



THEIVANAI AMMAL COLLEGE FOR WOMEN (AUTONOMOUS)
(Re-Accredited (3rd Cycle) by NAAC with A Grade)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Annual Plan 2019 – 2020

Date: 17.07.2019

S.No.	Month	Date	Item /Title of the quality initiative by IQAC
1	July	25.07.2019	Ph.D., Guidelines Publication of CIA marks before CIA Publication of PG Project
2	August	07.08.2019 21.08.2019	Virtual Lab Activities Academic Audit Guidelines
3	September	11.09.2019 25.09.2019	IQAC National Seminar Collaboration with International Level
4	October	09.10.2019 16.10.2019	Incorporation of OBE in the Curriculum Online Feedback Course Teacher by the Student
5	November	20.11.2019 25.11.2019	Inclusion of Online Course Marks in the Mark Statement Evaluation Procedure for Academic Audit Updation of Semester plan in ERP Updation of Each Course Glossary of 100 words In student diary cloud
6	December	04.12.2019 18.12.2019	Preparation of Lab Manual Presentation on Programme Outcomes
7	January	08.01.2020 29.01.2020	Revision of off campus participation guideliness Hands on Training on Research Activities Guidelines for Getting Patent
8	February	12.02.2020 26.02.2020	Funded Project Proposal Online MCQ and Aptitude Test – guidelines Stream lining of Retest Provision Conduct of Career Expo Procedure
9	March	06.03.2020	Skill Orientation and Experiential Learning Programme offered by GOVT of India Pool of Value education courses International Collaborative Initiatives Creation of Women Study Centre Creation of Documentation Centre Establishment of Competitive Exam Coaching Centre. Inclusion of Practical Syllabus for utilizing DST FIST Lab equipments. Community Change Agent - TACW Selection of Best Student Award Selection of Best Researcher Award



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Theivanai Ammal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 25.07.19

- Annual Plan for IQAC Meeting 2019 - 2020
- Ph.D., Admission Guidelines July 2017 & July 2019
- Publication of CIA marks before End Semester Examination (ESE)
- Publication of PG Project

Minutes of the Meeting held on 25.07.19

1.To improve the quality of teaching learning process and overall development of students, the plan of action for the academic year 2019-20 was proposed in the meeting

2.Ph.D. Admission Procedure as per Thiruvalluvar University Regulations July 2017 and July 2019

- (a) Admission Procedure
- (b) Course Duration
- (C) Doctoral Committee (DC)
- (d) Course Work
- (e) Evaluation
- (f) Attendance Requirements
- (g) Class Teaching
- (h) Presentation / Participation
- (i) Monitoring progress
- (j) Plagiarism Check
- (k) Fees Payment
- (l) Thesis Submission

3.Publication of CIA marks before End Semester Examination (ESE)

- Presentation of Continuous Internal Assessment before End semester examination
- Continuous Internal Assessment(CIA) marks can be published after 80th instructional day
- CIA Test Theory and Practical, III & IV Evaluation Components schedule are discussed.

4. Publication of PG Project

To promote the number of publications and promote research among students, the project guide for the PG project has to publish their research work in the UGC approved journals.

Action Taken for the Meeting held on 25.07.19

- Annual plan circulated to all the departments
 - Ph.D., Admission Guidelines is framed and circulated to all the Research Departments.
 - Continuous Internal Marks (CIA) is published before End Semester Examination (ESE) from November 2019 onwards.
 - PG Projects are published in the UGC Approved Journals.
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Agenda for IQAC meeting on 07.08.2019

- **Incorporation of Virtual Lab Experiments**

Minutes of the Meeting held on 07.08.2019

- Preparation of course wise schedule by the science departments.
- Utilization of virtual laboratories by the concerned course teachers as per the schedule.
- All the HoD are requested to monitor the Virtual Lab Experimentation and submit the report .

