last date of the exam
- Exams are conducted in 3 modes viz Descriptive, OMR based and Computer based so as to train the students for competitive exams

Suggestion 5: Online Grievance Cell be established

Action Taken:

To redress the grievances regarding examination issues, a special "Grievance Redress Cell" has been constituted and also new initiatives taken to establish "Online Grievance Cell". The stakeholders can visit the College Website for e-mail Id to lodge any complaint. Decisions on the grievances would be taken by the Committee and responded through online immediately.

R. Bharadwaj

Controller of Examinations
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Pasumalai, Madurai-625 004, Tamilnadu.



B. Manoharan
PRINCIPAL
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ADMINISTRATIVE OFFICE (AIDED)

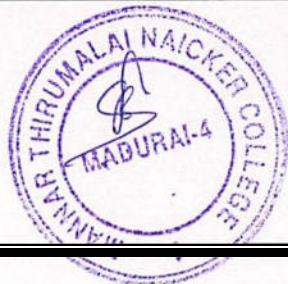
ACTION TAKEN REPORT

(2018 - 2020)

The Administrative Audit was conducted on 23.10.2020, External expert Prof.E.Ramaganesh, Director, IECD, Bharathidasan University, Trichy-23 audited and suggested to enrich the systematic functions of **Administrative Office (Aided)**.

The following actions were taken by the **Administrative Office (Aided)** against the suggestion given in the report:

| Sl. No. | Recommendations | Action Taken |
|---------|---|---|
| 1. | Annual Field Trips be arranged for staff | Due to COVID pandemic the Annual Trip was not arranged. The suggestion will be carried out in future. |
| 2. | LTC and Housing Loan facilities be explored by the institution for all staff. | LTC and Housing Loan facilities implemented by the Institution for both Teaching & Non-teaching staff members. |
| 3. | Purchase be done through GEM | Steps will be taken. |
| 4. | Initiatives be taken to fill the existing vacant positions. | Vacancy positions in various categories in the Office of the administration are filled and one Technical Assistant already appointed. |
| 5. | Training for MIS be organized for the staff to develop their ICT skill | Need-based Technical Workshop is arranged. |
| 6. | Internal Audit Committee with members from GB, Senior Staff and Experts be constituted to monitor and suggest the best practices. | A Committee will be constituted to supervise the best practices of the Office. |



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ADMINISTRATIVE OFFICE (SELF-FINANCING)

ACTION TAKEN REPORT

(2018 - 2020)

The Administrative Audit was conducted on 23.10.2020, External expert Prof.E.Ramaganesh, Director, IECD, Bharathidasan University, Trichy-23 has audited and suggested to enrich the systematic functions of **Administrative Office (Self-Financing)**.

The following actions were taken by the **Administrative Office (Self-Financing)** against the suggestion given in the report:

Suggestion 1: Annual Field Trips Be Arranged For Staff and Officers:

Recreation is arranged every year

Suggestion 2: LTC be instituted by the Institution for Senior Staff for They Be Motivated

LTC being a welfare measure, a staff meeting will be arranged to frame rules and regulations regarding eligibility condition for availing the benefit. Then, the request will be placed for due consideration necessary approval by the Management.

Suggestion 3: Corpus Fund be Initiated Exclusively for the Security of Staff

This novel suggestion is expected to boost up the working attitude of the staff members. Necessary proposals will be submitted to the Management in this regard and after their decision, it will be implemented.

Suggestion 4: Purchase be done through Gem

Arrangements will be made to place orders through GEM for future purchases.

Suggestion 5: Tally Software Be Installed

Arrangement will be made for installation of TALLY SOFTWARE for accounting requirements.



