THEIVANAI AMMAL COLLEGE FOR WOMEN (Autonomous)

(Affiliated to the Annamalai University, Chidambaram - Tamil Nadu)
(Accredited by NAAC (3ʳᵈ Cycle) with CGPA of 3.2/4 at 'A' Grade), (Recognized under 2(f) and 12(B) by UGC)
DST-FIST Sponsored College under 'College as a whole' Scheme.
Villupuram - Tamil Nadu, Pincode:- 605401, Phone:- 04146 - 259674, Website:- www.tacw.in | Email:- info@tacw.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Annual Plan 2022 – 2023

S.NO	DATE	Title of the Quality initiative by IQAC
1	13.07.2022	1. Course wise updation of Question Bank in the Website portal 2. Encouraging faculty to publish papers/patents/funded projects etc., 3. Approval of IQAC Annual Report 2021-2022.

2	27.07.2022	1. Strengthening of Alumnae activities
		   -chapter creation
		   -renewal registration
		   -Inviting outstanding alumnae to share their career views
		2. Placement drive

3	06.08.2022	1. Plan to Conduct International Conferences / Webinar / Workshop)
		   - Two international (Science/ COMMERCE,BBA,CS)
		   - IQAC webinar (AIMST)/Workshop(MTWU)
		2. Signing of MoU with International/National either Institute/University/Industry

4	18.08.2022	1. Revision on CIA And ESE question paper based on Blooms Taxonomy – Blueprint 2. Conduct of Audit in Energy/Environment/Green 3. Discussion on Bridging Gap of Industry-Institute-Interaction.
5	06.09.2022	1. Orientation to feed the marks in Course Attainment structure. 2. Orientation conducted IIC Calendar Activities for Quarter -1 from (sep-1 to nov 30th)
6	19.09.2022	1. Increasing no. of Outreach Programmes. - vallalar, rakshabandham, painting wall(1 lak donated), meendum manjapai, book fair (1 lakh donated) 2. Submission of Plan Dept. wise National Day Celebration 3. Plan to conduct the placement training programme with HR corporate trainers
7	06.10.2022	1. Effective learning resources through N-LIST,& e-journals 2. E-Content Preparation

8	18.10.2022	1. Collaborative to do internship with National & International Level
		   - Students can attend the internship in industry/institution MoU signed etc.,
		   - Willing students can apply for innopolis university, etc.,
		2. AQAR Presentation 2019-2020.

9	07.11.2022	1. Encourage the students to participate the sports & cultural activities. 2. Encourage the faculty to register for Awards and Recognition.
10	18.11.2022	1. Conduct of regular Academic and Administrative Audits 2. Best student, best department, best faculty –selection for golden guru awards 3. Revision of Continuous Internal Assessment(CIA-III)
11	06.12.2022	Establishment of Smart Knowledge Centre , E.S Venture Solutions and added 6 Smart Classrooms
12	19.12.2022	1. Plan to Submit Proposal for Govt & Non Govt Agencies 2. List of funded agencies – NIH 3. Discussion on New programmes, and permanent affiliation of the Institute
13	06.01.2023	1. Plan to give computer training courses for school students tie up with rotary club of villupuram 2. Plan to conduct the student achievement award
14	18.01.2023	To apply National Level Awards & Rankings NIRF, INDIATODAY RANKING,EDUCATION WORLD
15	06.02.2023	1. Encourage the student to apply their ideas in YUKTI Innovation Challenge 2023. 2. Discussion of Feeback analysis
16	17.02.2023	1. Encourage the student to attend entrepreneur/ employability skill development training programme 2. Stakeholder Feedback
17	21.03.2023	IQAC Meeting with External Members – SOP , infrastructure establishment, best practices etc.,
18	27.03.2023	1. List of Value added courses for the next academic year. 2. Incorporation of Value added courses credits in the mark statement.
19	06.04.2023	1. Revision of UG/PG – Course Structure and allotment of hours/credits. 2. Preparation of Syllabi for 1st and 2nd semester (value education, soft skill, Incorporated core industry module)
20	17.04.2023	1. Conduct the School Collaborative Programmes 2. AQAR Presentation 2020-2021

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IQAC MEETING MINUTES

Date: 13.07.2022   **Time:** 03.00 pm   **Venue:** Seminar Hall

AGENDA:

I. Creation of Question Bank in College Website
II. Efforts for enhancing research activities
III. Approval of IQAC Annual Report 2020-2021 & IQAC Year Plan for the Academic Year 2022-2023

PROPOSED BY:

I. Ms. B.Sridevi, Controller of Examinations
II. Dr.J. Kalaimathi,Dean of Research
III. Dr. K Dhanalakshmi, Dean of Academic Affairs

DISCUSSIONS MADE:

I. **Creation of Question Bank in College Website**
    o In order to make the teaching learning process more comfortable, question bank will be a very good resource for teacher and students.
    o Hence, it was proposed to prepare the question bank by the examination cell.
    o Examination cell planned to convert the Nov.2020 & April 2021 question papers into e–copies.
    o After scanning of question papers it will be uploaded in college website for students and faculty access.

II. **Efforts for enhancing research activities**

    o In order to strengthen the research, by encourage the faculty in participating the conference, seminar, workshop, FDP, short term course paper publications book chapter apply grants & patents the RAC Committee propose the following norms.

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III. **Approval of IQAC Annual Report 2020-2021 & IQAC Year Plan for the Academic Year 2022-2023.**
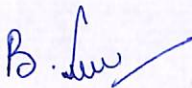
o **Annual Report:** Presented the Annual Activity Report 2020-2021 for various cells and committees of the college. IQAC and Academic Committee has conduct the academic audit and submit the report to be verified under the guidance of the Principal. Each verified document has to be filed and to be submitted in the document room.

o **IQAC Year Plan:** The proposed activities of the Calendars the Activities of the calendar year 2022-2023 was proposed by the IQAC Co-ordinator

RECOMMENDATIONS OF IQAC:

I. **Creation of Question Bank in College Website**

It was suggested that to complete the task before the commencement of ESE on the beneficial part of the students and the proposed agenda was approved by the IQAC

II. **Efforts for enhancing research activities**

1. Attending FDP-1 / faculty (5 days / 7 days / 15 days)
2. Attending Refresher Course / Short Term course-1 / faculty (14 days / 7 days)
3. Attending workshop / conference / symposium-4 / faculty(National - 3 / International-1)
4. Receive Awards / Fellowship-2 / department
5. Receive Grants / Awards received from Government / Non Government Agencies-2 / department
6. Paper publication
   - Elsevier / Scopus / Web of Science: 1/faculty
   - UGC : 1/faculty
   - Books / Book Chapter(ISBN) -2/ Faculty
7. E content /videos development - Per Year 5.

   E Material– 1 to 5 units-1/faculty

8. Professional Membership-1/faculty

   Reviewer / Advisory committee:1/ faculty

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III.   **Approval of IQAC Annual Report 2020-2021& IQAC Year Plan for the Academic Year 2022-2023.**
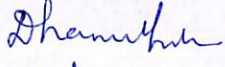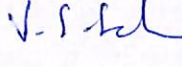
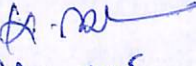IQAC members approved the IQAC Annual Report 2020-2021

  a. Register in the Academic Bank of Credits (ABC) portal.

IQAC Year Plan approved by the IQAC members with the following suggestions

  b. To Conduct of Workshop on Implementation of IQAC Annual Plan or curriculum based.

MEMBERS PRESENT:

1. Dr.S. Akila, Principal & Chairperson
2. Dr.K. Dhanalakshmi, IQAC Co-ordinator & Dean (A)
3. Ms.V. S.Selvi, Vice Principal
4. Ms.B. Sridevi, Controller of Examinations & HoD of Biochemistry
5. Dr.J. Kalaimathi, Dean (R)
6. Ms.R. Rajeswari, Dean (S)
7. Dr.S. Manimekalai, Dean of Computer Science
8. Dr.A. Muniyappan, HoD of Physics
9. Dr.A. Muthuraja, Placement Officer
10. Ms.A. Kanthavel, HoD of Commerce
11. Dr.V. Manikandan, HoD of Tamil
12. Ms.B. Vasuki, HoD of Bus.Adm
13. Dr. Punithakumari, HoD of Chemistry
14. Ms.K. Manohari, HoD of Computer Science
15. Ms.R. Bharani, HoD of Psychology

IQAC MEETING MINUTES

Date: 27.07.2022   **Time:** 3.00 pm   **Venue:** Seminar hall

AGENDA:

1. Strengthening of alumnae cell Activities.
2. Organising on campus Placement drive.

PROPOSED BY:

Dr. S. Akila, Principal of TACW.

DISCUSSIONS MADE:

I. Strengthening of Alumnae cell:

- **Alumnae chapter** has to be established at Pondicherry & Chennai.
- **Alumnae cell** has to go for yearly renewal with Tamil Nadu government.
- **Alumnae interaction meet has to be conducted by inviting an**
  - Outstanding alumnae to share their career views and to Orient the current students on recent trends in their discipline.
  - Topics to be choosen on opportunities in the IT sector
  - Each department has to conduct two activities for the even semester of the academic year 2022-2023.
- **Alumnae meet** to be conducted on 26/1/2023 to strengthen the networking opportunities.

II. Organising on Campus Placement Drive

- Conduction of employability skill-oriented program
- Placement coordinators are assigned to bring placement opportunities to college.
- The alumnae cell co-ordinator requested to submit the no. Of students registered in alumnae cells.
- In each department faculty has to be exclusive deputed for placement promotion.
- Placement cell members has to encourage the students to register in placement cell.

