



**THEIVANAI AMMAL COLLEGE FOR WOMEN (Autonomous)
VILLUPURAM.**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Annual Plan - 2018-2019

Date : 05.07.2018

S.No	Item /Title of the quality initiative by IQAC	Month	Date
1	<ul style="list-style-type: none"> ▪ New Faculty Orientation Programme ▪ Academic Enrichment Programme 	July	07.07.2018
2	<ul style="list-style-type: none"> ▪ Online Courses on NPTEL and Swayam ▪ IIQA and SSR Submission 	August	03.08.2018 25.08.2018
3	<ul style="list-style-type: none"> ▪ Redesigned Website ▪ Feedback leading to continuous improvement of quality and achieving academic excellence 	September	05.09.2018 28.09.2018
4	<ul style="list-style-type: none"> ▪ NIRF Submission ▪ Introduction of New Courses 	October	01.10.2018 22.10.2018
5	<ul style="list-style-type: none"> ▪ Submission of AQAR ▪ Funded Project 	December	01.12.2018 20.12.2018
6	<ul style="list-style-type: none"> ▪ Submission of DVV ▪ Research Programmes Guidelines 	January	03.01.2019 30.01.2019
7	<ul style="list-style-type: none"> ▪ Peer Team Visit ▪ Selection of Best Student and department 	March	01.03.2019 15.03.2019

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 07.07.18

- 1. New Faculty Orientation Programme**
- 2. Academic Enrichment Programme**

Minutes of the Meeting held on 07.07.18

To improve the quality of teaching learning process and overall development of students, it is decided the plan of action for the academic year 2018-19 was proposed in the meeting:

- Organization of National Level Conferences/ Seminars/Workshops
- To promote faculty members to undertake research projects
- To apply research project for fund
- To improve research publications
- To conduct fresh teachers orientation programme

Action Taken for the Meeting held on 26.07.17

- All departments organized National / International Conferences/ Seminars/Workshops.
- Faculty published papers in National and International journals
- Applied projects for funding
- Fresh teachers orientation programme conducted

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 03.08.18

1. Online Courses Enrollment

Minutes of the Meeting held on 03.08.18

NPTEL and Swayam

- Head of the Departments and Mentors are to be expected to monitor and motivate the students to appear for exams registration.
- Mentors are to be expected to monitor the students for assignment submission.

- All the HoD's are requested to monitor the online course enrolled students report and it should record in the department meeting

Spoken Tutorial

- Proposals are invited to offer online courses with International collaboration
- Mentors and Faculty motivate the students in this regard

Action Taken for the Meeting held on 03.08.18

Orientation was given to the students who enrolled the NPTEL, Swayam & spoken Tutorial Course

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 25.08.18

1.IIQA and SSR Submission

Minutes of the Meeting held on 25.08.18

- It is planned to submit IIQA on October and SSR on November

Action Taken for the Meeting held on 25.08.18

Submitted IIQA on 31.08.2018 and SSR on 02.01.2019

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 05.09.2019

1. Website Redesign

Minutes of the Meeting held on 05.09.19

- It is decided to redesign the website by incorporating all the mandatory information in the website
- Website and Automation Coordinators should take the responsibility to reconstruct the website.

.Action Taken for the Meeting held on 05.09.19

Website reconstructed.

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 28.09.2019

- Feedback leading to continuous improvement of quality and achieving academic excellence

Minutes of the Meeting held on 28.09.2019

- It is decided to collect the feedback from the stakeholders for Feedback leading to Continuous improvement of quality and achieving academic excellence

.Action Taken for the Meeting held on 28.09.2019

Feedback Collected.

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 01.10.2018

1. NIRF Submission

Minutes of the Meeting held on 01.10.2018

- It is decided to participate NIRF ranking.
- Vice Principal and Dean (S) be the Coordinators of NIRF Submission.

.Action Taken for the Meeting held on 01.10.2018

NIRF Submitted

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 22.10.2018

1. Introduction of New Courses

Minutes of the Meeting held on 22.10.2018

- It is decided to introduce the new course B.Sc. Psychology.