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COMMUNITY COLLEGE

ACTION TAKEN REPORT

(2018 - 2020)

The Administrative Audit was conducted on 23.10.2020, External expert Prof.E.Ramaganesh, Director, IECD, Bharathidasan University, Trichy-23 audited and suggested to enrich the systematic functions of **Community College**. The following actions were taken by the Community College against the suggestion given in the report:

Admission be considered for SC/ST and OBC students as per the guidelines

Student admission to the Community College is made as per the guidelines. The total number of students in the Community College in the year 2018-2022 is 1,091. Among them 93 are SC students. In the year 2018-2019, total number of SC Student is 31, in the year 2019-2020 it is 15, in the year 2020-2021 the number is 25, in the year 2021-2022 it is 14 and in the year 2022-2023 the number is 8. As per the guidelines ST students are also admitted, total numbers of ST Students are 5 in the year 2018-2019. The number of ST Student is 1 in 2019-2020. In the year 2020-2021 total number of ST Student is 4. 982 Students are from OBC category in the Community College in the years 2018-2022.

Invited Lectures Programmes held in the academic year 2021-2022:

- A Guest Lecture on “Celebration of National Constitution Day” was conducted by the Department of Fashion Technology and Apparel Designing on 26.11.2021 with the Resource Person R. Vijaya Lakshmi B.A., B.L, Advocate, High Court, Madurai.
- 44 students from diploma Fashion Technology and Apparel Designing participated.
- A Guest Lecture on “Passion to Profession” was conducted by B.Voc in Accounting & Taxation on 05.02.2022 with the Resource Person L. Sri Srudhi Kishore Kumar, Founder, Loman Haircare Founder, Profyl Lab, Coimbatore. 50 students from Accounting and Taxation

participated.

- The Department of Beauty and Wellness conducted a Guest Lecture on “Facial Demo” on 11.03.2022 with the Resource Person J. Rani Jegan, Crown Director, Vestige Marketing Pvt., Ltd, Madurai. 20 students from the Beauty and Wellness Department participated.

Programs held for the academic year 2022-2023:

- A Guest Lecture on Entrepreneurship Development was conducted by the Community College on 29.07.2022 with the Resource Person R. Ramachandran, EDII – HUB, Field Coordinator, Madurai Kamaraj University, Madurai. 78 students from the Community College participated.
- A Guest Lecture was conducted by the Department of Fashion Technology and Apparel Designing on 08-08-2022 with the Resource Person R. Bhoopathi Raja, Branch Manager, Unit of KVIC Govt of India, Khadhi Gramodyog Bhavan, Thirunagar, Madurai, on “National Handloom Day”. 83 students from Diploma of Fashion Technology and Apparel Designing participated.
- National Makeup Day Seminar was conducted on behalf of the Diploma in Beauty and Wellness in the title “International Makeup Day- “Special Occasion Makeup Made Easy” on 25-08-2022, with the Resource Person N. Nayathu Nisha, Proprietor of Penqueen Institute and Parlour. 40 students from Beauty and Wellness participated.
- A Guest Lecture on “Health & Psychology” was conducted by the Community College on 15-09-2022 with the Resource Person S. Ramamoorthy Sundararajan, Founder of UVS Paramedical & Nursing College, Annupanadi, Madurai. 50 students from community college participated.
- A Guest Lecture on "Start Up-Idea to Dream" was conducted by the Community College on 16-09-2022 with the Resource Person A. Arunadevi. Semi Qualified CMA, Finance Executive at Aparajitha Corporate Pvt Ltd., Madurai. 116 students from the Community College participated.

- A Guest Lecture was conducted for the students on behalf of Diploma in Beauty and Wellness on the topic "Product Knowledge" on 19-12-2022 with the Resource Person S. Amar, Founder, Beauty Queen Cosmetics Wholesale & Retail Madurai. 34 students from Beauty and Wellness participated
- A Guest Lecture was conducted for the students of Diploma in Retail Management on 26-12-2022 with the Resource Person S. Chandana Karupu, Advocate of Madras High Court, Madurai Bench on "Ethical Retailer-Ethical Consumer" in order to create awareness on the National Consumer Day. 72 students from the Community College participated.
- Portfolio was conducted on 08.03.2023 for the students of Fashion Technology & Apparel Designing and Beauty & Wellness as part of the Women's Day Celebration.