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RECOMMENDATION OF IQAC:

- IQAC members approved the initiatives of strengthening of alumnae activities
- IQAC members approved the above recommendation.
- IQAC recommended to bring tier- I and tier- II companies for the better placement, organized by placement cell.

MEMBERS PRESENT:

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IQAC MEETING MINUTES

Date:06.08.2022   **Time:**03.00 pm   **Venue:**Seminar Hall

AGENDA:

I.   Promotion of Research-National /International Conference

II. Signing of MoU with International/National Institutes/Universities/Industries

PROPOSED BY

I.   Dr.J. Kalaimathi, Dean of Research.

II. Dr. S. Akila Principal & Chairperson

DISCUSSION ON THE AGENDA:

I.   Promotion of Research-National /International Conference

To Enhancing research skills by imparting the skill sets necessary for research to students and teachers the RAC Proposed the following.

II.   Signing of MoU with International/National Institutes/Universities/Industries

The purpose of signing of MoUs was pre planned & it includes is academic collaborations, research partnerships student and faculty exchange programs, research projects, joint conferences, workshops, training programmes, other mutually beneficial activities.

- o The resources identified that will be shared between the institutions, such as facilities, expertise, placement drive, research findings.
- o All Departments has to complete minimum two activities in each semester with collaborated Institutions. In addition to this all the departments will be advised to sign two MoUs one from institute /college /university and one from industry.
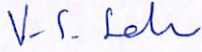
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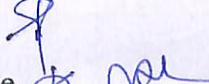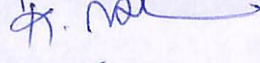
RECOMMENDATION BY THE IQAC MEMBERS:
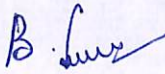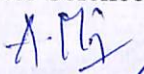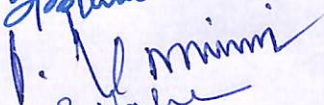
I. **Promotion of Research-National /International Conference**

- o To Conduct of International conference on IPR,Smart & Sustainable Development, Patenting procedure Avenues and opportunities in IPR for Faculty and Career Avenues & opportunities in IPR for Students.
- o All the departments are advised to conduct the conference with focus to above mentioned Topic.
- o Proposed &the report have to be submitted within two days after the completion in the prescribed format advised by RAC.

II. **Signing of MoU with International/National Institutes/Universities/Industries**

- o IQAC members welcomed the international collaborations and approved the agenda.

MEMBERS PRESENT:

1. Dr.S. Akila, Principal & Chairperson
2. Dr.K. Dhanalakshmi, IQAC Co-ordinator & Dean (A)
3. Ms.V. S.Selvi, Vice Principal
4. Ms.B. Sridevi, Controller of Examinations & HoD of Biochemistry
5. Dr.J. Kalaimathi, Dean (R)
6. Ms.R. Rajeswari, Dean (S)
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IQAC MEETING MINUTES

Date: 18.08.2022   **Time:** 03.00 pm   **Venue:** Seminar hall

AGENDA:

I.   Revision on CIA and ESE question paper pattern in line with RBT

II. Energy, Green and Environment Audit

III. Bridging Gap of Industry-Institute-Interaction

PROPOSED BY:

I.   Ms. B.Sridevi, Controller of Examinations

II. Dr. S. Akila, Principal & Chairperson

III. Dr. K Dhanalakshmi, Dean of Academic Affairs

DISCUSSIONS MADE:

I.   Revision on CIA and ESE question paper pattern in line with RBT

- The CIA & ESE question papers will be standardized by revising the question paper pattern with the inclusion of RBTL under examination reforms

- This will enhance the teaching methodology adopted by the course teacher.

- Common template will be framed by the examination cell for both UG & PG programmes and it was presented.

- This will be placed in Academic council meeting for approval.

- Then it is planned to present in the common faculty meeting for implementation.

- Orientation will also be given to all the students by the controller of examinations.

- This has been planned to introduce in April 2023 session onwards.

II. Energy, Green and Environment Audit

- The methodology of conduct of audit were discussed and it includes.

- Audit will be conducted in collaboration with T.J. Solution, Madurai

- Organizing Orientation program for teaching and non – teaching staff

- Faculty incharges has to maintain the documents along bills, MoU copy etc.

- Proposed areas for the conduct of green audit and environment audit are water management, waste management, green campus and carbon management

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- Similarly are for energy audit voltage function level, power factor and required KVAR addition and power consumption pattern was specified fast energy audit.
- Finally report will be prepared & recorded with suggestions for improvement/betterment.
- Documents will be checked by IQAC cell.

III. Bridging Gap of Industry-Institute-Interaction

To initiate different collaboration with industries and institute to identify the industrial needs.

To promote the best Practices, latest technological advancement & their impact of industry all the department have to go for Industry-Institute Interaction.

Promoting the following activities:

This will in turn enhance the Internship for students

- Planning and monitoring of Industry visits
- MoUs with Industries/ Institutions
- Guest Lectures, Workshops, Research, Placement Support Activities

RECOMMENDATIONS OF IQAC:

I. Revision on CIA and ESE question paper pattern in line with RBT
Revised question paper pattern was approved by the members of IQAC and suggested for monitoring of action verbs used by separate committee.

II. Energy, Green and Environment Audit

IQAC members approved to Conduct of Energy, Green and Environment Audi on 18th October, 2022 with the following suggestions
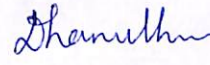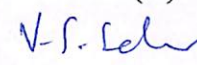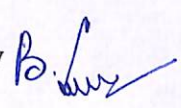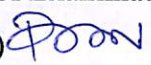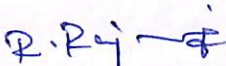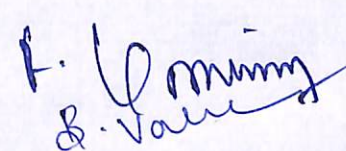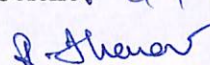
- MoU can also be done for E-Waste management
- More number of LED blubs can be placed.
- Waste water treatment can also be constructed
- IQAC appreciated the new venture and suggested to make use of physics department for energy audit and EVS club for environment audit.
- With the above suggestions, all the initiatives was approved by IQAC

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III. Bridging Gap of Industry-Institute-Interaction

- IQAC members approved the initiatives of Bridging Gap of Industry-Institute-Interaction.
- They asked to submit the list of industries collaborated in the next IQAC meeting.

MEMBERS PRESENT:

1	Dr.S. Akila, Principal & Chairperson	
2	Dr.K. Dhanalakshmi, IQAC Co-ordinator & Dean (A)	
3	Ms.V. S. Selvi, Vice Principal	
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IQAC MEETING MINUTES

Date: 06.09.2022　　　　**Time:** 03.00 pm　　　　**Venue:** seminar hall

AGENDA:

I.　Inclusion of course attainment in line with OBE

II.　MoUs and LOIs

PROPOSED BY:

I.　Ms. B.Sridevi, Controller of Examinations

II.　Dr.J. Kalaimathi. Dean of Research

DISCUSSIONS MADE:

I.　Inclusion of course attainment in line with OBE

- In order to make the students to do more challenging task other than memorizing what has been learned, outcome based education plays a crucial role.
- Hence, it is proposed to go for course attainment in line with OBE.
- Orientation programme will be arranged to the faculties on preparation of course attainment on answer sheet evaluation analysis by inviting external expert.
- Based on the orientation common answer sheet evaluation analysis template will be created by the examination office as a first step of course attainment.
- It will be presented in the faculty meeting and orientation also will be given to them.
- Exclusively 15 days has to be given to the faculties for the preparation of report both for CIA & ESE April 2023.

II.　MoUs and LOIs

Conduct of Collaborative activities with colleges/ institution through MoUs.

Members were suggested to send LOI for Amirtha virtual labs, National cyber security was included in the proposal.
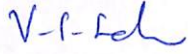
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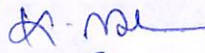
RECOMMENDATIONS OF IQAC:
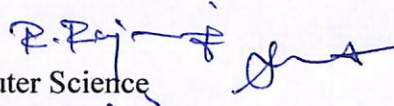
I. **Inclusion of course attainment in line with OBE**

It was recommended to go for next step, course attainment calculation to identify the level of the students in the upcoming semester and the proposal was approved.

II. **MoUs and LOIs**

IQAC members approved the above discussion

MEMBERS PRESENT:

1. Dr.S. Akila, Principal & Chairperson
2. Dr.K. Dhanalakshmi, IQAC Co-ordinator & Dean (A)
3. Ms.V. S. Selvi, Vice Principal
4. Ms.B. Sridevi, Controller of Examinations & HoD of Biochemistry
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IQAC MEETING MINUTES

Date: 19.09.2022   **Time:** 03.00 pm   **Venue:** Seminar Hall

AGENDA:

I.   Community service to the Society/foundation.

II.   Domain oriented National Days celebration by Event Organising Committee.

PROPOSED BY:

I.   Dr. S. Akila Principal & Chair person

II.   Ms.R.Rajeswari, Dean of Student Affairs

DISCUSSIONS MADE:

I.   **Community service to the Society/foundation.**

- **To fulfil the vision statement of the College and to make the students socially responsible in various activities proposed,**

- **Conduction of Programme.**
  - Community Service
  - Celebration of 150ᵗʰ birthday of Vallalar
  - Conduct of Meendum Manjapai awareness programme in collaboration with Tamilnadu pollution control board, Villupuram.

- Donating fund to Villupuram municipality for creating awareness through illustrative art.

- Faculty contribution more to the society.

PLACEMENT DRIVE:

- The placement training programme with HR corporate trainers was presented.

