



**THEIVANAI AMMAL COLLEGE FOR WOMEN (AUTONOMOUS)  
VILUPURAM**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Annual Plan 2020 – 2021**

**Date: 03.08.2020**

<b>S.No</b>	<b>Month</b>	<b>Date</b>	<b>Item /Title of the quality initiative by IQAC</b>
1	August	05.08.2020 28.08.2020	Revision of CIA & ESE Mark Guidelines Organisation of webinar Ph. D. Admission
2	September	11.09.2020	Freshers day orientation through You tube Conduct of Academic Council Meeting
3	October	09.10.2020 23.10.2020	Usage of DST FIST Instrumentation centre Autonomy proposal preparation
4	November	02.11.2020	Orientation Programme on fourth Curriculum Revision.
5	December	09.12.2020 23.12.2020	Plan of Action for Academic and Research Activities Presentation on Autonomy proposal Revision of guidelines for research publication Conduct of National level Seminars by the department
6	January	05.01.2021 29.01.2021	Collaboration with IBM CIA Practical through Microsoft teams NAAC module updation
7	February	12.02.2021 25.02.2021	Registration for Self Study paper Women's Day Celebration
8	March	09.03.2021 23.03.2021	TACW Innovation Hub Career Expo 2020 Procedure for Conduct of ESE April 2021
9	May	08.05.2021	Online CIA Practical and Theory I UG & I PG APRIL 2021.

## Theivanai Ammal College for Women (Autonomous), Villupuram

### **Agenda for IQAC meeting on 05.08.2020**

- **Revision of CIA & ESE Mark Guidelines**
- **Organization of Webinar**

### **Minutes of the Meeting held on 05.08.2020**

Instructed to submit the proposal to conduct Webinars with International/ National level Experts.

As per Thiruvalluvar University guidelines - CIA & ESE mark conversion for the publication of I, II year UG and I year PG ESE April 2020 results through mastersoft ERP.

<b>Component</b>	<b>TACW</b>	<b>Thiruvalluvar University</b>
Internal (CIA – April2020)	30	70
External (ESE – Nov 2019)	70	30
<b>Total</b>	<b>100</b>	<b>100</b>

#### **1. Internal - Major and Language theory courses (April 2020)**

<b>Components</b>	<b>Existing Pattern (30 marks)</b>		<b>To be Changed (70 marks)*</b>
	<b>Original</b>	<b>Conversion (Weightage)</b>	
CIA I	40	8	25
CIA II	40	8	25
Component III	5	5	3
Component IV	5	5	3
Component V (MCQ)	20	4	14

\* 70% of the marks is taken for each component from the original marks and given as conversion for 70 marks.

#### **2. External - Major and Language theory courses (Nov 2019)**

<b>Mark</b>	<b>Existing (70 marks)</b>		<b>To be changed (30 marks)</b>
	<b>Original</b>	<b>Conversion</b>	
Maximum	100	70	30

### 3. Internal - Allied and NME courses (April 2020)

Components	Existing Pattern (30 marks)		To be Changed (100 marks)
	Original	Conversion (Weightage)	
CIA I	40	8	30
CIA II	40	8	30
Component III	5	5	15
Component IV	5	5	15
Component V (MCQ)	20	4	10

#### **Action Taken for the Meeting held on 05.08.2020**

- The Guidelines implemented in the next semester.
  - All departments submitted their Proposal and also conducted the webinar as per the plan.
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#### **Theivanai Ammal College for Women (Autonomous), Villupuram**

#### **Agenda for IQAC meeting on 28.08.2020**

- Ph.D., Admission Promotion

#### **Minutes of the Meeting held on 28.08.2020**

- Instructed to follow the Ph.D., Guidelines and promote more number of Admission in Research
- Selection has to be done as per the norms of Thiruvalluvar
- University.