.Action Taken for the Meeting held on 22.10.2018

B.Sc. Psychology introduced

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 01.12.2018

1. AQAR Submission

Minutes of the Meeting held on 01.12.2018

- IQAC Coordinators should submit the AQAR before 20th December.

.Action Taken for the Meeting held on 01.12.2018

AQAR Submitted

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 20.12.2018

1. Funded Projects

Minutes of the Meeting held on 20.12.2018

- The R&D activities for academic year was discussed in detail and she suggested to take steps to improve the project funding from various agencies like TNSCST,UGC,DST-FIST,INSA etc
- A minimum of one publication by all Ph.D holders in UGC approved Journals during this academic year and for non Ph.D holders Presentation in conferences by all other Faculty is made mandatory
- R&D member to collect a list of UGC approved journals in their subjects (The list is vast and cost effective if chosen Indian publisher) and inform the faculty of the department and make them give a topic and title for proposed publication.

Funding Proposal

- Considerable mail received from DST-FIST funding of one Core project which is submitted on June 20th 2017.
- Orientation on UGC guidelines for conducting a National Seminar was done for selected staff members from all departments and proposals have been prepared for submission.
- To Set up Science Research Centre for Promoting Interdisciplinary Research

Action Taken for the Meeting held on 20.12.2018

- Guidance given to the HoDs who are moderate research activities
- Received grant from TNSCST Students Project Scheme, NCW and DST-FIST

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 30.01.2019

1. Research Programme Guidelines

Minutes of the Meeting held on 30.01.2019

Admission Procedure

- Departmental Research Committee (DRC) incharge of admission as per TVU norms
- Selection on merit based on PG marks 50%, Entrance 40%, research outline 10% for FT ,PT.
- NET /SET passed candidates need not write entrance and will be assessed for 60%.
- PT candidates must have continuous teaching experience for min. 2yrs and produce No Objection certificate from employer along with experience certificate at the time of admission.
- DRC comprises of guide and two senior TVU approved guides from the same Department/ College/neighbouring College.
- Admission can be made four sessions in a year January, April, July, October.
- Selected list along with applications to be submitted to TVU before the last day of the previous month for approval.

(31st Dec., 31st March, 30th June, 30th Sep. every year.)

- Assistant Professors can guide 4 students, Associate Professors 8 students.
- Only 2 candidates per session can be admitted under a supervisor.

Course Duration

From the date of commencement (officially notified by the university) of the Ph.D., programme, the minimum and the maximum periods prescribed for completion of Ph.D., programme are as follows:

S.No	Faculty	type	minimum	maximum
1	Arts and Science with M.Phil degree	Full time	2years	5years
2	Arts and Science without M.Phil degree	Full time	3 years	5 years
3	Arts and Science with M.Phil degree	Part time	3 years	6 years
4	Arts and Science without M.Phil degree	Part time	4 years	6 years

Doctoral Committee (DC)

- For every candidate a doctoral committee not less than 3 members to be formed with TVU approval.
- DC comprises of research Supervisor as the chair person along with 2 senior approved guides from the same Department or from neighbouring college.
- DC approves the course work syllabi prepared by the research supervisor and monitors the research progress.
- Course work evaluation is done by DC and report sent to TVU on successful completion.
- DC to meet at least twice in a year for each scholar till the submission of her thesis and reports to be sent to TVU.

Course Work

- Every candidate provisionally registered for the Ph.D. programme shall undergo course work in the first year.
- The course work consists of the following

Ph.D Course Profile

S.No	Category	Course Code	Course Title	Credits	
				Without M.phil	With M.Phil
1	Paper I	DTAM101	Research Methodology	6	-
2	PaperII	DTAM102	Advanced core	6	6
3	Paper III	DTAM 103	Background Core	6	6
				18	12

Evaluation

- The three papers are self study papers .
- Final Examination will be conducted at the end of first year for 100 marks.
- Research Supervisor with the approval of the DC Committee will conduct the written examinations for the courses prescribed through CoE office.
- Results will be communicated by the Supervisor to the University with the answer scripts and questions along with the Minutes of the Meeting of the DC Committee.
- On the basis of these examinations, provisional registration of the candidate will be confirmed by the University.
- Researchers shall be permitted to proceed with her research work and submit the thesis at the expiry of minimum total period of research prescribed after provisional registration.
- The board of examiners will evaluate the thesis and report on the merit of candidate.
- After due correction the same will be permitted for Viva Voce examination.