II.   **Domain oriented National Days celebration by Event Organising Committee**

Celebration of National Days

- To highlight the significant role a national days celebrated in their respective field the following norms ware proposed.

- HoD's are requested to identity the list of Domain orientation national days.

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- Each department should identify minimum 5 events in a year.
- HoDs are asked to submit the list a events to Event organising Committee (EoC) before the commencement of academic year.
- All the events proposed by the department will be celebrated in collaboration with EOC.
- Winners of the event will be honoured with price & certificate.
- One week or 10 days before the commencement of the event invitation will be circulated to the student by EOC .
- Student name list will be collected to take part in the competition.
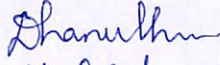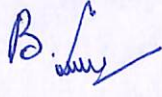
RECOMMENDATIONS OF IQAC:
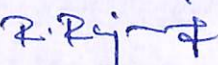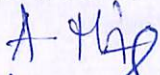
I. **Community service to the Society/foundation.**
    IQAC approved the proposals submitted by the Principal's office and Placement cell with a note of appreciation.

II. **Domain oriented National Days celebration by Event Organising Committee**
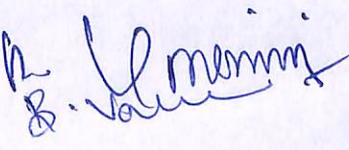   The agenda was approved with the suggestion, that the cell has to ensure & encourage the participation of students by other college at national level.

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IQAC MEETING MINUTES

Date: 06.10.2022   **Time:** 03.00 pm   **Venue:** Seminar Hall

AGENDA:

I.   e-Content Preparation

PROPOSED BY:

Dr. S. Akila Principal & Chairperson

DISCUSSION ON THE AGENDA:

I.   e-Content Preparation

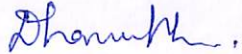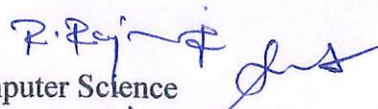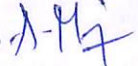- Making of e-Video content will be done in Open Broadcast Software (OBS) Studio and video facility centre in our college

- The topic choosen for e-Content should be from the syllabus to enhance the learning of students at any time from any place etc.,

- In order to make the Teaching –Learning process more effective all faculties has to prepare minimum of two e- material and e-video per semester.

- The recorded lectures will be uploaded in our college facebook & website.

RECOMMENDATIONS OF IQAC:

I.   e-Content Preparation

- IQAC members approved with the suggestion, introduction of filliped classroom for Computer Science and Commerce students.

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IQAC MEETING MINUTES

DATE:18.10.2023   **TIME:** 03.00 p.m.   **VENUE:** Seminar Hall

AGENDA:

I.   Collaborative activities for research/ student exchange/Internship.

II.   AQAR Presentation 2019-2020

PRESENTER:

I.   Dr. K Dhanalakshmi, Dean of Academic Affairs

DISCUSSION ON THE AGENDA:

I.   **Collaborative activities for research/ student exchange/Internship**

o   To enhance the International/ National collaborative activities in terms of Internships, Research, Student Exchange with MoU signed industry/institution. This will in turn prepare students to feel confident at the start of their professional career.

o   It was planned to organize orientation for Student Exchange Program in association with Innopolis University, Russia, in the month of September, "Internship on Robotics" with Pantech e-Learning Solution Pvt. Chennai.

o   After the orientation, interested students name will be collected.

o   SOP for student exchange programme was presented.

COLLABORATION WITH INDUSTRY AND INSTITUTIONS:

o   The college has established a number of partnerships with industry and institutions to provide our students with access to internship opportunities.

o   These partnerships allow students to do intern at leading companies and organizations in a variety of fields

o   The guidelines was also presented.

MOU SIGNED WITH VARIOUS UNIVERSITY/INSTITUTION/INDUSTRY:

o   We recently signed a Memorandum of Understanding (MOU) with various University/Institution/Industry.

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- o This MOU will allow our students to apply for internships, giving them the opportunity to gain experience in a variety of cutting-edge fields.
- o **The Proposed Student Internship Activities are**
- o Plan to provide MSME Courses and Internship.
- o Motivate well placed alumni to offer internship.
- o In-House internship
- o Feedback
- o **Proposal Submission with name list for bonafide certificate if necessary**
- o Proposal submission with name list for bonafide certificate if necessary.
- o Acceptance Letter from the collaborative industry/institute.
- o No. objection letter from the parents and students.

II. AQAR Presentation 2019-2020

The IQAC coordinator presented the AQAR for 2019-2020 was in the process of final draft preparation with inputs from all criteria in-charge. The presentation highlighted the achievements of the institution and the progress that has been made by the institution for continuous improvement for the welfare of the college and the students.

RECOMMENDATION BY THE IQAC MEMBERS:

I. Collaborative activities for research/ student exchange/Internship

IQAC members appreciated approved the initiatives of Collaborative activities taken for research/ student exchange/Internship with the following suggestions

- o Continue to identify and establish partnerships with leading industry and institutions to offer internship opportunities to students
- o Provide students with the support they need to apply for and succeed in internships, such as resume and interview preparation.
- o Ensure the MoUs are active

II. AQAR Presentation 2019-2020

- o Establishment of funds for students travel and accommodation for international internships. Arrange a programme to connect the students with **industry professionals.**
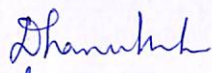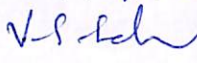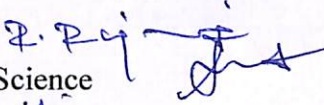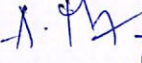
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2. Dr.K. Dhanalakshmi, IQAC Co-ordinator & Dean (A)
3. Ms.V. S. Selvi, Vice Principal
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15. Ms.R. Bharani, HoD Psychology

IQAC MEETING MINUTES

Date:07.11.2022   **Time:**03.00pm   **Venue:** Seminar Hall

AGENDA:

I.   Strengthening sports and cultural activities.

PROPOSED BY:

Ms.R.Rajeswari, Dean of Student Affairs.

DISCUSSIONS MADE:

I.   **Strengthening sports and cultural activities.**

Sports

- Identifying the deserving students in sports and establishing a team by physical education department.
- Giving daily practice during V&VI hour and also in the morning according to the need.
- Making them to participate in district & intercollegiate sports meet.
- Conduct of inter and intra college sports meet by the college.
- Admitting Sports and selection of students' by the College with the help of University and District sports authoritiesselection with the help of University and District sports authorities.
- Training them for Athletic events in collaboration with E.S Arts and Science College.

Cultural

- To enhance the confidence level of the students fine arts committee proposed the activities of cultural every academic year..
- Conduct of four interdepartmental and one intercollegiate fine arts meet for every academic year.
- Encouraging students to participate in on and off campus cultural activities.
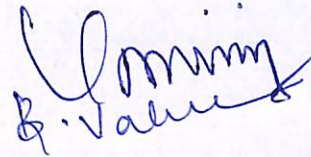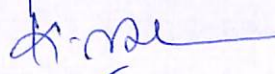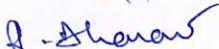- Accompanying interested students for off campus events representing the college by fine arts committee.

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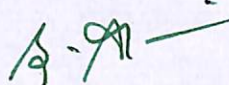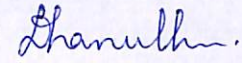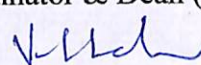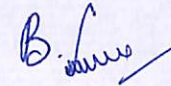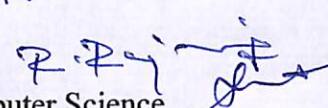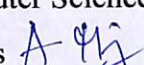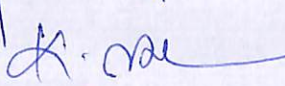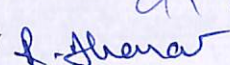
RECOMMENDATION OF IQAC MEMBERS:

I. **Strengthening sports and cultural activities.**

    IQAC members approved the initiatives taken to strengthen sports and cultural activities.

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IQAC MEETING MINUTES

Date: 18.11.2022   **Time:**03.00 pm   **Venue:** Seminar Hall

AGENDA:

I.   Academic and Administrative Audits

II. Inclusion of Continuous Internal Assessment - III.

PROPOSED BY :

I.   Dr. S. Akila Principal & Chairperson

II. Ms. B.Sridevi, Controller of Examinations

DISCUSSIONS MADE:

I.   Academic and Administrative Audits

- To maintain the institution efficacy and efficiency it has been planned to conduct academic and administrative audit in the end of each semester.

- This will be alone exclusively by the IQAC cell with internal/external experts.

- Guidelines are framed and it also presented as per the NAAC expectation fulfilling
  seven criteria.

- The guidelines will be circulated to all the departments by IQAC Cell.

- Based on the performance of the department at the time at the time of audit, best department will be choosen and awarded.

II. Inclusion of Continuous Internal Assessment - III.

- In order to train the students in all the five units of the course, revision in the Conduct of Continuous Internal Assessment was proposed without changing the weightage of internal assessment.

- Internal Assessment components and its Weightage was presented.
  - There will be compulsory three written tests for 20 marks weightage under CIA   system in the college.

- CIA 1 (Unit I & II)   -   50 marks for 2 hours

- CIA 2 (Unit III & IV)   -   50 marks for 2 hours

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- CIA 3 (Unit IV & V)   -   50 marks for 2 hours
    - Based on the performance of the students best two marks will be considered and
    - converted to 20 marks with each CIA 10 marks.
    - Depending on the nature of the course two components (III & IV) will be done for 10 marks.
- After the approval of academic council it will be implemented.