#### **Action Taken for the Meeting held on 28.08.2020**

One Ph.D. Research Scholar was admitted in Tamil Department

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**Theivanai Ammal College for Women (Autonomous), Villupuram**

**Agenda for IQAC meeting on 11.09.2020**

- **Conduct of Freshers Day orientation Programme through college Youtube channel.**
- **Conduct of Academic Council Meeting through Microsoft Teams.**
- **TNSCST student Project Presentation.**

**Minutes of the Meeting held on 11.09.2020**

- Invitation and Programme Schedule were discussed in the Meeting.
- Programme Profile (UG, PG & M.Phil) and Syllabi of first two semesters has to be revised based on the Board of Studies recommendation.
- The corrected syllabus has to be submitted before 15<sup>th</sup> September 2021.
- Academic Council Meeting was scheduled on 24<sup>th</sup> & 25<sup>th</sup> September 2021.
- Science Department HoDs to submit their student Proposal before 20<sup>th</sup> September 2021.

**Action Taken for the Meeting held on 11.09.2020**

- Freshers Day was celebrated with the motivational Speaker Professor Parveen Sulthana Orator, Editor, Writer for all the I UG students.
- Academic Council Meeting XIII was successfully conducted through Microsoft Teams.
- Science Students projects were sent to TNSCST for getting financial assistance

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**Theivanai Ammal College for Women (Autonomous), Villupuram**

**Agenda for IQAC meeting on 09.10.2020**

- **Usage of DST FIST Instrumentation centre**

### **Minutes of the Meeting held on 09.10.2020**

- Manuals of DST Fist Lab were discussed and Orientation to the Faculties and Students was given.

### **Action Taken for the Meeting held on 09.10.2020**

- Science Department Faculties and students followed the manual instructions and orientation was given.
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## **Theivanai Ammal College for Women (Autonomous), Villupuram**

### **Agenda for IQAC meeting on 23.10.2020**

- **Autonomy proposal preparation**

### **Minutes of the Meeting held on 23.10.2020**

- Administrative officers has to submit the Academic, Research, Student and Examination Progression for the last six years.
- Academic, Research Activities undertaken are to be submitted to Dean A office.
- The Autonomy Extension proposal to be send to UGC before 30<sup>th</sup> December 2020.

### **Action Taken for the Meeting held on 23.10.2020**

- Academic, Research and Examination Progression and Activities undertaken were submitted by the respective offices.
  - Presentation was made by the Co-ordinator of Extension of Autonomous status.
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## **Theivanai Ammal College for Women (Autonomous), Villupuram**

### **Agenda for IQAC meeting on 02.11.2021**

- **Orientation Programme for fourth Curriculum Revision**

## **Minutes of the Meeting held on 02.11.2021**

- Presentations were made for the following Points by the external expert Dr.K.Karunakaran.
- Sri Ramakrishna College of Arts & Science, Coimbatore Programme Profile.
- Learning Outcome Based Curriculum frame work
- New Education Policy
- Top ten Skills for Students
- Scope for Future Education.

## **Action Taken for the Meeting held on 02.11.2021**

- TACW Curriculum model evolved based on the LOCF and TANSCHÉ guidelines.
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## **Theivanai Ammal College for Women (Autonomous), Villupuram**

### **Agenda for IQAC meeting on 09.12.2020**

- **Plan of Action for Academic and Research Activities**
- **Presentation on Autonomy proposal**
- **Revision of guidelines for research publication**

### **Minutes of the Meeting held on 09.12.2020**

#### **I.Academic**

- Implementation of one Skill Orientation Programme offered by Govt. of India certified minimum one by all the departments.
- Registration of Study Course/ Experimentation (Working Model)/ Software Testing (minimum five depends on the Department Strength )
- Placement Training for III UG & IIPG weekly 1hr.

#### **II. Research**

- Faculty Publication mandatory in Scopus/ web of science / UGC –care (minimum one Publication by all faculty members)
- All Research department should file atleast one patent.
- All the eligible faculty to apply for awards and reviewer for Journals.

