



**THEIVANAI AMMAL COLLEGE FOR WOMEN**  
RE-ACCREDITED BY NAAC WITH 'A' GRADE & ISO 9001:2008 CERTIFIED

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **Annual Plan - 2015 – 2016**

**Date : 09.07.15**

<b>S. No</b>	<b>Month</b>	<b>Date</b>	<b>Items for Discussion</b>
1	July	24.07.15	CIA & ESE Question pattern for Section A & Passing minimum Guidelines for class seminar & journal club
2	August	14.08.15	Norms for Publication / Presentation of Papers in seminar and conferences by M.Phil Scholars.
3	September	11.09.15	Norms for discipline oriented vocational course
4	October	16.10.15	UGC Expert Committee Visit for Extension of Autonomy
5	November	24.11.15	Allotment of VI- Hour for UG & PG -Even Semester
6	December	11.12.15	Career Guidance Programme for +2 School Students
7	January	15.01.16	Guidelines for Experiential learning & Industrial visit
8	February	26.02.16	ESE - Practical Guidelines
9	March	02.03.16	Selection of Best student & Department
10	April	10.04.16	Preparation of AQAR 2013 – 14-Draft I
11		24.04.16	Preparation of AQAR 2013 – 14- Draft II
12	May	03.05.16	Policy recommendations of IQAC

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

### **Agenda for IQAC meeting on 24.07.15**

- 1. CIA & ESE Question pattern for Section A**
- 2. Passing minimum**
- 3. Guidelines for II UG seminar & III UG journal club**

### **Minutes of the IQAC Meeting held on 24.07.15**

#### **1. CIA & ESE Question pattern for Section A**

##### a) UG

CIA : Multiple Choice Question – 10 Marks

ESE : Multiple Choice Question – 20 Marks

##### b) PG

CIA & ESE : Multiple Choice Question – 10 Marks

#### **2. Passing minimum**

a) UG : 40%

b) PG : 50%

#### **3. Guidelines for II UG seminar & III UG journal club**

##### ***a) Before Presentation:***

- Schedule to be prepared in the prescribed format circulated by Dean (A) office.
- Recent topics to be given for seminar in their respective discipline.
- For JC topics to be given from the current journal in their respective discipline.
- Signature to be obtained from the students in the schedule.
- Schedule to be pasted in the department notice board & Class room.
- Presentation to be done in PPT.
- Teacher in charge has to guide/ orient the students before presentation.
- Approval to be obtained from the HoD in the hard copy of the student's presentation by the Teacher in charge one week prior.
- Students have to come with full preparation on the day of seminar or jc.

***b) On the day of presentation:***

- Minimum 30 minutes to be provided for each student.
- Separate register to be maintained to record the marks.
- Allotment of marks for seminar – content (3m), presentation (3m), Com. skill (2m), Q & A (2).
- Allotment of marks for JC- Contemporary topic(1m), content(2), clarity in explanation (2m), Com.skill (2m), Q & A (3).
- After presentation & allotment of marks, signature to be obtained from the students & HoD.
- Students should not take leave on the day of presentation.

***c) After presentation:***

- Soft & Hard copy of the presentation to be maintained by the course teacher.
- At end of each semester signature to be obtained from Dean A in the consolidated mark statement and maintain in the department.

**Action Taken for the Meeting held on 24.07.15**

- ♦ CIA & ESE Question pattern for Section A was followed.
- ♦ Passing minimum was approved by the academic council meeting.
- ♦ Guidelines for II UG seminar & III UG journal club

---

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

**Agenda for IQAC meeting on 14.08.15**

- 1. Publication / Presentation of Papers in seminar and conferences by M.Phil Scholars.**

**Minutes of the IQAC Meeting held on 14.08.15**

- ♦ Presentation of papers to be in research related topics.
- ♦ Publication of thesis as paper may be in their research topic or general.
- ♦ Presentation of papers in the seminars or conferences should be by reputed institution.
- ♦ Content of presentation has to be approved by guide.
- ♦ Publication of thesis as a paper to be done before 10 days prior to submission.
- ♦ Proof for presentation and publication (Certificate /Proceedings / Journals) to be submitted to exam office within a week.

- ♦ Verification of proof on presentation and publication of papers has to be done by the guide and to be counter verification by HoD.

**Action Taken for the Meeting held on 24.07.15**

- ♦ Publication / Presentation of Papers in seminar and conferences was done by the scholars as per the guidelines.

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

**Agenda for IQAC meeting on 11.09.15**

1. Norms for discipline oriented Vocational Course

**Minutes of the IQAC Meeting held on 11.09.15**

- Certificate course for I year UG students can be offered on performing Arts with Maximum strength of 120 for the following courses.