RECOMMENDATION OF IQAC MEMBERS:
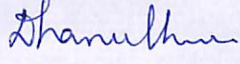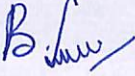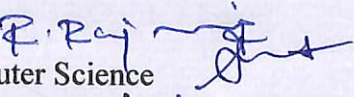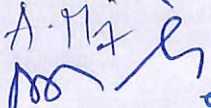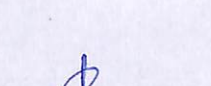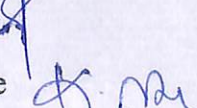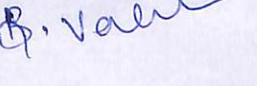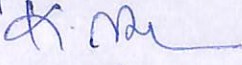
I. **Academic and Administrative Audits**

   IQAC appreciated that this initiative will be the the energy boosters to the departments and approved it.

II. **Inclusion of Continuous Internal Assessment - III.**

   Examination reform on internal assessment proposed by the controller of examinations was approved by the members of IQAC.

MEMBERS PRESENT:

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4. Ms.B. Sridevi, Controller of Examinations & HoD of Biochemistry
5. Dr.J. Kalaimathi, Dean (R)
6. Ms.R. Rajeswari, Dean (S)
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IQAC MEETING MINUTES

Date: 06.12.2022   **TIME:** 03.00 pm   **VENUE:** Seminar Hall

AGENDA:

I.   Establishment of Smart Knowledge Centre , E.S Venture Solutions

II.   Inclusion of additional smart class rooms

PROPOSED BY:

Ms. V. S. Selvi Vice Principal

DISCUSSIONS MADE:

I.   **Establishment of Smart Knowledge Centre , E.S Venture Solutions**

- **E.S Venture Solutions**
  - To improve the employment opportunities in the district it was decided to associate with100+ manufacturing industries, start-up companies, and multinational organizations.
  - In Connection to the training programmes / workshops were planned to improve fundamental knowledge and interview skills of the candidates required for job performance and work behaviour.
  - Conduction of recruitment drives/ job fairs were also planned in various educational institutes for providing job opportunities to the students.
- Proposed by Dr.A.Muthuraja, Placement officer.
- **Smart Knowledge Centre (SKC)**
  - To encourage the knowledge sharing, documentation of academic records & NAAC electronically exclusively made in SKC.
  - For documentation of all academic records of students, teachers and department achievements.
  - Special register will be maintained for the access of the record.

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II. Inclusion of additional smart class rooms

- **Smart Classrooms**
    - o To engaging the students with smart learning and effective teaching
    - o Interactive teaching learning process.
    - o Promote more & to engage the students no. of smart classrooms was presented.
    - o It will be under the monitoring of Principal & NAAC Co-ordinator.

RECOMMENDATION OF IQAC MEMBERS:

IQAC members approved to establish the E.S Venture solutions and Smart Knowledge Centre (SKC), 6 smart classrooms were added.

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IQAC MEETING MINUTES

Date:19.12.2022   **Time:** 03.00 pm   **Venue:** Seminar Hall

AGENDA:

I.   Fund from non-governmental agencies.

II. Introduction of New programmes
     Implementation of Value added courses for the next academic year

PROPOSED BY:

I.   Ms.R.Rajeswari, Dean of Student Affairs.

II. Dr. S. Akila Principal & Chairperson

DISCUSSIONS MADE:

I.   **Fund from non-governmental agencies.**

- To entrust the financial sustainability Dean of student affair proposed the agenda.
- Identifying Selecting the list of NGO or Corporate Companies to get fund through proper channel for students support and welfare.
- Sending mail communication to NGOs and Companies to get CSR Scholarship.
- Utilization of CSR Fund for students scholarship and documenting properly.
- Students will be collected the fund through Student Welfare Association.
- Number of beneficiaries list will be submitted after the release of fund to the principal.
- Yearly audit will be conducted on utilization of find.

II. **Introduction New programmes**

o The departments offering undergraduate programs are encouraged to Post Graduate Programme in the next academic year (2023-2024)

o The programmes introduced was focused on job/employability / recent trend programme

o Along with the proposal feasibility study report of the Programmes has to be submitted.

o The department has to prepare the documents for continuation of affiliation.

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- **Value added courses**

  Based on the employability opportunity the following programmes were proposed

  o The department has to select the course which has to be more of entrepreneurial /skill based.

  o The department has to collaborate with government/ non government industries and respected MoU should be signed.

  o First year students training is for 50 hours and second year students training is for 80 hours.

RECOMMENDATION OF IQAC MEMBERS:
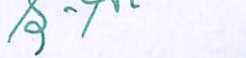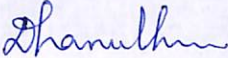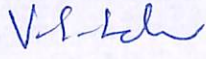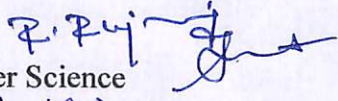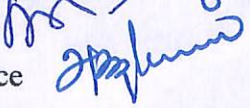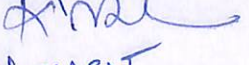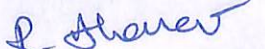
I. **Fund from non-governmental agencies.**
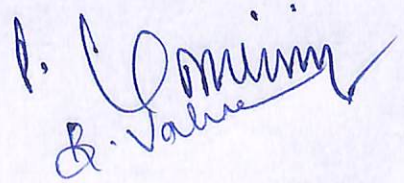
   IQAC members approved the initiative with the suggestion to visit nearby NGO's and companies in person to get fund.

II. **Introduction New programmes**

   After studying the feasibility report, the aforesaid programmes were approved by the IQAC and it was suggested to go for further approval by the Parent University.

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IQAC MEETING MINUTES

Date:06.01.2023   **Time:** 03.00 pm   **Venue:** Seminar Hall

AGENDA:

I.   Computer Training Course for school students in collaboration with Rotary Club.

PROPOSED BY:

Ms.R.Rajeswari, Dean of Student Affairs.

DISCUSSIONS MADE:

I.   **Computer Training Course for school students in collaboration with Rotary Club.**

- Rotary club has planned to conduct computer training course as one of the admission promotion activity for 8th to 12th std school students and it will be conducted during holidays.
- It has been planned to collected minimum charge as registration fee.
- The programme will be conducted in collaboration with Rotary club, Villupuram.
- During the training programme, Study materials will be provided.

RECOMMENDATION OF IQAC MEMBERS:

I.   **Computer Training Course for school students in collaboration with Rotary Club.**

- IQAC members approved the agenda and suggested to provide the study material as a book.

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IQAC MEETING MINUTES

DATE: 18.01.2023   **TIME:** 03.00 pm   **VENUE:** Seminar Hall

AGENDA:

I.   Registration for National Level Awards & Rankings (NIRF, INDIA TODAY RANKING, EDUCATION WORLD)

PROPOSED BY

I.   Dr. S. Akila Principal & Chairperson

DISCUSSIONS MADE:

I.   **Registration for National Level Awards & Rankings (NIRF, INDIA TODAY RANKING, EDUCATION WORLD)**

- College has planned to apply the National level awards such as NIRF, INDIA TODAY and Education World ranking.

- HoDs are informed to submit the required data to apply for the rankings.

- Initiatives has to be taken to get the NIRF Ranking within 100.

RECOMMENDATION OF IQAC MEMBERS:

I.   **Registration for National Level Awards & Rankings (NIRF, INDIA TODAY RANKING, EDUCATION WORLD)**

Members were approved to apply the College Rankings.

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MEMBERS PRESENT:

1. Dr.S. Akila, Principal & Chairperson
2. Dr.K. Dhanalakshmi, IQAC Co-ordinator & Dean (A)
3. Ms.V. S. Selvi, Vice Principal
4. Ms.B. Sridevi, Controller of Examinations & HoD of Biochemistry
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IQAC MEETING MINUTES

DATE:06.02.2023   **TIME:**03.00 pm   **VENUE:** Smart knowledge centre

AGENDA:

I.   Funded Projects

II.   Discussion of Feedback Analysis

PROPOSED BY:

I.   Dr. J. Kalaimathi. Dean of Research

II.   Dr. K Dhanalakshmi, Dean of Academic Affairs

DISCUSSION ON THE AGENDA:

I.   Funded Projects

- o   To strength the research department, funded projects have to be received.
- o   Orientation has been planned to write research proposal on funded projects

II.   Discussion of Feedback Analysis

- o   Curriculum Feedback analysis reports collected from students and staff was presented to identify the areas where the institution has to improve.
- o   The discussion focuses on the following questions.

a)   Relevance of curriculum to the emerging trends and industry needs.

b)   Flexibility in opting language courses, Core Courses, Major Elective Courses and Non-Major Elective Courses, Physical Education and Value Education

c)   Incorporation of Skill Oriented, Application Oriented, Women Oriented and Rural Oriented Courses, Ethical and Environment Oriented, Interdisciplinary and online courses

d)   Effectiveness of teaching, learning and evaluation process.

e)   Scope for skill development, internship training and placement.

f)   Importance of Academic Enrichment Activities such as Summer Internship, Experiential Learning, Invited Lecture/ Seminar/ Skill orientation Programme etc. to achieve learning objectives

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g) Assessment of teacher's attitude towards students, coverage of syllabus, conduct of CIA, ESE, provision for improvement and supplementary exams and publication of results.

h) Existing infrastructure facilities such as class rooms, auditorium, laboratory, library, hostel, computer labs, sports, transport, store, canteen, drinking water supply and power supply and generators.