Action Taken for the Meeting held on 07.08.2019

- The Virtual lab schedule is prepared and circulated to the Students
 - The science department students were utilized the Virtual lab.
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Agenda for IQAC meeting on 21.08.2019

- **Academic Audit Guidelines**

Minutes of the Meeting held on 21.08.2019

Academic Audit Guidelines framed based on the criterion given by the NAAC.

Criterion I – Curricular Aspects

- 1.1 Programmes for which syllabus revision was carried out during the Academic year
- 1.2 Programmes/ courses focused on employability/ entrepreneurship/ skill development during the Academic year
- 1.3 New programmes/courses introduced during the Academic year
- 1.4 Value-added courses imparting transferable and life skills offered during the year
- 1.5 Field Projects / Internships under taken during the year

Criterion II – Teaching-Learning and Evaluation

- 2.1 Demand Ratio during the year
- 2.2 Student - Full time teacher ratio (current year data)
- 2.3 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)
- 2.4 Ratio of Students to mentor for academic and stress related issues
- 2.5 Honours and recognitions received by teachers
- 2.6 Pass percentage of students

Criterion III – Research, Innovatives and Extension

- 3.1 Teachers awarded National/International fellowship for advanced studies/ research during the year
- 3.2 Research funds sanctioned and received from various agencies, industry and other organizations
- 3.3 Number of ongoing research projects per teacher funded by government and non-government agencies during the years

- 3.4 Workshops/Seminars Conducted on Intellectual Property Rights (**IPR**) and Industry- Academia Innovative practices during the year
- 3.5 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year
- 3.6 Ph.Ds awarded during the year
- 3.7 Research Publications in the Journals notified on UGC website during the year
- 3.8 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year
- 3.9 Patents published/awarded during the year
- 3.10 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index
- 3.11 h-index of the Institutional Publications during the year. (Based on Scopus/ Web of science)
- 3.12 Faculty participation in Seminars/Conferences and Symposia during the year
- 3.13 Revenue generated from Consultancy during the year
- 3.14 Revenue generated from Corporate Training by the institution during the year
- 3.15 Number of Collaborative activities for research, faculty exchange, student exchange during the year
- 3.16 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year
- 3.17 MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Criterion – IV – Infrastructure and Learning Resources

1.1 Library Services

Newly Added No of Text Books

- (i) No of Reference Books
- (ii) No of e-Books
- (iii) No of Journals
- (iv) No of e-Journals
- (v) Digital Database
- (vi) CD & Video
- (vii) Library Automation

(viii) Weeding (Hard & Soft)

(ix) Others (specify)

Criterion V – Student Support and Progression

5.1 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.

5.2 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

5.3 Details of campus placement during the year

5.4 Student progression to higher education in percentage during the year

5.5 Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE /TOFEL/Civil Services/State Government Services)

5.6 Sports and cultural activities / competitions organised at the institution level during the year

5.7 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Criterion VI – Governance, Leadership and Management

6.1 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

6.2 Number of Quality Initiatives undertaken by the department during the year

Criterion VII – Institutional Values and Best Practices

7.1 Best Practices

7.2 Department Distinctiveness

Action Taken for the Meeting held on 21.08.2019

- The academic audit guidelines are circulated to all the departments
 - Based on the Guidelines Best Department selected
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Agenda for IQAC meeting on 11.09.2019

- **IQAC National Seminar**

Minutes of the Meeting held on 11.09.2019

1. We have planned to conduct IQAC Seminar on 01.10.2019
2. Seminar proposal, budget, Invitation, programme schedule are discussed in the meeting.

Action Taken for the Meeting held on 11.09.2019

IQAC Seminar titled” Revised assessment and accreditation frame work of NAAC” successfully conducted on 01.10.2019 .136 participants got benefited through the seminar

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Agenda for IQAC meeting on 25.09.2019

- **Collaboration with International Level**

Minutes of the Meeting held on 25.09.2019

HoDs are asked to submit the interested student name list for study abroad visit to Malayasia.