Attendance Requirements

- The Full time research candidates to maintain 75% of attendance to be eligible to submit the thesis.
- The Part Time research scholars should have a minimum of 60 contact days per year for the discussion with the guide.
- Attendance and on duty letters to be maintained by the concerned research supervisor and monitored by R & D cell.

- A maximum of 6 days at a stretch will be provided as On duty for reference / work.

Class Teaching

- All Full Time scholars are expected to handle a subject for minimum of 2hrs / week.
- Research Supervisors concerned shall allot these hours to the scholars and ensure that timetable and classes are handled effectively by scholars.

Presentation / Participation

- Every research scholar shall publish a minimum of 2 research article in peer reviewed journal with impact factor in SCI indexed journal / UGC listed journal.
- A plagiarism report of the Research article shall be submitted to the R&D Cell.
- A minimum of 2 presentation/ participation should be done by the scholars in International/ national Conference / Seminar

Monitoring progress

- The Doctoral Committee would review the progress and give suggestion.
- A brief report of work done by scholar in the prescribed proforma to be forwarded by the research supervisor to TVU once in every 6 months.
- The report should clearly indicate the progress achieved and cover the following points
 - (i) Thesis proposal status
 - (ii) Course work completion status
 - (iii) Schedule of the research work
 - (iv) Progress made during period of the report
 - (v) Publications / reports if any
 - (vi) Problems / difficulty if any
 - (vii) Plans for future work
- Failing any one of the above, the candidate will not be permitted to submit the thesis.

Fees Payment

S.NO	NATURE of FEE	PAYMENT
1	Research Fees to be paid till submission of thesis July session October session January session April session	on or before July 31 st on or before October 31 st on or before January 31 st on or before April 30 th
2	University fees	As per TVU norms
3	Doctoral Committee expenses	To be borne by the respective scholar
4	Examination fee (course Work)	College norms
5	Synopsis evaluation	-do-
6	Thesis evaluation	-do-
7	VIVA Voce	-do-
8	Change of Title	-do-
9	Re-registration	-do-

Thesis Submission

- Draft copy of Synopsis to be approved by the DC
- Panel of examiners to be formed by the DC (As per TVU norms)
- After one month and before 6 months from the date of submission of the synopsis scholars can submit their thesis as per TVU norms.
- No Candidate is permitted to submit her thesis after maximum period.

.Action Taken for the Meeting held on 30.01.2019

Guidelines Evolved for TACW Research Programme in accordance with Thiruvalluvar University

Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 15.03.19

1. New Recommendations for Best Student Award 2019 and Department 2019

Minutes of the meeting held on 15.03.19

New Recommendations for Best Student Award 2019

Norms for Best Outgoing Student Award

For UG	Marks
NPTEL / Spoken Tutorial :	3
<i>(Each Cleared Course)</i>	
Self Study :	3
<i>(Each Theory / Project / Experimentation/Anyother cleared)</i>	
Contribution as Leader	
▪ College Student Council Office Bearer :	3
▪ Department (Representative/ Assembly / Dept Club etc) :	2
▪ Any other special contribution (without holding any office) :	2
Participation / Presentation / Publication	
Participation in three or more event :	2
Presentation in one or more :	3
Publication in one or more :	5
Sports/Cultural & Co-curricular	
For I & II year	
Participation in one or more event :	1
Prize winner in one event :	2
Prize winner in more than one event :	3
For III year	
Participation in one event :	1
Participation in more than one event :	2
Prize winner in one event :	3
Prize winner in more than one event :	4
Service club	
ESE :	2
Regularity :	1
Leadership quality :	2
Tangible qualities	5
Honesty	

Regularity
 Punctuality
 Concern for students
 Co-operation
 Voluntary Initiative
 Team Spirit