931 Students Participated in the survey consisting 21 questions.The consolidated feedback report is shared at the HoDs / Officials meeting and also with the department for further appropriate actions.
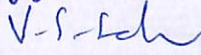
RECOMMENDATION BY THE IQAC MEMBERS:
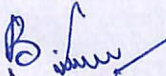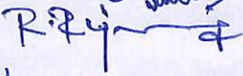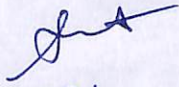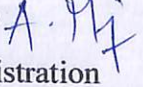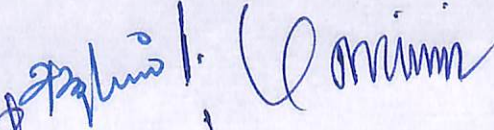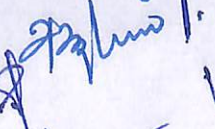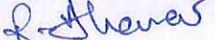
I. Funded Projects

- Members were suggested to conduct orientation programme on Government schemes of DST, NAAC sponsored seminars, TNSCST, ICMR, SERB & ICSSR

II. Discussion of Feedback Analysis

- IQAC members approved the initiatives taken on curriculum Feedback Analysis. With this suggestions, the institution should monitor the progress of the plan to address the concerns raised in the feedback analysis

MEMBERS PRESENT:

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4. Ms. V. S. Selvi, Vice Principal
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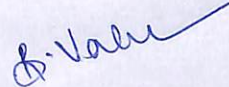10. Dr. A. Muniyappan, HoD of Physics
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IQAC MEETING MINUTES

Date: 17.02.2023   **Time:** 03.00 pm   **Venue:** Smart knowledge centre

AGENDA:

I.   Entrepreneurship and Employability skill Development programmes.

II. Discussion of Stakeholder Feedback Analysis

PROPOSED BY:

I.   Ms.V.S.Selvi, Vice Principal, TACW.

II. Dr. K Dhanalakshmi, Dean of Academic Affairs

DISCUSSIONS MADE:

I.   **Entrepreneurship and Employability skill Development programmes**

- To empower individuals especially women, thus mitigating employment challenges entrepreneurship & employability skill development programmes has been planned as a part of Innovation hub.

- Each department should conduct two entrepreneurial or employability skill oriented programmes per semester.

- Participation of students will make them to realize the significance and benefits of economic independence.

- Department have to encourage the students to participate in entrepreneurial and employability programmes.

- Motivating students to take startups.

- Separate participation certificate will be used for the students involved in the programme.

- The products can be displayed on a special event/ occasion for sale and income can be generation under earn while you learn scheme.

II. **Discussion of Stakeholder Feedback Analysis**

Stakeholder feedback analysis report was placed for the suggestions in detail. They appreciated the positive feedback from stakeholders and identified a number of areas where the institution can improve its performance, such as:

- Enhancing communication with stakeholders

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- Improving parent-teacher interaction
- Strengthening alumni engagement
- Providing more opportunities for stakeholder involvement

The action plan is also formulated to address the areas identified for improvement. The action plan includes a number of initiatives, such as:

- Establishing regular communication channels with stakeholders
- Organizing parent-teacher meetings
- Forming an alumni association
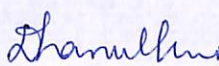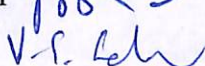
RECOMMENDATION OF IQAC MEMBERS:
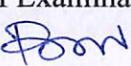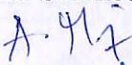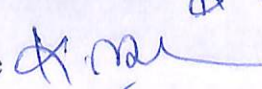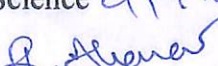
I. **Entrepreneurship and Employability skill Development programmes**
- IQAC members approved the above agenda.

II. **Discussion of Stakeholder Feedback Analysis**
- IQAC members approved the initiatives of Stakeholder Feedback Analysis with this suggestions such as,
- Implement the action plan formulated in the meeting
- Monitor the progress of the action plan
- Use feedback to make continuous improvements

MEMBERS PRESENT:

1. Dr.S. Akila, Principal & Chairperson
2. Dr.K. Dhanalakshmi, IQAC Co-ordinator & Dean (A)
3. Dr.A. Muthuraja, Placement Officer
4. Ms.V. S.Selvi, Vice Principal
5. Ms.B. Sridevi, Controller of Examinations & HoD of Biochemistry
6. Dr.J. Kalaimathi, Dean (R)
7. Ms.R. Rajeswari, Dean (S)
8. Dr.S. Manimekalai, Dean of Computer Science
9. Dr.A. Muniyappan, HoD of Physics
10. Ms.A. Kanthavel, HoD of Commerce
11. Dr.V. Manikandan, HoD of Tamil
12. Ms.B. Vasuki, HoD of Bus.Adm
13. Dr.Punithakumari, HoD of Chemistry
14. Ms.K. Manohari, HoD of Computer Science
15. Ms.R. Bharani, HoD of Psychology

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IQAC MEETING MINUTES

Date:21.03.2023   **Time:**03.00 pm   **Venue:** Smart knowledge centre

AGENDA:

I.   Extension and Outreach Activities

PROPOSED BY

Dr.J. Kalaimathi. Dean of Research

DISCUSSIONSMADE:

I.   Extension and Outreach Activities
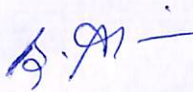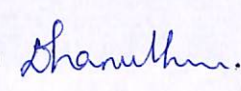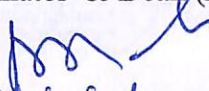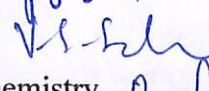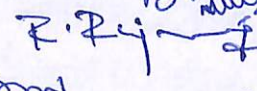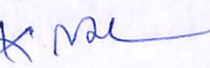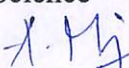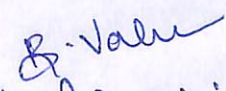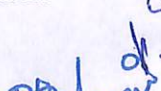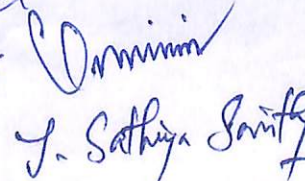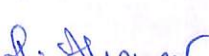
- Establishment of "Social outreach and Enabling Centre was proposed for approval.
- Through this centre, it has been planned to create linkages with NGOs for which the students are working to carry out surveys in society oriented issues

RECOMMENDATION OF IQAC MEMBERS:

I.   Extension and Outreach Activities

IQAC members approved to establish the centre.

MEMBERS PRESENT:

1. Dr. S. Akila, Principal & Chair person
2. Dr. K. Dhanalakshmi, IQAC Co-ordinator & Dean (A)
3. Dr. A. Muthuraja, Placement officer
4. Ms. V. S. Selvi, Vice Principal
5. Ms. B. Sridevi, CoE&HoD ofBiochemistry
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IQAC MEETING MINUTES

DATE: 27.03.2023   **TIME:** 03.00 p.m   **VENUE:** Smart Knowlegde Centre

AGENDA:

I. List of Value added courses for the next academic year

II. Incorporation of Value added courses credits in the mark statement.

PROPOSED BY

Dr. S. Akila Principal & Chairperson

DISCUSSIONS MADE:

I.   List of Value added courses for the next academic year

Name of the Certificate course	Name of the Diploma course
Siththa Maruththuvam	Yoganiri
Script Writing	Radio Jackey
Corporate Social Responsibility	Business Data Ananalytic
Personal Business Finance	Logistics Management
Solar Energy	Fundamental Concepts of Electricity
Textile Chemistry	Agriculture Chemistry
Value Added Products	Organic Farming
The power of Statistics	Data Science Math Skills
Psycho Education	Therogatic counseling
Web Development	Data Analytics
Certificate in Basic Embroidery	Basic Aari Work
Documentary Video Making	--
Food Product Development	Diet Apps

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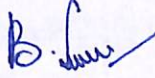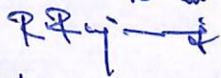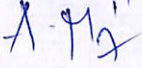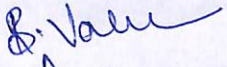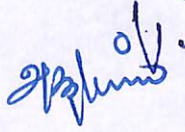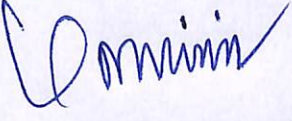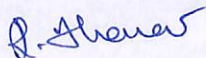
II.   Incorporation of Value added courses credits in the mark statement

o   Students can go to field visit in collaboration with Industries according to the nature of the course.

o   Evaluation Assessment for CIA – 30 and ESE – 70

o   For certificate course 2 credits and Diploma course 3credits will be entered in the mark statement.

RECOMMENDATION OF IQAC MEMBERS:

Members were approved the list of certificate and Diploma courses and credit allotment.

MEMBERS PRESENT:

1.   Dr. S. Akila, Principal & Chair person
2.   Dr. K. Dhanalakshmi, IQAC Co-ordinator & Dean (A)
3.   Dr. A. Muthuraja, Placement officer
4.   Ms. V. S. Selvi, Vice Principal
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IQAC MEETING MINUTES

DATE:06.04.2023   **TIME:** 03.00 p.m.   **VENUE:** Smart knowledge centre

AGENDA:

I.   Revision of UG/PG – Course Structure and Allotment of Hours/Credits

II.   Preparation of Syllabi for 1st and 2nd Semester

PRESENTER:

I.   Dr. K Dhanalakshmi, Dean of Academic Affairs

DISCUSSION ON THE AGENDA:

I.   **Revision of UG/PG – Course Structure and Allotment of Hours/Credits**

The meeting of the IQAC was held on 06.04.2023 to discuss the 5th Curriculum revision of UG/PG programme profile structures and allotment of hours/credits was presented based on the feedback collected from the stake holders, as per the guidelines of UGC/LOCF.