Action Taken for the Meeting held on 25.09.2019

- The interested student list was collected and Passport, Visa was taken through the College.
 - Due to covid 19 we are unable to proceed further.
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Agenda for IQAC meeting on 09.10.2019

- **Incorporation of OBE in the Curriculum**

Minutes of the Meeting held on 09.10.2019

- The following points were discussed to incorporate OBE in the Curriculum Orientation was conducted for the faculty by Dr.Karunakaran, Secretary & Principal, Sri Ramakrishna College of Arts and Science, Coimbatore.
- HoDs are asked to design the following points to incorporate OBE in the Curriculum as suggested by the expert
 - Revision of Vision & Mission
 - Framing of Graduate Attributes.
 - Programme Educational Objectives
 - Programme Specific Outcomes
 - Course Objectives
 - Course Outcomes
 - Learning Outcomes
- HoDS are asked to submit the Updated syllabus on or before 20.11.2019.
- Above recommendations were carried out for the approval of Board of Studies (BoS) & Academic Council members.

Action Taken for the Meeting held on 09.10.2019

- The Course Objectives, Course outcomes and Learning outcomes were approved and implemented.
- It was incorporated in the Academic Council Booklet.

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Agenda for IQAC meeting on 16.10.2019

- **Online Faculty Feedback by the Student**

Minutes of the meeting held on 16.10.2019

- Faculty orientation was given for allocation of Subjects in cims portal.
- Classes in charges were allotted to assign the subjects for respective course teachers in Cims Portal for all the UG, PG and M.Phil programmes (odd semester).

Action taken for the meeting held on 16.10.2019

Faculty feedback was collected from the student through cims for all the Programmes.

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Agenda for IQAC meeting on 20.11.2019

- Inclusion of Online Course Marks in the Mark Statement
- Evaluation Procedure for Academic Audit

Minutes of the meeting held on 20.11.2019

- Hods were asked to submit the NPTEL(MOOCs)/SPOKEN TUTORIAL (FOOS) Mark list to the respective online course coordinators on or before the month of December
- Evaluation Procedure for Academic Audit

Assessment for Academic Audit (2020-2021)

Department -----

Criteria	Key words	Weightages (Max Marks)
Criterion I- Curricular Aspects	4.1 Programmes for which syllabus revision was carried out during the Academic year	20
	4.2 Programmes/ courses organize on employability/ entrepreneurship/ skill development during the Academic year	10
	4.3 New programmes/courses introduced during the Academic year	20
	4.4 Value-added courses imparting transferable and life skills offered during the year	10
	4.5 Field Projects / Internships under taken during the year	10
	Total	70
Criterion II – Teaching-Learning and Evaluation	2.1. Demand Ratio during the year	5
	2.2. Student – Full time teacher ratio (current year data)	15
	2.3. Percentage of teachers using ICT foreffective	10

	teaching with Learning Management Systems (LMS), E-learningresourcesetc. (current year data)	
	2.4. Ration of Students to mentor for academic and stress related issues	10
	2.5. Honours and recognitions received by teachers	10
	2.6. Pass percentage of students	20
	Total	70
Criterion III – Research, Innovation and Extension	3.1. Teachers awarded National/International fellowship for advanced studies/ research during the year	6
	3.2. Research funds sanctioned and received from various agencies, industry and other organizations	3
	3.3. Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year	6
	3.4. Ph.D. awarded during the year	4
	3.5. Research Publications in the Journals notified on UGC website during the year	2
	3.6. Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year	5
	3.7. Patents published/awarded during the year	4
	3.8. Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index	2
	3.9. h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)	1
Criterion III – Research, Innovation and Extension	3.10. Faculty participation in Seminars/Conferences and Symposia during the year	2
	3.11. Revenue generated from Consultancy during the year	6
	3.12. Revenue generated from Corporate Training by the institution during the year	3
	3.13. Number of Collaborative activities for research, faculty exchange, student exchange during the year	5
	3.14. Linkages with institutions/industries for internship,	10

