**Annual Report : 2015 - 2016**

**CQC Review Meetings**

The Annual CQC Review Meetings were held at 2:30 pm – 4:30 pm on 22nd Feb, 2016 at Di Fiore Hall & Oasis Hall by Shift-I and at 1:40 pm – 2:50 pm on 18th Mar, 2016 at Di Fiore Hall by Shift-II. For Shift-I, Dr K Parthibaraj, Asst Professor, Dept of Tamil and Dr S A Martin Britto Dhas, Asst Professor, Dept of Physics were the reviewers of the Faculty of Arts and Faculty of Science respectively. For Shift-II, Dr K Anbalagan, Asso Professor, Dept of Commerce was the reviewer for the Faculties of Arts, Science and Commerce.

CQC class notes were checked and were duly signed by the Reviewers. Respective Representatives from each class of various Faculties presented annual report using Power Point Presentations.

A summary of the overall presentation of CQC is categorized under the following categories:

1. General Activities of CQC

2. Outcome of CQC

3. Challenges Faced

4. Suggestions given by the students

5. Reviewers Suggestions for improving the performance of CQC

Points under each Category

**1. General Activities of CQC**

* Maintaining Leave letters, Attendance Register, Late Comers List, Class Room Cleanliness and important news posted on Notice Board;
* Scheduling various class tests;
* Group discussion on difficult subject topics, general topics and current trends;
* Once a month Group discussion on tips to improve performance in exams to secure high marks;
* Student’s seminar on selected topics to improve subject knowledge and English language;
* Preparation and sharing of current affairs for competitive exams;
* Department Good Morning & Good Afternoon Talks; Reading news and current affairs etc…
* Students with arrears were supported by the team members regularly
* Preparing and circulating a question bank for various subjects based on previous semester question papers;
* Encourage the team members to follow campus language

**2. Outcome of CQC**

* Securing good marks in CA and Semester Examination; Overall result percentage improved;
* Increasing the usage of ICT;
* Latest news were updated; Shared the ideas for competitive examination;
* Number of absenteeism has been brought down;
* Presented and published research papers at the national level;
* Allotted Library Hours completed in every semester (minimum 40 hours);
* Enacted drama and presented a street play on feminism on college stage; Overcame stage fear;
* Developing leadership qualities, Communication skills, Mutual relationship between the group members, ability to identify the strength and weakness is developed and ability to work as team is improved; Become responsible people;

**3. Challenges Faced**

* Some of the students were not interested to come for the meeting;
* Difficult to manage the time;
* At times lack of cooperation between the members;
* Co-operation among team members was lacking at the beginning;
* Difficult to discuss the views of all students in a one hour;
* Difficult to concentrate on class and on other activities at the same time;

**4. Suggestions given by the students**

* Weekly monitoring mechanism is needed by the staff;
* A few Orientation programme can be conducted to the CQC leaders to understand the importance of CQC;
* Best performing CQC group can be identified and honoured;
* Allot place for CQC activities; Avoid CQC discussion during practical hours;
* Leader should initiate the student quality improvement;
* One more hour is required for CQC leader’s discussion;
* Regular monitoring system is required;
* Common CQC leader’s meeting is needed for sharing good practices;

**5. Reviewers Suggestions for improving the performance of CQC**

* Common CQC activities can be displayed in the class room permanently;
* Activity templates can be provided to the CQC groups;
* CQC leaders to be made to understand the difference between regular departmental activities and CQC activities;
* Awards for best CQC group/department may encourage the students;
* Mini projects to be given to students and evaluate their performance and share the outcome in the Department assembly;
* Common CQC leaders meeting must be conducted with all the HODs, IQAC members and Principal;
* A few training programme can be arranged to the CQC leaders;
* CQC day may be celebrated once a year;
* Students’ suggestions should be taken seriously
* Class teachers or the HOD should involve in the CQC activities; The Class Teacher must check properly whether the students are following the assigned work;
* Mid-term evaluation is needed for healthy administration of team leaders;
* Circulation of logical, reasoning and aptitude test manual is needed for the betterment of forthcoming competitive examinations;