- UG/PG programme profile and allotment of hours/credits
- Revision made / updation in the curriculum implementation process by the department
- Formulation of recommendations for further action

FORMULATION OF RECOMMENDATIONS FOR FURTHER ACTION

- Collection of feedback from faculty members, students, and external experts on the proposed revisions.
- Complete review has to be done on the feedback received and make necessary modifications to the proposed revisions.
- Get the approval from the Board of Studies and Academic Council on proposed revision.

II.   **Preparation of Syllabi for 1st and 2nd Semester**

The presentation focuses on preparation of syllabi for the 1st and 2nd semesters. The agenda of the meeting includes:

- Review of existing syllabi
- Identification of core industry modules
- Incorporation of value education and soft skills into syllabi.

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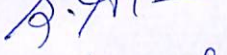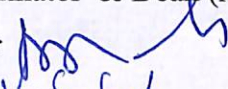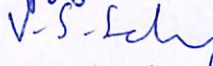
- Incorporation of Value Added Courses.

IDENTIFICATION OF CORE INDUSTRY MODULES:
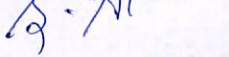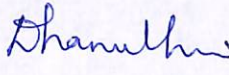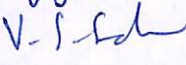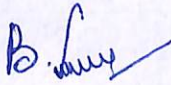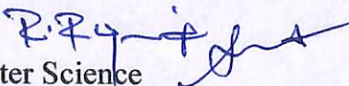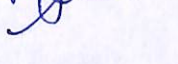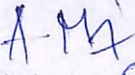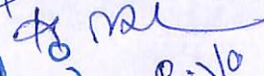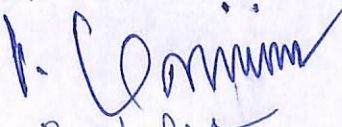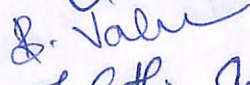
The core industry modules that are essential for students to prepare for their future careers are identified which include:

- Communication skills
- Problem-solving skills
- Employability skills
- Entrepreneurship skills

RECOMMENDATION BY THE IQAC MEMBERS:

- The IQAC members approved the 5th curriculum programme profile with the allotted hours and credits.

- The IQAC members approved modalities for the preparation of syllabus for the 1st and 2nd semester with the recommendations

  o Form a committee of subject experts to review and revise the existing syllabi.

  o Conduct workshops to train faculty members on the incorporation of value education and soft skills into syllabi

  o Develop assessment tools to measure the effectiveness of the revised syllabi.

IQAC MEMBERS PRESENT:

1. Dr.S. Akila, Principal & Chairperson
2. Dr.K. Dhanalakshmi, IQAC Co-ordinator & Dean (A)
3. Dr.A. Muthuraja, Placement Officer
4. Ms.V. S.Selvi, Vice Principal
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IQAC MEETING MINUTES

Date: 17.04.2023   **Time:** 03.00 pm   **Venue:** Smart knowledge centre

AGENDA

I.   School Collaborative Programmes.

II.   AQAR Presentation 2021-2022

PROPOSED BY:

I.   Ms.V.S.Selvi, Vice Principal, TACW.

II.   Dr. K Dhanalakshmi, Dean of Academic Affairs

DISCUSSIONS MADE:

I.   **School Collaborative Programmes.**

- For the benefit of rural school student school collaborate programme has been proposed .

    The planned activities for Higher Secondary Students are Motivational and orientation programmes , Science exhibition.

- Higher secondary students from government schools can also be invited and permitted to utilize Physics, Chemistry and Biochemistry laboratories .

II.   **AQAR Presentation 2021-2022**

Approval of IQAC Annual Report 2021-2022 & IQAC Year Plan for the Academic Year 2022-2023.

- **Annual Report:** Presented the Annual Activity Report 2021-2022 for various cells and committees of the college. IQAC and Academic Committee has conduct the academic audit and submit the report to be verified under the guidance of the Principal. Each verified document has to be filed and to be submitted in the document room.

- **IQAC Year Plan:** The proposed activities of the Calendars the Activities of the calendar year 2022-2023 was proposed by the IQAC Co-ordinator.

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RECOMMENDATION OF IQAC MEMBERS:
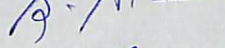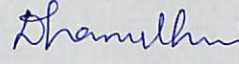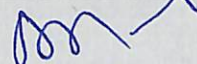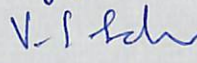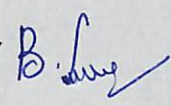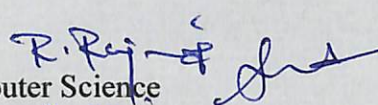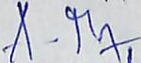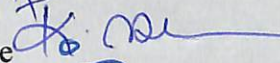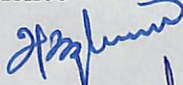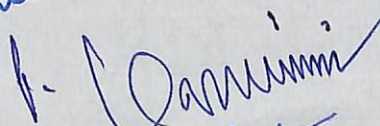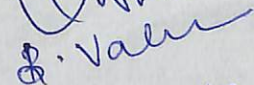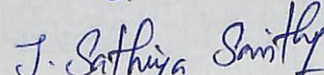
I. School Collaborative Programmes

- IQAC members approved the above agenda and suggested to include skill development programmes for the students.

II. AQAR Presentation 2021-2022

- IQAC members approved the IQAC Annual Report 2021-2022
  - Register in the Academic Bank of Credits (ABC) portal.
- IQAC Year Plan approved by the IQAC members with the following suggestions
  - To Conduct of Workshop on Implementation of IQAC Annual Plan or curriculum based.

MEMBERS PRESENT:

1. Dr.S. Akila, Principal & Chairperson
2. Dr.K. Dhanalakshmi, IQAC Co-ordinator & Dean (A)
3. Dr.A. Muthuraja, Placement Officer
4. Ms.V. S.Selvi, Vice Principal
5. Ms.B. Sridevi, Controller of Examinations & HoD of Biochemistry
6. Dr.J. Kalaimathi, Dean (R)
7. Ms.R. Rajeswari, Dean (S)
8. Dr.S. Manimekalai, Dean of Computer Science
9. Dr.A. Muniyappan, HoD of Physics
10. Ms.K. Manohari, HoD of Computer Science
11. Ms.A. Kanthavel, HoD of Commerce
12. Dr.V. Manikandan, HoD of Tamil
13. Ms.B. Vasuki, HoD of Bus.Adm
14. Dr.J. Sathyasavithri, HoD of Chemistry
15. Ms.R. Bharani, HoD of Psychology

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IQAC MEETING ACTION TAKEN

Date: 13.07.2022   **Time:** 03.00 pm   **Venue:** Seminar Hall

AGENDA:

I. Creation of Question Bank in College Website
II. Efforts for enhancing research activities
III. Approval of IQAC Annual Report 2020-2021 & IQAC Year Plan for the Academic Year 2022-2023

PROPOSED BY:

I. Ms. B.Sridevi, Controller of Examinations
II. Dr.J. Kalaimathi,Dean of Research
III. Dr. K Dhanalakshmi, Dean of Academic Affairs

ACTION TAKEN:

I. Creation of Question Bank in College Website

- ESE Nov.2021 & April 2022 scanned question papers were uploaded in our college website and the link was shared to the students for reference.

II. Efforts for enhancing research activities

- Orientation Programmes for all Teaching staff was conducted by Research advisory committee (RAC).
- Special Lectures / webinars in Specified research areas were organized.
- Teaching faculty was also motive to publish in UGC-CARE listed Journals, patents, funded projects through seed money

III. Approval of IQAC Annual Report 2020-2021& IQAC Year Plan for the Academic Year 2021-2022.

- IQAC and academic committee under the guidance of the principal conducted the academic audit
- Registered for academic bank of credits (ABC) in UGC portal

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IQAC MEETING ACTION TAKEN

Date: 27.07.2022   **Time:** 3.00 pm   **Venue:** Seminar hall

AGENDA:

1. Strengthening of alumnae cell Activities.
2. Organising on campus Placement drive.

PROPOSED BY:

Dr. S. Akila, Principal of TACW.

ACTION TAKEN:

I.   **Strengthening of Alumnae cell**

Establishment of Alumnae Chapters:

- A comprehensive list of alumnae residing in and around Pondicherry and Chennai has been compiled.
- Efforts are underway to establish alumnae chapters in these regions.

Yearly Renewal with Tamil Nadu Government:

- The alumnae cell's yearly renewal with the Tamil Nadu government was completedon 16.10.2023.

Alumnae Interaction Meet:

- Departments organized 8 alumnae interaction meets to provide career guidance and share expertise.
- Outstanding alumnae were invited to share their career insights and orient current students on recent trends in the IT sector.
- Topics focusing on opportunities in the IT sector were chosen for discussion.
- Two activities per department were conducted during the even semester of the academic year 2022-2023.

Alumnae Meet:

- An alumnae meet was successfully conducted on 26/01/2023.
- A total of 83 alumnae benefited from the event and shared their experiences in their respective career fields.

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II.   Organising on Campus Placement Drive

Employability Skill-Oriented Program:

- An employability skill-oriented program was conducted for all final year students.

- A placement drive was organized on the campus from 20.03.2023 to 24.03.2023.

- A total of 397offer letters were distributed to students from various industries.