	on-the-job training, project work, sharing of research facilities etc. during the year	
	3.15. MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year	5
	Total	64
Criterion – IV – Infrastructure and Learning Resources	4.1. Library Services Newly Added (x) No of Text Books (xi) No of Reference Books (xii) No of e-Books (xiii) No of Journals (xiv) No of e-Journals (xv) Digital Database (xvi) CD & Video (xvii) Library Automation (xviii) Weeding (Hard & Soft)	
	(xix)	
	(xx) Others (specify)	10
	4.2. Usage of library by teachers and students	2
	Total	12
Criterion V – Student Support and Progression	5.1. Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counseling and Mentoring etc.	9
	5.2. Students benefited by guidance for competitive	8

	examinations and career counseling offered by the institution during the year	
	5.3.Details of campus placement during the year	10
	5.4.Student progression to higher education in percentage during the year	10
	5.5.Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/ Civil Services/State Government Services)	10
	5.6.Sports and cultural activities / competitions 11rganized at the institution level during the year	5
	5.7.Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)	15
	Total	67
Criterion VI – Governance, Leadership and Management	6.1 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year	5
	6.2 Number of Quality Initiatives undertaken by the department during the year	6
	Total	11
Criterion VII – Institutional Values and Best Practices	7.1 Best Practices	10
	7.2 Department Distinctiveness	10
	Total	20
	Grand Total	314

Action taken for the meeting held on 20.11.2019

- All the online course teachers submitted their respective Mark list and it was entered in the Mark statement.
 - Evaluation Procedure for Academic Audit was framed and circulated to all the Departments.
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Agenda for IQAC meeting on 25.11.2019

- **Updation of Semester plan in ERP**
- **Updation of Each Course Glossary of 100 words in student diary cloud**

Minutes of the meeting held on 25.11.2019

- All the course Teachers were asked to update the Semester plan and Evaluation Schedule both UG and PG Programmes for even semester.
- All the course Teachers were asked to upload the glossary of 100 words in the google drive for the easy access of the students.

Action taken for the meeting held on 25.11.2019

- All the course Teachers updated their Semester plan & Evaluation schedule in the ERP.
- All the course Teachers uploaded the glossary of 100 words in the google drive.

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Agenda for IQAC meeting on 04.12.2019

Preparation of Lab Manual

Minutes of the meeting held on 04.12.2019

- The consent departments with lab facilities were asked to prepare and submit the Lab Manual to the Principal for smooth functioning of lab.

Action taken for the meeting held on 04.12.2019

- The lab manuals were submitted in the Principal office.

TheivanaiAmmal College for Women (Autonomous), Villupuram

Agenda for IQAC meeting on 18.12.2019

Presentation on Programme Outcomes

Minutes of the meeting held on 18.12.2019

- All the HoD's presented their Learning outcomes.

Action taken for the meeting held on 18.12.2019

- Learning outcomes were prepared and carried out the given suggestions.

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Agenda for IQAC meeting on 08.01.2020

- **Revision of off campus participation guidelines**

Minutes of the meeting held on 08.01.2020

- Research Programmes Guidelines for off campus participation was prepared & circulated to all the departments.

Action taken for the meeting held on 08.01.2020

- HoD's and Faculty members followed the Research Programmes Guidelines.
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Agenda for IQAC meeting on 29.01.2020

- **Hands on Training on Research Activities**
- **Guidelines for Getting Patent**

Minutes of the meeting held on 29.01.2020

- Hands on Training programme was conducted for PG students in the departments of Biochemistry, Chemistry and Physics.
- IQAC Coordinator asked to arrange the Seminar titled as "Intellectual Property Rights".

Action taken for the meeting held on 29.01.2020

- The PG students from the departments of Biochemistry, Chemistry and Physics utilized the training programme.
 - Intellectual property rights seminar was conducted by Research and Development Cell for all the faculty members.
 - Teachers were oriented to get the Patent through the Seminar.
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Agenda for IQAC meeting on 12.02.2020

- **TNSCST student Funded Project Proposal**
- **Online MCQ and Aptitude Test – guidelines**

Minutes of the meeting held on 12.02.2020

- Science department HoD's were asked to submit their students proposal.
- Guidelines was prepared for MCQ and Aptitude Test, it was informed in all the departments.
- Unit wise 100 MCQ has to be prepared by the respective department.