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NODAL OFFICER
COMMUNITY COLLEGE
MANNAR THIRUMALAI NAICKER COLLEGE
MADURAI-4



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OFFICE OF THE DEANS

ACTION TAKEN REPORT

2018 - 2020

The Administrative Audit was conducted on 23.10.2020, External expert Prof.E.Ramaganesh, Director, IECD, Bharathidasan University, Trichy-23

He suggested facilitating separate offices to each Dean .The following suggestions are given for a better function of the office to win the confidence of its stakeholders:

- The Certificate Courses offered by the Community College should be introduced as value added courses for the undergraduate students to enable them to have skill development
- STEM Courses be experimented at UG level
- Dean, Academics may be requested to play the additional role of Student Affairs in the concerned faculty
- Proctor system be experimented
- Emotional guidance may be given to students and their grievances be redressed.
- Dean's approval be considered as mandatory for any academic activities organized by the Departments/Centres

ACTION TAKEN:

- The Certificate Courses offered by the Community College were offered as Value-Added Courses, under Skill Development Programme to I year UG programme students from the academic year 2022-23. Students are benefited by such Value-Added Courses.
- As a part of STEM Course, Undergraduate programmes are offered in Artificial Intelligence and Fashion Designing from the academic year 2023-2024 to attract science stream students.
- A separate Dean of Student Affairs is appointed to look after the various co-curricular activities, grievances and emotional well-being of the student community.
- The Institution is already following Mentor system to monitor the academic improvement of the students.

- Dean's Office approves all the new updated programmes and curricula.



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Dr. R. Meenakshi Devi
Dr. R. MEENAKSHI DEVI, M.B.A., M.Phil., Ph.D.,
ASSISTANT PROFESSOR
Department of Business Administration
Dean of Arts
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

(2018 - 2020)

The Administrative Audit was conducted on 23.10.2020, External expert Prof.E.Ramaganesh, Director, IECD, Bharathidasan University, Trichy-23 audited and suggested to enrich the systematic functions of IQAC. The following actions were taken by the IQAC against the suggestions given in the report:

Suggestion 1: Annual seminar may be organized exclusively for inviting IQAC coordinators of PARAMARSH institutions across the state/country to share their best practices

Action Taken:

The Internal Quality Assurance Cell has been organising many seminars and faculty development programmes every year. But, the suggestion given by the expert is new and innovative. Hence, initiatives will be taken to hold seminar inviting coordinators of IQAC of PARAMARSH of various institutions.

Suggestion 2: Separate pigeon hole system be established to keep the files and documents

Action Taken:

The suggestions were taken to the knowledge of the management and they provided two bureaus to keep the records of all the seven criterions.

Suggestion 3: IQAC Coordinator/co-coordinator be encouraged to visit foreign institutions of high profile to tap the expertise

Action Taken:

This would be seriously considered and realised in the course of time with the financial assistance of the management.



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Coordinator
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LIBRARY

ACTION TAKEN REPORT

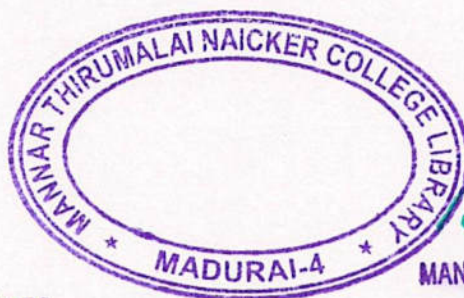
(2018 - 2020)

The Administrative Audit was conducted on 23.10.2020, External expert Prof.E.Ramaganesh, Director, IECD, Bharathidasan University, Trichy-23 audited the College Library. The following actions were taken by the College Library against the suggestion given in the report:

- C.LISc Course introduced in the academic year 2021-2022
- Planned to establish e-modules on the significance of Naicker's Palace, History and the Best Practices of the College.
- Faculty members, research scholars and students access and download the e- journals, e-books in N-List and DELNET available in the library. Orientation Programme is conducted every year to update the knowledge regarding access to the Journals
- Planned to organize Workshops on How to Select the Indexed Journals, and How to Identify the Cloning Journals.
- Steps to be taken to inform about the Online Free courses to the students and the faculty members.