Placement Coordinators:

- Placement coordinators were actively engaged in bringing placement opportunities to the college.

Alumnae Cell Coordinator:

- The alumnae cell coordinator was requested and provided with the number of students registered in the alumnae cells.

Faculty Deputation:

- Exclusive faculty members were deputed in each department to promote placement activities.

Encouragement for Student Registration:

- Placement cell members continued to encourage students to register in the placement cell.

This action taken report demonstrates the progress made in implementing the decisions and recommendations discussed in the IQAC meeting held on 27.07.2022.

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IQAC MEETING ACTION TAKEN

Date:06.08.2022   **Time:**03.00 pm   **Venue:** Seminar Hall

AGENDA:

I.   Promotion of Research-National /International Conference

II. Signing of MoU with International/National Institutes/Universities/Industries

PROPOSED BY

I.   Dr.J. Kalaimathi, Dean of Research.

II. Dr. S. Akila Principal & Chairperson

ACTION TAKEN:

I. **Promotion of Research-National /International Conference**

- Following programmes has been conducted related to Smart & Sustainable Development in Multi-disciplinary

- Research, Digital Transformation opportunities and challenges & IPR

- Two international conference were conducted: National and International Status of IPR, Smart & Sustainable Development & digital Transformation

- Collaboration with AIMST University:

- Patenting Procedures and various forms of IPR for Life science and for arts and humanities conducted through seminars, conference & webinars

II. **Signing of MoU with International/National Institutes/Universities/Industries**

With reference to the IQAC meeting dated on 06.08.202, MoU Signed with the following Institution

International MoU

1. Asian Institute of Medicine, Science and Technology, (AIMST) University.

National MoU

1. M.O.P Vaishanva College, Chennai.

2. Mother Teresa Women's, Kodaikanal.

3. VIT Institutes, Vellore.

4. Presidency University, Bangalore.

5. Commerce Department : Indian Institute of Banking & Finance, Mumbai

6. Association of Chartered Certified Accountants, London, and International Skill Development Corporation [ISDC], Bengaluru, Karnataka

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IQAC MEETING ACTION TAKEN

Date: 18.08.2022   **Time:** 03.00 pm   **Venue:** Seminar hall

AGENDA:

I.   Revision on CIA and ESE question paper pattern in line with RBT

II.   Energy, Green and Environment Audit

III. Bridging Gap of Industry-Institute-Interaction

PROPOSED BY:

I.   Ms. B.Sridevi, Controller of Examinations

II.   Dr. S. Akila, Principal & Chairperson

III. Dr. K Dhanalakshmi, Dean of Academic Affairs

ACTION TAKEN:

I.   Revision on CIA and ESE question paper pattern in line with RBT

Question papers were prepared in the revised format for all the courses of April 2023 session and incorporated in CIA Test and ESE.

II.   Energy, Green and Environment Audit

Orientation programme on energy, green, and environmental audit for staff was conducted on 17/06/2022, followed by audit, inviting Auditors in Collaboration with TJ Solutions on 18/10/202, Based on the energy audit report corrective action will be done to reduce energy loss.

III.   Bridging Gap of Industry-Institute-Interaction

Signed MoU's with Pantech e-Learning Solution, NSIC (MSME) - Chennai, Presidency University - Bengaluru, VIT – Vellore, Mother Teresa Women's University – Kodaikanal, M.O.P Vaishnav College – Chennai.

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IQAC MEETING ACTION TAKEN

Date: 06.09.2022   **Time:** 03.00 pm   **Venue:** seminar hall

AGENDA:

I. Inclusion of course attainment in line with OBE
II. MoUs and LOIs

PROPOSED BY:

I. Ms. B.Sridevi, Controller of Examinations
II. Dr.J. Kalaimathi. Dean of Research

ACTION TAKEN:

I. Inclusion of course attainment in line with OBE

- Answer sheet evaluation report was prepared by the faculties for their courses offered in April 2023 session and submitted in the examination office.

II. MoUs and LOIs

- Activites carried out under MoUs/LOIs were reviewed and efforts under collaboration with AMRITHA Virtual labs were appreciated.

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IQAC MEETING MINUTES

Date: 19.09.2022   **Time:** 03.00 pm   **Venue:** Seminar Hall

AGENDA:

I.   Community service to the Society/foundation.

II.   Domain oriented National Days celebration by Event Organising Committee.

PROPOSED BY:

I.   Dr. S. Akila Principal & Chair person

II.   Ms.R.Rajeswari, Dean of Student Affairs

ACTION TAKEN:

I.   Community service to the Society/foundation.

- The college chairman donated rupees 1 lakh for sketching illustrative awareness art through wall paintings to president of Tamilnadu artist association,

- Around 150 manjapai was distributed to the public in the Villupuram old bus stand,

- Thiruvarutprakasa Vallalar birthday was celebrated on 20.03.2023.

- College contributed rupees 1 lakh to district collector for Villupuram book festival.

II.   Domain oriented National Days celebration by Event Organising Committee

- Event Organising Committee has conducted various events in collaboration with departments the followings are some of the sample activities.

  - International Accounting Day – 15.11.2022.
  - National Sports Day – 05.10.2022.
  - Entrepreneurs Day – 21.08.2022.
  - Chronic Obstructive Pulmonary Day – 17.11.2022.
  - World Cancer Day – 04.02.2023.
  - Elimination of Violence Against Women – 28.11.2022.

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IQAC MEETING ACTION TAKEN

Date: 06.10.2022   **Time:** 03.00 pm   **Venue:** Seminar Hall

AGENDA:

I.   e-Content Preparation

PROPOSED BY:

Dr. S. Akila Principal & Chairperson

DISCUSSION ON THE AGENDA:

I.   **e-Content Preparation**

- e-Content was prepared by the Faculties and uploaded.

- Biochemistry department collaborated with Amirtha virtual laboratory and making use of all e-Materials for easy understanding of practicals.

- Faculties are using smart class room for effective teaching.

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IQAC MEETING ACTION TAKEN

DATE:18.10.2022   **TIME:** 03.00 p.m.   **VENUE:** Seminar Hall

AGENDA:

I.   Collaborative activities for research/ student exchange/Internship.

II. AQAR Presentation 2019-2020

PRESENTER:

I.   Dr. K Dhanalakshmi, Dean of Academic Affairs

ACTION TAKEN:

I.   **Collaborative activities for research/ student exchange/Internship**

&

II. **AQAR Presentation 2019-2020**

- Two Weeks Global Immersion Programme @ AIMST University Malaysia was completed in Nov 2022.

- Dec 6ᵗʰ 2022, INNOPOLIS University- internship name list was submitted along with student resume.

- Establishment of dedicated funds to support student travel and accommodation expenses for international internships/Global Immersion Programme.

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IQAC MEETING ACTION TAKEN

Date:07.11.2022   **Time:**03.00pm   **Venue:** Seminar Hall

AGENDA:

I.   Strengthening sports and cultural activities.

PROPOSED BY:

Ms.R.Rajeswari, Dean of Student Affairs.

ACTION TAKEN:

I.   **Strengthening sports and cultural activities.**

- Volleyball and basket ball teams were selected.
- Daily practice and training is being given to the students continuously from the month of December.
- Approached Mr.Velmurugan, District Sports Officer for sports admission.
- Inter Departmental Cultural Meets were conducted on the following dates.
    - 10.09.2020
    - 27.12.2020
    - 03.02.2021
    - 10.02.2021

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IQAC MEETING ACTION TAKEN

Date: 18.11.2022   **Time:** 03.00 pm   **Venue:** Seminar Hall

AGENDA:

    I.   Academic and Administrative Audits

    II.   Inclusion of Continuous Internal Assessment - III.

PROPOSED BY :

    I.   Dr. S. Akila Principal & Chairperson

    II.   Ms. B.Sridevi, Controller of Examinations

ACTION TAKEN:

   I.   Academic and Administrative Audits

- As per the discussion made in the IQAC meeting on 18.11.2022 academic and administrative audit was conducted on 23.04.2024 and 24.04.2024.
- Based on the performance of audit future plan was fixed for the next academic year

   II.   Inclusion of Continuous Internal Assessment - III.

- Three CIA Test was implemented from April 2023 session onwards.

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IQAC MEETING ACTION TAKEN

Date: 06.12.2022   **TIME:** 03.00 pm   **VENUE:** Seminar Hall

AGENDA:

    I.   Establishment of Smart Knowledge Centre , E.S Venture Solutions

    II. Inclusion of additional smart class rooms

PROPOSED BY:

    Ms. V. S. Selvi Vice Principal

ACTION TAKEN:

I.   Establishment of Smart Knowledge Centre , E.S Venture Solutions

<div align="center">**&**</div>

II. Inclusion of additional smart class rooms

     •   ES Venture Solutions was established and inaugurated on 03.02.2023

     •   Smart Knowledge Centre inaugurated on 01.02.2023

     •   6 smart classrooms were added

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IQAC MEETING ACTION TAKEN

Date:19.12.2022   **Time:** 03.00 pm   **Venue:** Seminar Hall

AGENDA:

I.   Fund from non-governmental agencies.

II. Introduction of New programmes

Implementation of Value added courses for the next academic year

PROPOSED BY:

I.   Ms.R.Rajeswari, Dean of Student Affairs.

II. Dr. S. Akila Principal & Chairperson

ACTION TAKEN:

I.   Fund from non-governmental agencies.

- Initiatives were taken to receive fund from NGO'S and MNC'S mail communication were sent to the selected NGO'S and companies.

- A fund of Rs.5000 was received form Rotary Club, Villupuram to conduct Vocational Training Programme for School Students.