Action taken for the meeting held on 12.02.2020

- Student's project proposal were submitted by the HoD's and sent to TNSCST.
 - Unit wise 100 MCQ was prepared.
 - MCQ and Aptitude Test was uploaded in the student portal by the subject incharges as per the guidelines.
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Theivanai Ammal College for Women (Autonomous), Villupuram.

Agenda for IQAC meeting on 26.02.2020

- **Stream lining of Retest Provision**
- **Conduct of Career Expo Procedure**

Minutes of the meeting held on 26.02.2020

- Consent UG and PG class teachers were asked to submit the list of absentees for retest.
- Placement coordinator is asked to conduct Career expo 2020 in our college campus.

Action taken for the meeting held on 26.02.2020

- Consent UG and PG class teachers were submitted the list and conducted the retest exam.
 - Career expo was conducted in our college campus, various companies like AAHA solution, DESICREW took part in the expo.
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Agenda for IQAC meeting with External Members on 06.03.2020

- **Academic Initiatives**
- **Collaborative Initiatives**
- **Creation of Centers**
- **Research Initiatives**
- **Examination Initiatives**

- **Community Service**

Minutes of the meeting held on 06.03.2020

1. The meeting started with prayer, Ms.R.Shobia, HOD of English.
2. Ms.S.Akila, Dean A & IQAC Co-ordinator welcomed the gathering and presented the quality initiatives.
3. Dr.A.V.Arunakumari gave the special address.
4. Mr.S.Senthilkumar, Secretary of the college appreciated the Deans, Hods, and Faculty members for their effort to secure the NAAC Accreditation and explained future activities of the college.
5. Dr.L.Ravi presented NAAC 3rd cycle assessment in the college. He explained the 7 criterion and its scores.
 - He asked to improve the students off campus participation and publication and promote research programme.
 - He had actively interacted with IQAC members and clarified their queries.
6. Mr.M.Dhamodharan explained the career opportunities for the students.
 - He had recommended the students to have industrial exposure.
 - District Industries Centre is interested to offer Fund for Business initiatives to promote Entrepreneurs.
7. Business Brought forward by various quality Initiatives.
8. Dr.L.Ravi and Dr.K.Venkadachalam suggested the following amendments and also approved the Quality Initiatives
9. Academic Initiatives
 - Academic Audit Guidelines got approved by the external members in NAAC based on the criterion
 - In Value Added Courses the following courses were approved
 - STEP offered by Hindu
 - Discipline oriented certificated courses offered by TCIL
 - Placement Training
 - On campus placement drive
 - Inclusion of Experiential learning collaborated with MSME as one of the components.
 - Inclusion of Four days courses offered by GOI as Skill orientation programme with maximum of 1 credit under extra credit earning system.

- Current trend Wall Paper can be included in departmental association activities and prizes can be awarded for the students.

10. Collaborative Initiatives

- Department wise International Collaborative initiatives were proposed.

11. Creation of Women Development Centre activities were approved.

12. Establishment of Documentation centre

13. Research Initiatives

- Inclusion of Practical in the syllabus by Science departments for utilizing DST FIST Lab equipments.

14. Examination initiatives,

- ESE mark entry in OMR sheet and import of marks through OMR Scanner is introduced.
- In community Service, students were encouraged to enroll in Extra credit Earning Provision

15. General Discussion

- Academic Initiatives, Research Initiatives, Examination Initiatives and Community service were taken for Discussion.

16. Dr.S.Sivachidambaram proposed the vote of thanks.

Action taken for the meeting held on 06.03.2020

- All the Academic, Research and Collaborative Initiatives were incorporated and implemented in the next academic year.
 - Training programme were conducted for the Science students by the respective Departments.
 - Established Documentation centre.
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