R. Jayal

LIBRARIAN,
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MANAGEMENT INFORMATION SYSTEM

ACTION TAKEN REPORT

(2018 - 2020)

The Administrative Audit was held on 23.10.2020. External expert Prof. E. Ramganes, Director, IECD, Bharathidasan University, Trichy-23 scrutinized the Management Information System, the available records and interacted with the coordinator and Staff in-Charge concerned.

After the careful scrutiny of the records and the functioning of the Management Information System, the following suggestions were made for enhanced services to the stakeholders.

Suggestions for Management Information System (MIS)

While appreciating the establishment of the separate centre and appointment of well-qualified Staffs for it, the following suggestions were made:

1. Mobile Governance be Introduced

Action Taken:

We have taken significant steps to implement our mobile governance.

Launch of Mobile App:

We have launched Mobile Application for the Staff members and the students by using Mastersoft ERP. The Mobile application is compatible for android platforms.

Master Soft Cloud App for Faculty

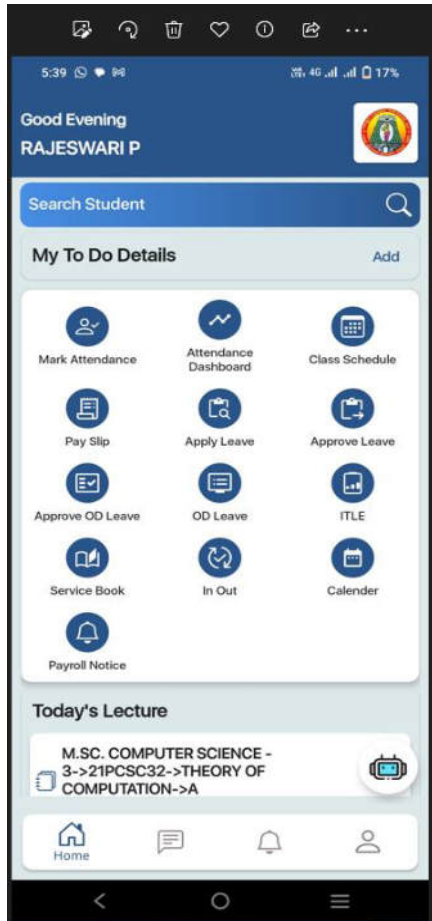
Staff members can admit students, collect student fee, check outstanding fee. Teachers can mark attendance; Library staff members can issue/return books and fetch book details instantly. The staff / Management can view Dashboards and summarized pieces of information. The following reports are available:

- 360 Degree View of the students.
- Admission Position Report
- Daily Academic Reports
- Student Attendance Report
- Fee Reports
- Library Issue/ Return Report.