II. Introduction New programmes

New Programmes

- The department of computer science introduced the new programme B.Sc Information Technology

- The department of psychology introduced the postgraduate programme M.Sc., Psychology.

- Continuation of affiliation
  - B.Sc Costume Design and Fashion, B.Sc Clinical Nutrition and Dietetics and B.Sc journalism and mass communication has undergone the continuation of affiliation.

Value added courses

- Certificate course - blog writing, sugar technology, basic painting types, anchoring and news casting etc., has been introduced

- Diploma course – Social Media Marketing, Water Management Technology, Cognitive Behavioural Therapy etc.. has been introduced

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IQAC MEETING ACTION TAKEN

Date:06.01.2023   **Time:** 03.00 pm   **Venue:** Seminar Hall

AGENDA:

I.   Computer Training Course for school students in collaboration with Rotary Club.

PROPOSED BY:

Ms.R.Rajeswari, Dean of Student Affairs.

ACTION TAKEN:

I.   **Computer Training Course for school students in collaboration with Rotary Club.**

The computer training course for school students (8th – 12th std) was conducted from 11.03.2023 to 29.04.2023.

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IQAC MEETING ACTION TAKEN

DATE: 18.01.2023   **TIME:** 03.00 pm   **VENUE:** Seminar Hall

AGENDA:

I.   Registration for National Level Awards & Rankings (NIRF, INDIA TODAY RANKING, EDUCATION WORLD)

PROPOSED BY

I.   Dr. S. Akila Principal & Chairperson

ACTION TAKEN:

I.   Registration for National Level Awards & Rankings (NIRF, INDIA TODAY RANKING, EDUCATION WORLD)

Participation in NIRF Ranking:

- Theivanai Ammal College for Women actively participated in the National Institutional Ranking Framework (NIRF).

Participation in Education World Ranking:

- Our college also participated in the Education World Ranking at the national level.
- We achieved an impressive 70th position in the national rankings.
- At the state level, in Tamil Nadu, our college secured the 23rd position, showcasing our commitment to excellence.
- At the district level, in Villupuram, our college secured the first rank in the Education World Ranking.

The initiatives taken to register and participate in these prestigious national level awards and rankings have yielded fruitful outcomes. These achievements reflect the dedication and efforts of the entire college community.

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IQAC MEETING ACTION TAKEN

DATE:06.02.2023   **TIME:**03.00 pm   **VENUE:** Smart knowledge centre

AGENDA:

I.   Funded Projects
II.   Discussion of Feedback Analysis

PROPOSED BY:

I.   Dr. J. Kalaimathi. Dean of Research
II.   Dr. K Dhanalakshmi, Dean of Academic Affairs

ACTION TAKEN:

I.   Funded Projects

- Orientation programme was conducted and proposal was submitted to on Govt schemes of DST, NAAC sponsored seminars, TNSCST, ICMR, SERB & ICSSR etc.
- 4 research projects under have been shortlisted.

II. Discussion of Feedback Analysis

- Conducted training programs for faculty members and established student- faculty interaction programs
- Upgraded the facilities and infrastructure of the institution

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IQAC MEETING ACTION TAKEN

Date: 17.02.2023   **Time:** 03.00 pm   **Venue:** Smart knowledge centre

AGENDA:

I. Entrepreneurship and Employability skill Development programmes.

II. Discussion of Stakeholder Feedback Analysis

PROPOSED BY:

I. Ms.V.S.Selvi, Vice Principal, TACW.

II. Dr. K Dhanalakshmi, Dean of Academic Affairs

ACTION TAKEN:

I. Entrepreneurship and Employability skill Development programmes

- Entrepreneurship and Employability Skill Development Programmes were conducted by the departments.
- List of Activities:
- Opportunities of Women Entrepreneurs in India – 23.02.2023.
- Developing Online Repository of start-ups developed – 27.09.2022.
- Entrepreneurial Attitude and Behavioural Development – 18.02.2023.
- Entrepreneurship Development in field of Life Science – 18.02.2023.
- Textile Printing Techniques – 17.03.2023 to 18.03.2023.

II. Discussion of Stakeholder Feedback Analysis

- Established regular communication channels with stakeholders through email newsletters, social media platforms, and parent-teacher meetings
- Organizing parent-teacher meetings to discuss student progress and address any concerns
- Created opportunities for stakeholders to participate in the institution's decision-making process by establishing feedback mechanisms and involved them in committees and forums.

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IQAC MEETING ACTION TAKEN

Date:21.03.2023   **Time:**03.00 pm   **Venue:** Smart knowledge centre

AGENDA:

I.   Extension and Outreach Activities

PROPOSED BY

Dr.J. Kalaimathi. Dean of Research

ACTION TAKEN:

I.   **Extension and Outreach Activities**

- Extension and outreach activates are conducted thought "Social outreach and Enabling Center. The college has established linkages with NGOs for which the students are working to carry out surveys in society oriented issues and service to the community in the adapted villages.

- Science teaching has been further promoted through "Science Education Initiative" in adopted village schools specifically for English, math's and science.

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IQAC MEETING ACTION TAKEN

DATE: 27.03.2023   **TIME:** 03.00 p.m   **VENUE:** Smart Knowlegde Centre

AGENDA:

I.   List of Value added courses for the next academic year
II. Incorporation of Value added courses credits in the mark statement.

PROPOSED BY

Dr. S. Akila Principal & Chairperson

ACTION TAKEN:

I.   List of Value added courses for the next academic year

Value-Added Courses:

Following the discussions held during the IQAC meeting on March 27, 2023, value-added courses were offered for the academic year 2023-24. The list includes courses from various departments, as outlined below:

- English Department: VOCC201 Content Writing (Certificate Course)
- Business Administration Department: VOCD401 Social Media Marketing (Diploma Course)
- Commerce Department: VOCD402 Entrepreneurial Development Program (Diploma Course)
- Mathematics Department: VOCD403 Aptitude Skills in Mathematics (Diploma Course)
- Chemistry Department: VOCC202 Sugar Technology (Certificate Course) and VOCD404 Water Management Technology (Diploma Course)
- Biochemistry Department: VOCC203 Mushroom Cultivation (Certificate Course)
- Computer Science Department: VOCC204 MSME Embedded Technology using IOT (External, Certificate Course) and VOCD405 Advanced MS Excel Technology (External, Diploma Course)

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- Psychology Department: VOCD406 Cognitive Behavioral Therapy (Diploma Course)

- Costume and Fashion Design Department: VOCD407 Basic Painting Types (Diploma Course)

- Journalism and Mass Communication Department: VOCC205 Anchoring and News Casting (Certificate Course)

- Clinical Nutrition and Dietetics Department: VOCD408 Food Safety & Consumer Education (Diploma Course)

- Tamil Department: VOCC206 Blog Creation (Certificate Course)

- Physics Department: VOCC207 First Aid (External, Certificate Course)

- General Course: VOCC208 Health & Fitness (External, Certificate Course), VOCC209 Hindi (External, Certificate Course) and VOCC210 Band Music (External, Certificate Course)

II. Incorporation of Value added courses credits in the mark statement

Credit Allocation and Mark Statement Incorporation:

For Certificate courses, 2 credits, and for Diploma courses, 3 credits were allocated in the mark statement.

This action taken report signifies the proactive steps taken to enhance the academic offerings of the institution and ensure the holistic development of students.

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IQAC MEETING ACTION TAKEN

DATE:06.04.2023   **TIME:** 03.00 p.m.   **VENUE:** Smart knowledge centre

AGENDA:

I.   Revision of UG/PG – Course Structure and Allotment of Hours/Credits

II.   Preparation of Syllabi for 1st and 2nd Semester

PRESENTER:

I.   Dr. K Dhanalakshmi, Dean of Academic Affairs

ACTION TAKEN:

I.   **Revision of UG/PG – Course Structure and Allotment of Hours/Credits**

- Conducted a feedback survey among faculty members, students, and external experts on the proposed curriculum revisions.

- Organized a workshop to discuss the feedback received and make necessary modifications to the proposed revisions

- Presented the revised proposals to the Academic Council and got approved.

- The Academic Council approved the revised course structures and allotment of hours/credits. The revised course structures have been implemented for the new academic year.

II.   **Preparation of Syllabi for 1st and 2nd Semester**

- Formed a committee of subject experts to review and revise the existing syllabi

- Conducted workshops to train faculty members on the incorporation of value education and soft skills into syllabi

- Developed assessment tools to measure the effectiveness of the revised syllabi

IQAC MEETING ACTION TAKEN

Date:17.04.2023   **Time:** 03.00 pm   **Venue:** Smart knowledge centre

AGENDA

I.   School Collaborative Programmes.
II.   AQAR Presentation 2021-2022

PROPOSED BY:

I.   Ms.V.S.Selvi, Vice Principal, TACW.
II.   Dr. K Dhanalakshmi, Dean of Academic Affairs

ACTION TAKEN:

I.   School Collaborative Programmes.

- Motivational and Career Guidance Programme were conducted to more than 25 schools in and around Villupuram.
- A Mega Science Festival is planned in the month of June 2023.
- 12th students from Government Girls Model Higher Secondary School are invited the Campus and given hands on training in Physics, Chemistry and Biochemistry Laboratories.

II.   AQAR Presentation 2021-2022

Approval of IQAC Annual Report 2021-2022 & IQAC Year Plan for the Academic Year 2022-2023.

- Action Plan for performance evaluation, assessment & accreditation & quality up-gradation of institutions of higher education

Principal
PRINCIPAL
Theivanai Ammal College For Women
(Autonomous),
Villupuram - 605 401.

IQAC Co-Ordinator
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