- Faculties are asked to register in Arpit (Refresher Course).
- Dean of Academic Affairs presented the Autonomy Proposal and it was discussed with College Development Council.
- Guidelines were prepared and Discussed for the Research Publication for giving seed money to the Faculty members.

### **Action Taken for the Meeting held on 09.12.2020**

- Academic and Research activities implemented as per the plan
  - Suggested corrections were carried out in the Proposal.
  - Extension of Autonomy Proposal was finalized and to be send before 31<sup>st</sup> December 2021
  - Students and Teachers were Published papers in the reputed International Journals.
  - Seed Money was given to the faculty by the Management on 18.05.2021.
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### **Theivanai Ammal College for Women (Autonomous), Villupuram**

### **Agenda for IQAC meeting on 23.12.2020**

- **Conduct of National level Seminars by the departments**

### **Minutes of the Meeting held on 23.12.2020**

- HoDs were asked to present the National Level Seminar Proposal to Research and Development Cell.
- Minimum 200 participants are expected from each Department.
- Seminar to be conducted in the offline mode.

### **Action Taken for the Meeting held on 23.12.2020**

- All the Departments were conducted the National level seminar in the recent topics with eminent experts.
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**Theivanai Ammal College for Women (Autonomous), Villupuram**

**Agenda for IQAC meeting on 05.01.2021**

- **Collaboration with IBM**
- **CIA Practical through Microsoft teams**

**Minutes of the Meeting held on 05.01.2021**

- Faculty Members were intimated about the IBM Collaboration and CIA Practical through Microsoft Teams.
- Departments are requested to submit the list of students for Registration of Courses offered by IBM.
- Cyber Security course has been preferable for our UG students.
- CIA Practical exam guidelines circulated to all the Departments.

**Action Taken for the Meeting held on 05.01.2021**

- Faculties followed the instruction to conduct practical exams through Microsoft Teams App.
- CIA Practical conducted successfully through Microsoft Teams.

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**Theivanai Ammal College for Women (Autonomous), Villupuram**

**Agenda for IQAC meeting on 29.01.2021**

- **NAAC module updation in Master Soft ERP.**

**Minutes of the Meeting held on 29.01.2021**

- Academic Affair members were asked to update student and Faculty profile for NAAC module.

**Action Taken for the Meeting held on 29.01.2021**

- Updated the student and faculty details in NAAC Module for the academic year 2021.
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## **Theivanai Ammal College for Women (Autonomous), Villupuram**

### **Agenda for IQAC meeting on 08.02.2021**

- **Registration for Self Study paper**
- **Women's Day Celebration**
- **Evolving TACW Model for fourth Curriculum Revision**

### **Minutes of the Meeting held on 08.02.2021**

- Asked the concern Class teachers to inform the students about the Self study paper/Case study/Project/Experimentation offered under Extra credit earning Provision.
- Presentations were made for UG & PG Course Structure based on LOCF and TANSICHE.

### **Action Taken for the Meeting held on 08.02.2021**

- III UG students of Mathematics, Biochemistry and Computer Science were registered for Self Study Paper.
- Women's Day was celebrated on 08<sup>th</sup> March 2021 in the Auditorium with Dr.Damodharan District Industries Centre, Villupuram as the resource person.
- Three best women entrepreneurs among our alumnae shared their experience in Business.
- TACW Course Structure Model circulated to all the Departments
- Based on the TACW Model Department framed the Programme Profile and incorporated in the Academic Council Booklet

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- **Theivanai Ammal College for Women (Autonomous), Villupuram**

### **Agenda for IQAC meeting on 25.02.2021**

- **NIRF Ranking Report Presentation**
- **Autonomy Report Preparation**
- **Guidelines for Publication of Papers**

### **Minutes of the Meeting held on 25.02.2021**

- NIRF Co coordinator presented the NIRF Report and Autonomy Extension Report ( I Draft)