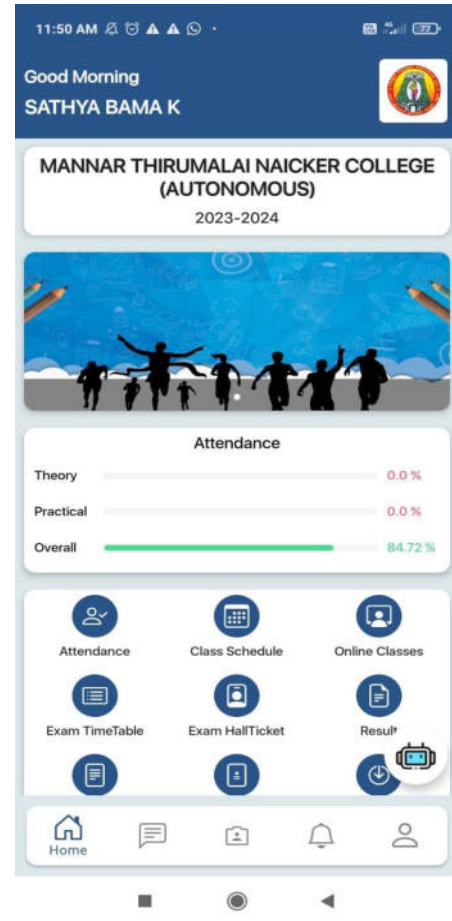
Mastersoft Student Diary Cloud App for Students

Students can check fee dues and pay online after being notified by the teachers; view exam schedules, class schedules, time-table, attendance reports with analysis, book issue/return details, notices and other updates.

Sample Screen shot:



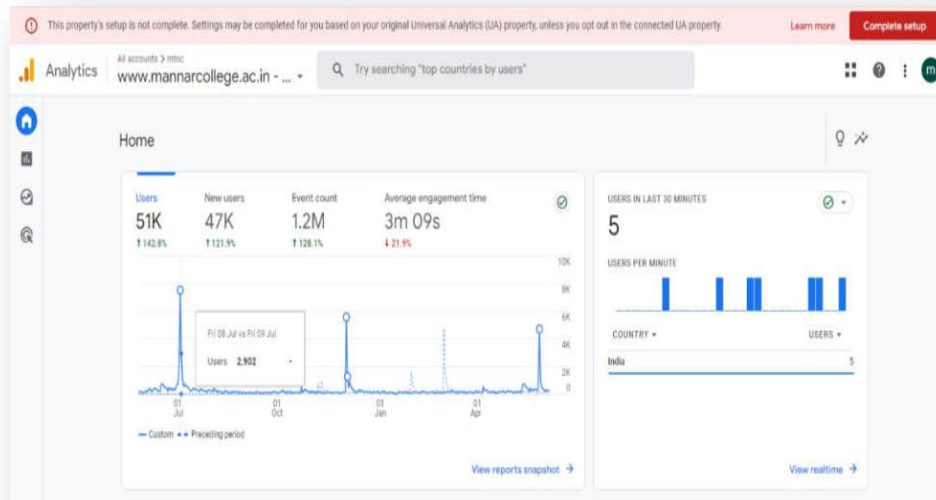
Faculty



Student

2. Data Analysis for the Following Areas

a. Institution Website Viewed by the Students



b. **Educational Website Survey** (Planned to conduct the survey in future.)

3. Research may be carried out using Technology acceptance model for ascertaining the attitude of students visiting the institutional website.

Research Report Attached for kind reference

4. ICT Skills of non-teaching staff be assessed

Action Taken:

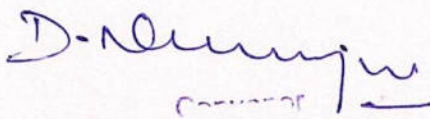
MIS initiated hands-on-training to equip the non-teaching staff members with the skills required to handle the admission process and fee collection procedures. Additionally, MIS is actively addressing complaints raised by them ensuring swift resolutions. To prevent future complications and complaints, awareness has been raised.

5. Web Server and Data Server to be established

Action Taken:

Regarding the establishment of Web and Data servers, there has been a modification in the approach. Instead of conventional servers, Master soft ERP has been employed for Data Storage purposes. A dedicated Data Server has been replaced by the implementation of Master Soft ERP for this function.

Furthermore, in terms of Academic Data backup, a dual approach has been adopted. Academic data are being backed up using both Google Drive and OneDrive platforms. This dual backup strategy enhances data security and accessibility ensuring the availability of crucial academic information.


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