Any other Max (10 Marks)

Each Achievement : 2

Norms for Best Outgoing Student Award

For PG

	Marks
Publication / Proceeding	
i. Individual	: 2
ii. Group	: 1
iii. More than 1 Proceedings:	
Individual	: 3
Group	: 2
Participation in seminars & Workshops	
Off campus	
Upto 2 programmes	: 5
More than 2	: 10
Sponsored Research Projects	
Project Sanctioned	: 5
NPTEL / Spoken Tutorial	: 3
<i>(Each Cleared Course)</i>	
Self Study	: 3
<i>(Each Theory / Project / Experimentation/Anyother cleared)</i>	
Sports/Cultural	
Participation in one event	: 1
Participation in more than one event	: 2
Prize winner in one event	: 3
Prize winner in more than one event	: 5
Co-curricular	
Participation in one event	: 1
Participation in more than one event	: 2
Prize winner in one event	: 3
Prize winner in more than one event	: 5

Contribution as Leader

- College Student Council Office Bearer : 3
- Department (Representative/ Assembly / Dept Club etc) : 2
- Any other special contribution (without holding any office) : 2

Tangible qualities : 5

Honesty

Regularity

Punctuality

Concern for students

Co-operation

Voluntary initiative

Team Spirit

Any other Max (10 Marks)

Each Achievement : 2

Norms for Best Department Award 2019

Total marks – 145

- 1. No. of Graduates produced (Including June Supplementary) (Max 10 Marks)**
95% or above (10 marks)
- 2. No. of Invited Lectures organized (Max 10 Marks)**
2.5 Marks per Invited lecture through video conferencing (10 marks)
- 3. Seminar/Workshop/Inter-collegiate competition organized (Max 10 Marks)**
Organised (10 marks)
- 4. Industrial Visit (including One day Trip) (Max 5 Marks)**
2.5 Marks per visit (5 marks)
- 5. Experiential Learning (Max 5 Marks)**
- 6. Summer Internship Programme (Max 10 Marks)**
Upto 30% of students involved in the programme (5 marks)
30-50% (10 marks)
- 7. Online Course (Max 10 Marks)**
 - a. NPTEL**
Exam Cleared
Upto 30% (3 marks)
31-50% (5 marks)
 - b. Spoken Tutorial**
Exam Cleared
Upto 40% (3 marks)
41-50% (5 marks)
- 8. Parent-Teachers meet (Max 10 Marks)**
 - 80 – 100 % Parents Attended Meeting – 6 Marks
 - 60 – 79 % Parents Attended Meeting – 4 Marks
 - 40 – 59 % Parents Attended Meeting – 2 Marks

9. Departmental club activities (excluding inauguration & valediction) (Max 10 Marks)

Six and above (10 marks)

3 - 5 activities (5 marks)

10. Participation of the Students off campus (Max 10 Marks)

1- 4 programmes (5 marks)

More than 4 (10 marks)

11. % of students got distinctions (Max 10 Marks)

5 – 10 % (5 marks)

More than 10 % (10 marks)

12. Participation of the Faculty off campus (Max 10 Marks)

Publication / Presentation / Resource Person

Each – 1 Marks

More than 5 (5 Marks)

Attended

1 – 4 (3 marks)

More than 6 (5 Marks)

13. Faculty Academic Improvement (Max 10 Marks)

Diploma/PG Diploma (1 mark)

PG (2 marks)

M. Phil (3 marks)

Ph. D. / NET / SET (4 marks)

14. Centum Result produced by the department in Major and Allied papers (Max 10 Marks)

60-80% of papers (5 marks)

80% or more no. of papers (10 marks)

15. Funded Project (Max 5 Marks)

Sanctioned (Student Project) (Max 5 Marks)

1 to 2 – 4 Marks

More than 2 – 5 Marks

Sanctioned (Faculty Project)

Each 5 Marks

16. Any other (Max 10 marks)

Special Achievements, Contribution

Creation of Endowment, Innovative Practices

Overall Championship, Others if any

Action Taken for the Meeting held on 15.03.19

Guidelines were circulated to all the departments and followed the departments