Singing	-	20
Dance	-	20
Karate	-	20
Beauty culture	-	40
Hand work	-	20

- Each department has to offer one certificate and one diploma discipline oriented course as mandatory.
- Departments having two batches under UG level can offer two different add on courses.
- MOU is compulsory for all the courses with reputed institution / companies / industries.
- Details of the courses to be submitted on or before 13.02.16 to Dean A office for Director's for approval in the given format along with the profile of the agency.

Department	Type of the Courses ( Certificate / Diploma)	Name of the Course	Tie up Agency	Target Group	Maximum Strength	Fee	No. of batches

### **Action Taken for the Meeting held on 11.09.15**

- Discipline oriented vocational courses are introduced by the departments as per the guidelines.
- 

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

#### **Agenda for IQAC meeting on 16.10.15**

#### **1. UGC Expert Committee Visit for Extension of Autonomy**

#### **Minutes of the IQAC Meeting held on 16.10.15**

1. UGC Expert Committee Visit for Extension of Autonomy on 26th and 27th October 2015.
  2. Departments are asked to get ready with the documents.
  3. Display of Documents - Review &. PPT – Presentation to be done by the HoD.
  4. Visit schedule was discussed.
- 

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

#### **Agenda for IQAC meeting on 24.11.2015**

#### **1. Allotment of VI- Hour for UG (2015-16) Even Semester**

#### **Minutes of the IQAC Meeting held on 24.11.2015**

#### **Allotment of VI- Hour for UG (2015-16) Even Semester**

#### **I Year**

1. Vocational Course	- 2 Hrs	Monday & Tuesday
3. Remedial Class	- 3 Hrs	Wednesday, Friday & Saturday,
4. Mentoring/Yoga/Open Forum/Fine Arts	- 1 Hr	Thursday

#### **II Year**

1. Vocational Course	- 3 Hrs	Wednesday , Thursday & Friday
2. Remedial Class	- 1 Hr	Saturday
3. Seminar	- 1 Hr	Monday
4. Open Forum/Fine Arts/Mentoring/Meditation	- 1 Hr	Tuesday

### III Year

		Day
1. Aptitude	- 1 Hr	Tuesday
3. Library	- 1 Hr	Monday
4. Journal Club	- 1 Hr	Friday
5. Remedial	- 2Hrs	Thursday, Saturday
6. Fine Arts / Mentoring/PED/Open Forum	- 1 Hr	Wednesday

### Allotment of VI- Hour for PG (2015-16) Even Semester

#### I Year

		Day
1. Aptitude	- 1 Hr	Monday
2. Library	- 2Hrs	Tuesday, Wednesday
3. Remedial Class	- 2Hrs	Thursday, Saturday,
4. Study Circle/Career Guidance/Study circle /Mentoring	- 1Hr	Friday

#### II Year

		Day
1. NET/ SET (Core Based)	- 1 Hr	Saturday
2. Library	- 2 Hrs	Wednesday, Thursday
3. Study Circle/Career Guidance/Study circle /Mentoring	- 1 Hr	Friday
4. Remedial Class	- 2 Hrs	Monday, Tuesday,

### **Action Taken for the Meeting held on 24.11.15**

- As per the IQAC recommendation allotment of 6th hour incorporated in the time table & followed.
- 

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

#### **Agenda for IQAC meeting on 27.01.16**

- Career Guidance Programme for +2 School Students.

#### **Minutes of the IQAC Meeting held on 27.01.16**

- ◆ Career Guidance Programme for +2 School Students as admission promotion activity.
  - ◆ Departments are asked to submit the following for school visit.
    - ✓ Plan of action
    - ✓ Programme schedule
    - ✓ Target school
    - ✓ Requirements
    - ✓ Budget
    - ✓ Faculty incharge
  - ◆ Submission of report after the school visit.
-

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

### **Agenda for IQAC meeting on 27.01.16**

1. Guidelines for Industrial Visit
2. Guidelines for Experiential Learning

### **Minutes of the IQAC Meeting held on 27.01.16**

#### **Guidelines for Industrial Visit**

- ◆ To be arranged to the reputed company.
- ◆ Preferably nearer destinations may be planned to reduce travel time.
- ◆ Approval to be obtained 10 days prior
- ◆ To be back to TACW before 06.00 pm.
- ◆ Vehicle to be arranged through transport officer.
- ◆ No objection letter from parents is compulsory for each student.

#### **Guidelines for Experiential Learning**

- ◆ Approval letter to be obtained from industries / institutions.
- ◆ No objection letter from parents.
- ◆ Report to be submitted within a week.
- ◆ Evaluation component marks to be submitted to Exam Office.
- ◆ Teacher incharge has to monitor.