- Management Seed money for Research publications

### **Action Taken for the Meeting held on 25.02.2021**

- NIRF Ranking was applied and uploaded in our College website.
  - Autonomy Presentation was made and approval obtained from the College Development Council.
  - Seed Money was given to the faculty by the Management for their research publications (Elsevier, scopus, web of science & UGC care list journals)
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### **Theivanai Ammal College for Women (Autonomous), Villupuram**

### **Agenda for IQAC meeting on 09.03.2021**

- **TACW Innovation Hub**
- **Career Expo 2020**
- **Proposal Presentation for ARIIA**
- **Autonomy Report Presentation Draft I**

### **Minutes of the Meeting held on 09.03.2021**

- Instructed to submit the proposals for the Department Start ups for TACW Innovation Hub.
- List of Companies/ Institution were finalized for conducting the Job fair.
- Approval was obtained from the Concerned Institutions.
- Coordinator Proposed the presentation for ARIIA
- First draft of Autonomy report was presented

### **Action Taken for the Meeting held on 09.03.2021**

- HoDs submitted their Department proposal to establish the Innovation Hub
  - Career Expo was conducted through online and many of our students received Placement letters.
  - Extension of Autonomy Report Presentation was made before the College Development Council.
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**Theivanai Ammal College for Women (Autonomous), Villupuram**

**Agenda for IQAC meeting on 23.03.2021**

- **Procedure for Conduct of ESE April 2021**

**Minutes of the Meeting held on 23.03.2021**

**I) III UG & II PG ESE April 2021**

**1. Practicals & Comprehensive viva:**

- ESE Practical, project and comprehensive viva can be conducted from 26.03.2021 to 31.03.2021 with external examiners in regular mode.

**II) All UG & PG**

**1. Theory**

- ESE & CIA both can be conducted in online with single pattern with maximum of 50 marks for 2 hours as per the scheduled date from 08.04.2021 to 16.04.2021.
- Question paper pattern
  - Section - A (No Choice) : Two Marks –  $10 \times 2 = 20$
  - Section - B (Answer any six out of seven) : Five Marks -  $6 \times 5 = 30$
- Question paper setting can be done by senior internal faculty.

**Note:**

- For Maths department question paper can be uploaded in CIMS.
- Students can upload the scanned copy of written answer script in teams app.
- Faculty can valuate & enter the marks in foil sheet.

**2. Practical**

- Practicals also can be conducted in online for I, II UG & I PG with internal examiner.
- Question Paper can be done by Senior Internal Faculty.

**Action Taken for the Meeting held on 23.03.2021**

- End Semester April 2021 was successfully conducted through cims Portal.
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**Theivanai Ammal College for Women (Autonomous), Villupuram**

**Agenda for IQAC meeting on 08.05.2021**

Online CIA Practical and Theory I UG & I PG April 2021.

**Minutes of the meeting held on 08.05.2021**

**I. Practical**

Mode : Microsoft teams App  
Date : 10.05.2021 – 12.05.2021  
Time : 09.00 am – 03.00 pm  
Duration : 3 Hours per batch with maximum of 30 students

Procedure

- a. Science Programmes – Writing Procedure and Uploading (10) , Viva (5)
- b. Computer Science - Programme writing (10), Viva (5)
- c. Arts & Humanities - Presentation on the topic / (10), Viva (5)

**Last date for submitting the marks (DPA & CIA) : 13.05.2021**

**II. Theory**

Mode : CIMS Portal (ITLE Menu)  
Date : 13.05.2021 – 20.05.2021  
Time : 10.00 am – 04.00 pm  
Duration : 2 Hours per slot  
Max. Marks : 50  
QP Pattern : 10 two marks and 6 five marks

**Last date for submitting the question paper and uploading : 11.05.2021**

**Last date for mark submission and entry : 21.05.2021**

**Action Taken for the Meeting held on 08.05.2021**

End Semester April 2021 was successfully conducted through cims Portal for I UG & PG Students.

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