---

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

### **Agenda for IQAC meeting on 26.02.2016**

1. ESE - Practical Guidelines

### **Minutes of the IQAC Meeting held on 26.02.2016**

#### **ESE - Practical Guidelines**

#### **Preparation for the Practical Exam by Students:**

- Students to have completed all the experiments.
- Entered all the procedures and calculations both in observation & record and got it corrected from the course-in-charge faculty.
- Should have got the HOD's Signature in the record.

- Paid the term fee and exam fee and breakage amount wherever applicable.
- Component completion to be ensured.

### **Preparation for the Practical Exam by the department.**

- All the solutions / apparatus and system to be made ready the previous day.
- Answer script, attendance sheet foil sheet, envelop and remuneration forms to be obtained from Exam Office on the previous day.
- Lot number to be marked in the allotted places / Question Papers.

### **During Examination:**

- Question paper to be prepared along with key by internal and external examiners and question paper printouts / taken Xerox before the start of examination (09.15 a.m. / 01.15 p.m.).
- Records to be submitted before commencement of Practical Examination.
- Internal, skilled and Lab assistants to be present at 09.00 a.m.
- Students to be seated according to lots allotted / attendance order.
- Unnecessary stationary and pouches to be strictly prohibited.
- Silence to be maintained and attendance form to be signed by the students in the first 30 minutes of the examination by skilled Assistant.
- The procedure writing time is to be provided (10 – 20 minutes) and the papers are to be collected before the commencement of the experiment.
- The experiment and calculations are to be submitted before leaving the Lab and no paper (blank sheets / rough work) is allowed to be carried out of the lab.
- Viva is to be conducted individually, both by internal and external members.
- Answer scripts are to be corrected both by internal and external members as per key.
- Other staff members prohibited in the Exam Hall strictly.

### **Documents to be submitted in the Exam Office:**

- Mark sheet, valued answer scripts, question paper, attendance sheet and claim form duly signed by internal and external members are to submitted at the end of the Practical examination to the Exam Office.
  - Minutes of the examination to be entered in the minutes note at the end of each exam.
-



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

### **Agenda for IQAC meeting on 07.03.2016**

- A. Introduction of Gender Studies & Women studies courses for PG students in third & fourth Semesters.**
- B. I, II & III Evaluation components of CIA for Gender & Women's Studies.**
- C. Passing Minimum for ESE.**
- D. Revised Guidelines for Supplementary Examinations**
- E. M.Phil- special area paper**

### **Minutes of the IQAC Meeting held on 07.03.2016**

#### **Policy Recommendations of IQAC**

**A. Introduction of Gender Studies & Women studies courses for PG students in third & fourth Semesters.**

**B. I, II & III Evaluation components of CIA for Gender & Women's Studies**

**Component I & II -30+30 Marks** (Compulsorily two components from the given options)

- Poster Presentation
- Album making
- Seminar
- Assignment

**Component III -40 Marks** (Mandatory)

- Field survey report

**C. PASSING MINIMUM FOR ESE (with effect from 2016-2017)**

- Passing minimum for UG course is 40% in ESE and 40% in the aggregate of CIA and ESE.
- Passing minimum for PG course is 50% of marks inn ESE and 50% in the aggregate of CIA and ESE.

**D. Revised Guidelines for Supplementary Examinations (with effect from-November 2015)**  
**Theory Courses/ Practical courses/ Comprehensive Viva-voce/ Project Viva-voce / Value Education/ Soft Skill Courses/ Extension (UG & PG).**

**ESE-November:**

- Students with arrear/absent in theory/ practical/ theory cum practical/ project courses of Semesters I, III & V are eligible to appear in ESE-November.

**ESE-April:**

- Students with arrear/absent in theory/ practical/theory cum practical/project / Comprehensive viva voce courses of semesters II,IV & VI are eligible to appear in ESE-April.
- Final year students with arrear/absent in courses of semester V of UG MCA, Courses of Semester III of PG and courses of Semester I of M.Phil are eligible to appear in ESE-April along with final semester Examination.

**June Supplementary Examinations (Theory):**

- Final year students who have only one arrear in the courses of I –VI semesters of UG, I –IV semesters of PG, I –VI semester of MCA and I Semester of M.Phil are eligible to appear for June supplementary examinations.

**Extension activity:**

- If a student is Not completed (NC) due to the lack of attendance, she has to redo the course along with the next batch after the payment of registration fee Rs.250.

**E. M.Phil- special area paper:**

- M.Phil scholars who have passed in the special area study paper are only eligible submit the dissertation
  - After submission of dissertation, viva-voce will be conducted only to those scholars who have passed in all three papers offered in Semester I.
-